

1. **Meeting called to order by Chair, Dr. Youssef Hamidi**

2. **Approval of Meeting Notes: Meeting minutes:** October 18, 2022 minutes unanimously approved.

3. **Old Business**

T2 recommendation: Passed by FSSC with friendly amendment: T2 will not collect violator fee until second violation.

Nature Trail Sign: Reviewed by UHS Legal, Steve Kitchen stated approved wording has been provided and will be sent to the P&T committee for the next meeting.

4. **New Business/Announcements**

**a. Retiree Access to Faculty/Staff Parking**

Retirees are permitted to park in all lots. If clickers are needed, they must show their Human Resources retiree permit to the Parking & Traffic Department in SSCB next to Financial Aid (note: beginning end of year, this office will move to B1636, on first floor of Bayou near café). The Parking and Traffic Department should be notified of any retiree violations received. Training of student staff who monitor lots is improving and ongoing.

**b. Grace Period for Violations**

Chair recommended a grace period be provided for situations that receive error, on initial first time use or in situation shown below.

**c. Parking Codes Issue**

Chair received an email of an issue: Parking code used for guest exceeded assigned use, this was unknown to department hosts; resulting in violation to guest. Steve Kitchen requested the Chair email the recommendation to Parking and Transportation Department for review and summarization for the committee.

**d. Cash Payment Process**

Designated location needed for cash payment for students that do not have bank accounts or for payment via grants, as an example. Steve Kitchen requested the Chair email the recommendation to the Parking and Transportation Department for review and summarization for the committee.

**e. Accessible Parking-STEM Building**

President's Office guests' parking spaces not being used at STEM. Suggestion is to change spots from President's Office guests to accessible spaces. Steve Kitchen requested the Chair email the recommendation to Parking and Transportation Department for review and summarization for the committee.

**f. USA Parking Spot-Requested the Spots be Moved Closer to their Respective Buildings**

USA uses spots are used for fund raisers or Hawk Spirit Awards. Moving locations will make them more desirable and conveniently closer to buildings for these users' access. Steve Kitchen recommended committee create a recommendation to Parking and Transportation Department to use to forward to FSSC for approval. Matt Perry will send a summary to forward.

Meeting adjourned.  
Charise Armstrong

**December meeting will be cancelled; meetings will resume in January 17, 2023.**

**University of Houston  Clear Lake**  
 FY2022 - FY2023 Parking & Transportation Sub-Committee Attendance Sheet

Meeting Date: November 15, 2022

Members	Seat	Role	Email	Present
<b>Bill Amonette</b>	Faculty 1	HSH Faculty Representative	<a href="mailto:Amonette@uhcl.edu">Amonette@uhcl.edu</a>	
<b>Charise Armstrong</b>	<b>Parking &amp; Transportation Admin. Support</b>		<a href="mailto:Armstrongch@uhcl.edu">Armstrongch@uhcl.edu</a>	
<b>Jason Babin</b>	Student Affiars	Division Representative	<a href="mailto:Babin@uhcl.edu">Babin@uhcl.edu</a>	
<b>Chris Baker</b>	Parking Department non-voting	Department Representative	<a href="mailto:Bakerch@uhcl.edu">Bakerch@uhcl.edu</a>	
Ciara Evans	Student Accessibility Services Center	Department Representative	<a href="mailto:EvansCi@uhcl.edu">EvansCi@uhcl.edu</a>	
Harry Glass	Co-Chair	Manager Parking & Transportation	<a href="mailto:Glass@uhcl.edu">Glass@uhcl.edu</a>	
Stephen Gruber	Faculty 2	CSE Faculty Representative	<a href="mailto:Gruber@uhcl.edu">Gruber@uhcl.edu</a>	
<b>Youssef Hamadi</b>	<b>Chair</b>		<a href="mailto:Hamadi@uhcl.edu">Hamadi@uhcl.edu</a>	
<b>Steve Kitchen</b>	AVP Facilities or Designee	Department Representative	<a href="mailto:Kitchen@uhcl.edu">Kitchen@uhcl.edu</a>	
Johna McClendon	USA	Staff Representative	<a href="mailto:McClendonJ@uhcl.edu">McClendonJ@uhcl.edu</a>	
Russell Miller	Police Chief	Department Representative	<a href="mailto:MillerR@uhcl.edu">MillerR@uhcl.edu</a>	
Janice Newsum	ULC	Division Representative	<a href="mailto:Newsum@uhcl.edu">Newsum@uhcl.edu</a>	
<b>Holly Nolan</b>	Strategic Enrollment Mgmt Representative	Division Representative	<a href="mailto:Nolan@uhcl.edu">Nolan@uhcl.edu</a>	
<b>David Palmer</b>	Library	Department Representative	<a href="mailto:PalmerD@uhcl.edu">PalmerD@uhcl.edu</a>	
<b>Christine Paul</b>	USA	Staff Representative	<a href="mailto:Paul@uhcl.edu">Paul@uhcl.edu</a>	
<b>Heather Pule</b>	Faculty 3	COE Faculty Representative	<a href="mailto:Pule@uhcl.edu">Pule@uhcl.edu</a>	
<b>Bethany Cook</b>	University Advancement	Division Representative	<a href="mailto:CookB@uhcl.edu">CookB@uhcl.edu</a>	
<b>Melissa Williams</b>	Faculty 4	COB Faculty Representative	<a href="mailto:WilliamsMeli@uhcl.edu">WilliamsMeli@uhcl.edu</a>	
TBD	SGA G	Graduate Representative		
<b>Jennifer Beamer</b>	SGA UG	Undergraduate Representative	<a href="mailto:BeamerJ825@uhcl.edu">BeamerJ825@uhcl.edu</a>	
Alternates	Seat	Role	Email	Absent
Mohsen Daghooghi	Faculty Representative	Faculty 1	<a href="mailto:Daghooghi@uhcl.edu">Daghooghi@uhcl.edu</a>	
Cassandra Heslep	Strategic Enrollment Mgmt.	Division Representative	<a href="mailto:Heslep@uhcl.edu">Heslep@uhcl.edu</a>	
<b>Thu Le</b>	Parking Department	Department Representative	<a href="mailto:LeThu@uhcl.edu">LeThu@uhcl.edu</a>	
Alex Milam	Faculty Representative	Faculty 2	<a href="mailto:MilamA@uhcl.edu">MilamA@uhcl.edu</a>	
<b>Matt Perry</b>	Student Affairs	Division Representative	<a href="mailto:PerryM@uhcl.edu">PerryM@uhcl.edu</a>	
J'Naudia Hunter-Phillips	Student Accessibility Services Center	Department Representative	<a href="mailto:Hunterjd@uhcl.edu">Hunterjd@uhcl.edu</a>	
Rosana Salinas	Library	Department Representative	<a href="mailto:SalinasR@uhcl.edu">SalinasR@uhcl.edu</a>	
<b>Debbie Williams</b>	University Advancement	Division Representative	<a href="mailto:WilliamsDL@uhcl.edu">WilliamsDL@uhcl.edu</a>	