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UNIVERSITY

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President:  
Dr. Robert L. Caret

February 4, 2003

MEMO TO: Vice Presidents, Deans, Directors, Department Chairs, and  
Administrative Heads

FROM: Robert L. Caret  
President

SUBJECT: Presidential Directive 99-02 (revised)  
Parking, Traffic and Transit Advisory Committee

Presidential Directive 99-02, signed by President Caret and distributed to the campus on October 18, 1999, establishes an official group, the Parking, Traffic and Transit Advisory Committee, "to advise, directly, the University Police Department and, indirectly (through the Vice President of Administration) the President and the President's staff, about policies, processes, and practices regarding parking, traffic and transit at SJSU," on matters that are within the University's jurisdiction.

Committee membership under PD 99-02 is comprised of 11 voting members: 3 students; 3 faculty; 2 staff employees; 1 representative of the unions; 1 representative of the surrounding campus neighborhood associations; and 1 representative of the University Police Department. Non-voting members include a minimum of one member from the staff of UPD and a representative from the University Public Affairs Office.

On December 16, 2002, the Parking, Traffic, and Transit Advisory Committee voted to request a revision to PD 99-02 to expand the membership to include 1) the manager of Transportation Solutions (or the duly designated campus Transportation Demand Management (TDM) program) as a voting member; and 2) a staff member from the TDM program who is familiar with the alternative transportation needs of the campus community, selected by the manager of Transportation Solutions (or the duly designated campus TDM program), as a non-voting member.

The request for additional members has been approved and modifications to PD 99-02, Parking, Traffic and Transit Advisory Committee, have been made. The complete document with revisions is available to the public in the Office of the President, the Office of the Vice President for Administration and Finance, and in the Office of the University Police Department. For an electronic version of the document, please call the Office of the President at 408-924-1177.

RLC/ms

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February 4, 2003

**99-02 (Revised)**

**Presidential Directive 99-02 (revised)**

**Parking, Traffic and Transit Advisory Committee**

On October 18, 1999, in conjunction with Sense of the Senate Resolution S99-2, President Robert L. Caret established an official group to advise on parking, traffic and transit matters within the University's jurisdiction. This directive superseded any previous policies and committees designated for this purpose.

PD 99-02 was revised on February 4, 2003, in response to the unanimous recommendation of committee members. On December 16, 2002, the Parking, Traffic, and Transit Advisory Committee voted to request a revision to PD 99-02 to expand the membership to include 1) the manager of Transportation Solutions (or the duly designated campus Transportation Demand Management (TDM) program) as a voting member; and 2) a staff member from the TDM program who is familiar with the alternative transportation needs of the campus community, selected by the manager of Transportation Solutions (or the duly designated campus TDM program), as a non-voting member.

A. **Charge:** To advise, directly, the University Police Department and, indirectly (through the Vice President of Administration) the President and the President's staff, about policies, processes, and practices regarding parking, traffic and transit at SJSU. The committee's purpose is to be an important conduit of information to and from UPD (including the Office of Traffic and Parking Operations) and the campus community. It provides a venue for open dialogue regarding current and planned operations, possible solutions and suggestions, as well as discussion of problems and concerns, from all campus constituents. It should devise methods for keeping the campus community informed of its activities.

The Committee will advise on plans and policies concerning parking, traffic and transit. It is not authorized to formulate policy, nor shall it be a Review Board for individual cases. However, open discussion and communication in this sensitive area is in the best interest of the entire University. This committee should be as representative as possible of the many affected segments of our community, and may also wish to set up various mechanisms for receiving suggestions and comments from others, including open hearings, as appropriate. The goal of the committee is to assist the University in continuously improving parking, traffic and transit conditions on and around campus, and to facilitate communication between all concerned parties.

**B. Membership:** The committee shall be composed of 12 voting members (excluding non-voting, ex officio members):

**Voting:**

- 3 students: selected by the Associated Students in accordance with its established procedures;
- 3 faculty: selected by the Academic Senate in accordance with its established procedures;
- 2 staff employees selected by the Associated Vice President for Administration, Human Resources, from a list of nominees and self-nominees;
- 1 representative of the unions, selected by the Joint Labor Council, through a process of its choosing;
- 1 representative of the surrounding campus neighborhood associations, selected by the other voting committee members from a list of nominees and self-nominees;
- 1 representative of the University Police Department who has line responsibility for traffic and parking operations (e.g., the Support Services Commander);
- The manager of Transportation Solutions (or the duly designated campus Transportation Demand Management (TDM) program).

**Ex Officio:**

- A minimum of one ex officio, non-voting member from the staff of UPD, selected by the Chief of University Police;
- An ex officio, non-voting member of the University Public Affairs Office, selected by the Vice President for University Advancement;
- A staff member from the TDM program selected by the manager of Transportation Solutions (or the duly designated campus TDM program).

When selecting members, in addition to the usual concerns for developing a broadly representative group, good faith attempts should also be made to include representation from as many special constituencies as possible, including, for example: resident students, vanpool users, commuter students, evening students, employees working non-traditional hours, employees and students using alternative transportation, the disabled community, etc.

**C. Chair:**

- One year term, with full voting rights retained;
- Elected from the voting membership by the voting membership; reappointments are permitted.

**D. Term:**

- a. Members of the committee will serve two year terms, effective October 1;
- b. Reappointments are permitted;
- c. Terms of office are to be staggered as much as possible.

**E. Meetings:** The committee shall meet at least twice a semester, and may be asked to meet during academic breaks, if necessary. Generally, the meetings will be closed; however, the committee may choose to open all or part of the meetings to invited guests.

**F. Quorum:** A majority of the total membership, including the chair, shall constitute a quorum. Vacant seats or ex officio members shall not be included in determining a quorum.

**G. Review:** The provisions and procedures of this directive will be reviewed at the end of a representative period, in order to seek recommendations for appropriate revisions, if necessary.