

University Parking Committee

BACKGROUND/HISTORY: This committee was chartered in September 1976 by the President of the Medical University in response to a critical need for systematic and participatory solution of the critical university parking problems.

CLASSIFICATION/TERMS OF APPOINTMENT: This is a university level standing committee. The charter shall be reviewed annually by the Vice President for Finance and Administration to determine the continued need for the committee or any necessary update or amendment of its charter.

FORMAL CHARGES: The initial charge of the committee shall be the following:

1. To review and recommend to the Vice President for Finance and Administration amendments to the traffic and parking regulation and fee schedules.
2. To review parking needs and priorities and general effective use of existing parking facilities and make such recommendations to the Vice President for Finance and Administration.
3. To review and make recommendations to the Vice President for Finance and Administration regarding possible additional parking facilities and long-range objectives for parking.

REPORTING CHANNELS/PROCEDURES: This committee shall report all specific recommendations or significant findings directly to the university vice president for finance and administration, who may bring such recommendations before the President's Council. Copies of recommendations will be forwarded to the office of Provost.

MEMBERSHIP: A total of thirteen (13) members shall constitute the committee, those being as follows:

Four (4) designated by the Vice President for Finance and Administration, one (1) of whom shall be ex-officio and shall be the Director of the Office of Parking Management, one (1) of whom shall be ex-officio and shall be the Director of Physical Plant, one of whom shall be ex-officio and shall be the Director of the Department of Public Safety and one (1) other designee; two (2) designated by the Vice President for the MUSC Medical Center, one of whom shall represent inpatient activities, and one of whom shall represent outpatient activities; two (2) designated by the Faculty Senate; two (2) representatives designated by the Office of the Vice President for Academic Affairs; one (1) employee representative, who shall be appointed by the State Employees Association; and two (2) student representatives, both of whom shall be appointed by the Student Government Association.

MEMBERSHIP/APPOINTMENT: All final appointments will be made in writing by the

university Vice President for Finance and Administration.

TERMS OF MEMBERSHIP: Other than ex-officio positions, each appointment will be for one year. Appointees may serve consecutive terms.

OFFICERS: A committee chairperson will be appointed each year by the university Vice President for Finance and Administration. The vice president will designate a vice chairperson to conduct any necessary committee business during the chairperson's absence.

SUBCOMMITTEES: No formal or standing subcommittees are designated. The committee shall routinely appoint such ad hoc study groups, task forces, or subcommittees as the committee deems necessary in fulfilling the committee's charge.

RELATIONSHIPS TO OTHER UNIVERSITY COMMITTEES: This committee shall work in cooperation with standing university committees.

FREQUENCY OF MEETINGS: This committee shall meet annually and at such other times as the chairperson shall designate as needed to advise on changes in parking related matters.

NOTICE OF MEETINGS: A one-week written notice shall be given of every scheduled committee meeting.

MEETING AGENDA AND SUPPORTIVE MATERIAL: A written meeting agenda and any appropriate supportive materials shall be sent out as an attachment with written notice of meeting.

COMMITTEE MINUTES: Minutes of the committee meeting shall be kept and distributed to all committee members. The minutes are considered a public record and may be used to inform the public.

COMMITTEE REPORTS: Reports and recommendations shall be prepared and appropriately distributed as ongoing committee activities dictate the necessity for (particularly activity recommendations requiring sanction or feedback from university level administration). The committee shall prepare an annual report of its activities and shall submit the same to the President of the Medical University of South Carolina. It is expected that no proposals to change parking procedures will go to the President without comment from this committee.

STAFF SUPPORT: Direct staff assistance to the committee and its chairperson shall be provided by the Vice President for Finance and Administration.

AMENDMENT TO THIS CHARTER: Any amendments to this charter may be made by a vote of two-thirds (2/3) of the committee's membership at its annual or specially

called meeting.

THIS COMMITTEE CHARTER IS EFFECTIVE AS OF March 24, 1995.