

ANNUAL REPORT

Parking and Traffic Committee

**University of North Alabama
Florence, Alabama**

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Committee Chair

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Date submitted

Submitted to: Dr. Becky Smith
Chair, Shared Governance Executive Committee

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

2024-2025

I. Executive Summary

In 2024–2025, the Parking and Traffic Committee fulfilled its advisory, appeals, and policy review responsibilities. The committee reviewed all submitted parking and traffic citation appeals and rendered timely decisions. The committee also participated in a parking lot tour organized by Vice President Mr. Evan Thornton. Formal feedback and proposed changes to the appeal process and related policies were documented in *Responses to Parking Services' Recommendations Regarding the Appeal Process*. All duties were completed in accordance with the committee's charge, with the final report to be submitted by the first day of the fall semester.

II. The Committee's Charge (from the Shared Governance Document)

The Parking and Traffic Committee's charge is as follows:

1. To serve as an advisory committee in areas including parking planning, allocation, and enforcement
2. To provide a system of appeals for those receiving traffic citations
3. To serve as a hearing tribunal by hearing appeals and rendering decisions
4. To hold hearings as regularly as possible to ensure the expeditious processing of appeals
5. To review and recommend changes to parking and traffic policies, reserved parking space policies, and the parking fee and fine structure at the University as appropriate
6. To forward to the Vice President for Student affairs for action any decision made by the Parking and Traffic Committee
7. To gather and review information on University parking planning, allocation, and enforcement and related areas and assess University performance in these areas in the light of information obtained
8. To propose changes in University parking planning, allocation, and enforcement and related areas
9. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
10. To submit a final written report electronically by the first day of fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

Sep 09.2024; Nov13.2024; Jan 21.2025; May 22.2025

IV. What were the Committee's actions and accomplishments this year relative to

each of the items of the charge?

1. To serve as an advisory committee in areas including parking planning, allocation, and enforcement
 - The committee served in an advisory capacity by providing feedback on Parking Services' recommendations regarding the appeal process. The document titled *Responses to Parking Services' Recommendations Regarding the Appeal Process* was sent to Dr. Becky Smith on May 15, 2025.
2. To provide a system of appeals for those receiving traffic citations
 - The committee reviewed all submitted appeals.
3. To serve as a hearing tribunal by hearing appeals and rendering decisions
 - The committee regularly reviewed appeals as submitted and made decisions regarding them.
4. To hold hearings as regularly as possible to ensure the expeditious processing of appeals
 - The committee regularly reviewed appeals as submitted and provided feedback in a timely manner.
5. To review and recommend changes to parking and traffic policies, reserved parking space policies, and the parking fee and fine structure at the University as appropriate
 - The committee's recommendations are included in *Responses to Parking Services' Recommendations Regarding the Appeal Process*.
6. To forward to the Vice President for Student affairs for action any decision made by the Parking and Traffic Committee
 - Any actions or decisions were forwarded to the Vice President for Student Affairs
7. To gather and review information on University parking planning, allocation, and enforcement and related areas and assess University performance in these areas in the light of information obtained
 - The committee reviewed and responded to Parking Services' Recommendations Regarding the Appeal Process
8. To propose changes in University parking planning, allocation, and enforcement and related areas
 - The committee proposed changes are included in *Responses to Parking Services' Recommendations Regarding the Appeal Process*.
9. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
 - The committee handled all duties as assigned, and that fell under its charge.
10. To submit a final written report electronically by the first day of fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC
 - The committee chair submitted a final report on August 11, 2025.

V. What were the Committee's formal recommendations?

The formal recommendations are included in *Responses to Parking Services' Recommendations Regarding the Appeal Process*.

VI. What does the Committee plan to accomplish?

A. In the coming year?

1. The committee plans to continue to fulfill its charge to the best of its abilities.
2. The Committee plans to review some randomly selected appeals from 2024-2025 -- approximately 10–15% from each decision category ("Approved," "Denied," and "Reduced") -- during the first meeting in Fall 2025.
3. The Committee plans forming a three-member Appeal Board each month, consisting of one faculty member, one staff member, and one student, beginning in Fall 2025.

B. In future years?

No plans.

VII. What are the Committee's weaknesses?

1. Due to scheduling challenges during the academic year, it was very difficult to find a common meeting time for all committee members.
2. The committee has minimal abilities outside of advising.

- A. What can the Shared Governance Committee help you do to address the weaknesses?

None.

VIII. Comments

During the parking lot tour organized by Vice Presidents Mr. Evan Thornton, the committee learned that many campus parking lots within reasonable walking distance consistently have available spaces. The committee believes it would be beneficial for all UNA employees and students to be aware of this. For example, this information could be shared, and a parking lot tour could be provided new faculty and student orientations each year.