Minutes
Committee on Space, Facilities, and Physical Plant
Monday, October 22, 2018
2:00 PM, SH207

Present (members): Robin Auchincloss, Laura Broughton, Shelley Liu, Tamar Rothenberg,
David Taylor
Present (guest): Jim Verdicchio

I. Call to Order 2:08PM
II. Approval of Agenda for 10/24/18 by unanimous voice vote
III. Approval of Minutes from 9/24/18 by unanimous voice vote
IV. Standing Items:
   a. Parking Study
      i. Timeline is by early spring 2019 semester
      ii. Laura met with IR about survey
         1. 4 populations, same survey (1: parking permit holders - fac/staff, 2:
             everyone else fac/staff; 3: parking permit holders - students; 4:
             everyone else students)
         2. D. Taylor suggested surveying the people who live on the South
            Side of campus
         3. The survey was discussed. Changes and comments were compiled
            to forward to IR.
      iii. Kay Ellis’s data from ppt and Jim Verdicchio – a little over 700 parking
            permits sold
      iv. Safety Vehicles entering and leaving campus (Medical Emergencies)
         1. Public Safety responds to about 300 per year (70 to 80 are “hot”
            cases – heart/stroke, etc.)
      v. Small population of students who park on campus because of medical
         issues – ask Frank how these students are handled
      vi. Daytime student lot is filled every day and they sell out of passes; some
          overflow is allowed in Patterson occasionally.
      vii. Evening student passes never sell out.
      viii. Is it possible to do a keep track of the number of vehicle traffic for one
           normal week by time in and out of the Main and Osbourne gates.
      ix. Enforcement:
         1. They have a log of cars improperly parked on the main campus
         2. There is an updated parking plan (June 2015) that should be on the
            website, but has not yet been implemented called “Bronx
            Community College Traffic and Parking Regulations.” They also
            already have 1000 tickets printed to be used. At most there are
            usually 40 to 50 issues per semester.
         3. There are 20 to 40 permit holders who routinely park in non-
            parking areas
         4. Try to incentivize parking in Patterson – on any day there are
            generally 30 to 50 open spots in Patterson

L. Broughton
5. Shift change for Public Safety is at 3 PM (they start at 7 AM)
   x. Child care center is extending hours to 10 PM in spring semester – this
      may affect Osbourne gate hours and upgrades to lighting.
   xi. Cabs/limos/taxis are not supposed to come on campus, but VIPs and
        disabilities are allowed, so it’s not a hard rule and taxis get lost on campus
        a lot…It’s mentioned in the Regulations ➔ add signage to help with exits
        from the cabs.
   xii. Jim will provide a breakdown on incidents (includes medical and
        violence) in the last few years by Patterson Lot, Student Lot, Main
        Campus.
   xiii. Snapshot of planned construction impacts on parking for the next few
        years (Robin) – see attachment
   xiv. There is a card key system on campus – 55 readers in Loew and Snow –
        but it has not been expanded
   xv. Tamar and Shelley will expand info on parking at other CUNY colleges
        about off-campus parking (metered, nonmetered, parking garages) and
        mass transit; number of faculty/staff/students and # of parking spots
   xvi. David will continue looking into external parking around BCC
b. Facilities Update (R. Auchincloss) – Postponed until November meeting
c. BCC and CUNY Policies: – Postponed until November meeting
   i. Master Planning Process Update (R. Auchincloss)
   ii. Work Order Policies and Service Agreements (D. Taylor)
d. Current Projects: – Postponed until November meeting
   i. Greenhouse Update (D. Taylor)
   ii. Fire drill Update (L. Broughton)

V. Meeting Adjourned 4:06 PM

Respectfully submitted,

[Signature]

Laura C. Broughton, Ph.D.
Chairperson, Committee on Space, Facilities, and Physical Plant

Attachments:
- Data from Kay Ellis’s PowerPoint Presentation
- Bronx Community College Traffic and Parking Regulations
- Snapshot of planned construction impacts on parking for the next few years
Committee on Space, Facilities, and Physical Plant
Summary of Data from “Parking Permits and Parking Configuration” PowerPoint by VP Ellis

- Public Safety is now monitoring parking issues on the daily report
- **346 Parking Spots on main campus**
- Parking permits – more than 3 times as many parking permits are sold to faculty and staff as are available in the main lot
  - Patterson lot is not fully utilized
  - Annual tags - $135 has been in effect over 12 years – full-time employees only – sold in September
  - Semester tags – part-time employees (and adjuncts)
  - All employees requesting a tag are issued one
  - Public Safety monitors the lots for the first few weeks of classes and advises if it’s possible to issue more tags
  - In Fall 2018, BCC received 7 new requests for accessible parking due to mobility and medical issues (all approved)
    - Need to encourage employees to make requests
    - Need to assess existing accessible spaces for need and location
- **Issues – Main Campus**
  - Many spots on main campus are in spaces not planned for parking
    - Cobblestones make snow removal difficult and are a tripping hazard
    - Routing overcrowding
  - Pedestrian traffic and car traffic often conflict
- **Patterson Lot Safety**
  - The Patterson Lot is well lit & well monitored. There is a dedicated post until 8PM.
  - The lot is under observation by the main booth & has full camera coverage with eleven (11) cameras monitored 24-7 by Public Safety Surveillance and Communications Center.
  - There are also five (5) emergency call box/blue lights available
  - Community members can request a Public Safety escort or shuttle to Patterson at any time by calling x5390, the non-emergency number

<table>
<thead>
<tr>
<th>Location</th>
<th>#</th>
<th># RESERVED</th>
<th># accessible spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Parking Lot</td>
<td>37</td>
<td>VP of Strategic Initiative (1)</td>
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<td></td>
<td></td>
<td>Dean of Workforce Dev (1)</td>
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<td>AVP of Development (1)</td>
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<td>Assoc Dean of Stud Dev (1)</td>
<td></td>
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<tr>
<td>Meister Hall (East side)</td>
<td>49</td>
<td>AVP Comm &amp; Marketing (1)</td>
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<tr>
<td>Meister Hall (West side)</td>
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<tr>
<td>Bliss Hall</td>
<td>34</td>
<td>1 accessible parking space</td>
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<tr>
<td>Lower Colston</td>
<td>41</td>
<td>3 accessible parking spaces</td>
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<tr>
<td>Roadway to Lower Colston</td>
<td>40</td>
<td>1 accessible parking space</td>
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<tr>
<td>Duplicating</td>
<td>6</td>
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<tr>
<td>Begrisch Hall</td>
<td>8</td>
<td>1 RESERVED</td>
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<tr>
<td>Rear Butler Hall &amp; CPH</td>
<td>3</td>
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<tr>
<td>Building</td>
<td>#</td>
<td>Purpose</td>
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<td>Butler Hall (West side)</td>
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<td>President’s Parking (1) VP of Academic Affairs (1)</td>
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<td>Power Plant &amp; New Hall</td>
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<td>PPS (8)</td>
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<td>Guggenheim &amp; Rear Bliss</td>
<td>19</td>
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<td>South Hall</td>
<td>25</td>
<td>VP Admin &amp; Finance (1) AVP Campus Operations (1)</td>
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<tr>
<td>Loew Hall</td>
<td>48</td>
<td>Public Safety (6) NYPD Community Affairs (3) 2 accessible parking spaces</td>
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<td>Patterson Lot</td>
<td>136</td>
<td>8 accessible parking spaces</td>
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<tr>
<td>McCracken Lot</td>
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<tr>
<td>Student Lot</td>
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### FY 2018 Parking Permits Issued (July 2017 – June 2018)

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<tr>
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<th>Jul</th>
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<th>Apr</th>
<th>May</th>
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<td># Faculty/Staff Parking</td>
<td>8</td>
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<td>136</td>
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<td>12</td>
<td>8</td>
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<td>Permits Sold- F/T (Fall</td>
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<td>Permits Sold - Winter or</td>
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<td># Temp/Visitor Parking</td>
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<td>14</td>
<td>18</td>
<td>10</td>
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<td>15</td>
<td>9</td>
<td>6</td>
<td>14</td>
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<td>Passes Distributed</td>
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### Parking Permits Issued – Recent (Fall 2018)
- FT 584
- PT 279

### CUNY – Comparative Annual Rates

- **City:** Annual Permit: $300 for the half year ($600 for the year) and were sold on a first come first served basis.
- **York:** Annual FT: $275/PT: $200/Cabinet: $365
- **CSI:** FT Range $129-$238
- **Lehman:** FT: $185/Reserve $285
- **Fordham:** $635
School Parking Rates:

<table>
<thead>
<tr>
<th>School</th>
<th>Student Rate</th>
<th>Faculty/Staff Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronx Community College</td>
<td>• Day &amp; Evening: $55&lt;br&gt;• Day: $38&lt;br&gt;• Evening: $35&lt;br&gt;• Summer: $25&lt;br&gt;• Winter: $15</td>
<td>• Annual Full-time Permit &quot;A&quot;: $135 (Sept-Aug)&lt;br&gt;• Full-time Permit &quot;B&quot;: $92.50 (New Spring Semester Hires, Jan-Aug)&lt;br&gt;• Summer: $25&lt;br&gt;• Winter: $15</td>
</tr>
<tr>
<td>City College</td>
<td>• Evening permits Full Year: $300&lt;br&gt;• Evening permits Half Year: $150</td>
<td>• Day permits Half Year: $300&lt;br&gt;• Reserved permits Half Year: $350&lt;br&gt;• Evening Permits Half Year: $150</td>
</tr>
<tr>
<td>Fordham University</td>
<td>• Students Daily fee: $590&lt;br&gt;• Students Part-time fee: $190&lt;br&gt; • Visitor Daily each entry: $15&lt;br&gt;• 24 hour parking (single day): $25</td>
<td>• Faculty Daily fee: $590&lt;br&gt;• Faculty Part-time fee: $190&lt;br&gt;• Administrators and Staff Daily fee: $590&lt;br&gt;• Overnight residents (24hr): $1,500&lt;br&gt;• Assigned Parking Reserved fee: $590&lt;br&gt;• Alumni Daily fee (only when members of Lombardi or Walsh Library): $590</td>
</tr>
<tr>
<td>LaGuardia College</td>
<td>• Annual: $400&lt;br&gt;• Fall Session I: $130&lt;br&gt;• Fall Session II: $70&lt;br&gt; • Spring Session I: $130&lt;br&gt;• Spring Session II: $70&lt;br&gt;• Daily permits students, faculty &amp; staff: $8 per day; $5 per evening (after 4:00 pm)</td>
<td>• Annual: $400&lt;br&gt;• Fall Session I: $130&lt;br&gt;• Fall Session II: $70&lt;br&gt;• Spring Session I: $130&lt;br&gt;• Spring Session II: $70&lt;br&gt;• Daily permits students, faculty &amp; staff: $8 per day; $5 per evening (after 4:00 pm)</td>
</tr>
<tr>
<td>Lehman College</td>
<td>• Spring: $55&lt;br&gt;• Summer: $25&lt;br&gt;• Winter: $25</td>
<td>• Annual: $185&lt;br&gt;• Summer: $50</td>
</tr>
<tr>
<td>Manhattan College</td>
<td>• Full Year (Undergraduate): $280&lt;br&gt; • Spring ONLY (Undergraduate): $140&lt;br&gt;• Full Year (Graduate and SCPS): $140&lt;br&gt;• Spring ONLY (Graduate and SCPS): $70&lt;br&gt;• Summer &amp; Winter: $45 per session</td>
<td>• Full Year (Full-time): $110&lt;br&gt;• Spring ONLY (Full-time): $55&lt;br&gt;• Full Year (Part-time): $55&lt;br&gt;• Spring ONLY (Part-time): $27.50</td>
</tr>
<tr>
<td>Queensboro College</td>
<td>N/A</td>
<td>• Annual: $100&lt;br&gt;• Replacement: $25&lt;br&gt;• Motorcycle Decals (per semester): $25</td>
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</table>

L. Broughton
Bronx Community College/ CUNY

<table>
<thead>
<tr>
<th>Location</th>
<th>Permits/Fees</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Queens College | • Annual: $275  
• Summit resident parking: $385  
• Summit underground parking: $440 plus $25 refundable deposit for access card  
• Spring ONLY: $138  
• Summer session ONLY: No Fee  
• Weekends per semester: $45 (includes Friday after 3pm, Saturday and Sunday)  
• Motorcycles fall/winter/spring: $176  
• Motorcycles Summer ONLY: No Fee | • Annual Full-time faculty & staff: $275  
• Annual College Assistants: $165  
• Adjuncts Fall/Spring: $165  
• Summit underground parking: $440 plus $25 refundable deposit for access card  
• Spring/Summer Full-time Faculty & Staff: $165  
• Spring/Summer Adjuncts: $83 per semester  
• Motorcycles Fall/Spring/Summer: $176  
• Motorcycles Summer: $88  
• Community Programs (CPSM, Choral Society, Athletics, etc): $45 per semester  
• Speech & Hearing: $50 per semester  
Pass for card-operated control gates: $25 refundable deposit |
| York College | • Daily Permit 10-Day: $57  
• Daily Permit 5-Day: $29  
• Student Semester: $103  
• Continuing Education Students: $58  
• Summer: $35  
• Summer (Continuing Education): $35  
• *Winter: $35 | • Daily Permit 10-Day: $57  
• Daily Permit 5-Day: $29  
• Full Year (Full-time): $275  
• Full Year (Part-time): $200  
• Fall Semester (Full-time): $160  
• Fall Semester (Part-time) $125  
• Fall Semester (Part-time Continuing Ed. Instructors and Students): $69  
• Summer: $55  
• Summer (Continuing Ed.) $35 |

Parking Fees Pay For:

<table>
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<tr>
<th>General Description</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Parking Lot / Asphalt Repaving</td>
<td>11,214 SF</td>
</tr>
<tr>
<td>Campus Safety/Vehicles/Gas</td>
<td></td>
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<tr>
<td>Sidewalks and CurbCuts</td>
<td>55058 SF /48110 SF Exterior</td>
</tr>
<tr>
<td>Fencing and Lighting</td>
<td></td>
</tr>
<tr>
<td>Cameras and BlueLight</td>
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</tr>
<tr>
<td>Parking Permits Tags/System</td>
<td></td>
</tr>
<tr>
<td>Shuttle Service</td>
<td></td>
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<tr>
<td>Repainting of Lines</td>
<td></td>
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<tr>
<td>Signage/ Traffic/Campus Map</td>
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</table>

L. Broughton
**PARKING SPACES AVAILABLE ON CAMPUS**

<table>
<thead>
<tr>
<th>Location</th>
<th>Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAST PARKING LOT</td>
<td>37 (3 RESERVED)</td>
</tr>
<tr>
<td>MEISTER HALL (EASTSIDE)</td>
<td>49 SPACES</td>
</tr>
<tr>
<td>BLISS HALL</td>
<td>34 (1 HANDICAP)</td>
</tr>
<tr>
<td>LOWER COLSTON</td>
<td>41 SPACES (3 HANDICAP)</td>
</tr>
<tr>
<td>ROADWAY TO LOWER COLSTON</td>
<td>40 SPACES (1 HANDICAP)</td>
</tr>
<tr>
<td>Duplicating</td>
<td>6 SPACES</td>
</tr>
<tr>
<td>BEGRISCH HALL</td>
<td>08 SPACES (1 RESERVED)</td>
</tr>
<tr>
<td>REAR BUTLER HALL &amp; CPH</td>
<td>03 SPACES</td>
</tr>
<tr>
<td>POWER PLANT &amp; NEW HALL</td>
<td>12 SPACES (8 PPS RESERVED)</td>
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<tr>
<td>GUGGHEIM &amp; REAR BLISS</td>
<td>19 SPACES</td>
</tr>
<tr>
<td>SOUTH HALL</td>
<td>25 SPACES</td>
</tr>
<tr>
<td>LOEW HALL</td>
<td>48 SPACES (2 HANDICAP/6 PS RESERVED)</td>
</tr>
<tr>
<td>PATTERSON</td>
<td>137 (INCLUDES 8 HANDICAP)</td>
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<tr>
<td>MCCCRACKEN</td>
<td>20 SPACES</td>
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<tr>
<td>STUDENT LOT F/R</td>
<td>172 SPACES</td>
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**TOTAL** 686 AVAILABLE
RESERVED PARKING SPOTS ON CAMPUS

EAST PARKING LOT

1. VP of Strategic Initiative
2. Dean of Workforce Development
3. AVP of Development
4. Associate Dean of Student Development

WESTSIDE OF MEISTER HALL

1. AVP of Communications and Marketing

WESTSIDE OF BUTLER HALL

1. President's Parking
2. VP of Academic Affairs

REAR OF SOUTH HALL

1. VP of Administration and Finance
2. AVP of Administration and Finance

FRONT OF LOEW HALL

1. 3 Spots Assigned to NYPD Community Affairs Vehicles Only
2. 6 Spots Assigned to Public Safety Vehicles Only
Bronx Community College
Traffic and Parking Regulations

Parking and traffic information may be subject to change due to campus construction, maintenance or repairs.

All Faculty, Staff and Students Must Have Their ID’s Validated Each Semester

INTRODUCTION
This document provides the rules and regulations that govern the operation of motor vehicles on the campus of Bronx Community College, including parking. It supersedes all previously published information on this topic. The full cooperation of the entire College community is necessary, not only to ensure the success of the College’s parking program, but to maintain a safe and free flow of traffic on the campus. For these reasons, failure to comply may result in penalties such as fines, vehicle immobilization or towing, and suspension/revocation of parking privileges.

GENERAL INFORMATION

- A valid permit is required for all motor vehicles parked in any of the College’s parking areas. Hangtags are sold to faculty and staff. Decals are sold to students.
- There will be no grace periods. Permit purchases must be made in a timely fashion. Vehicles without a valid permit will not be allowed to park in any campus parking area.
- Visitors to the College who wish to park on campus must enter through the main gate on Hall of Fame Terrace.
- All persons who park on campus are advised to lock their vehicles and conceal all valuables; the College assumes no responsibility for vehicles or their contents while parked on campus.
- Permits will be issued only for passenger vehicles, not for vehicles with commercial registration. All vehicles that may be used must be listed on the parking application.
- Vehicle permits must be purchased for full-size motorcycles that will be parked on campus. Non-motorized bicycles do not require a permit. If you have a question about displaying the permit or, if you drive a small, low-speed motorized bike/moped, please contact the Director of Public Safety at extension 5923 prior to buying a permit.
- A replacement decal will only be issued upon return of the original decal for that year/semester, and there will be a $10 charge.
- Unpaid summonses issued to students, faculty and staff will result in suspension of parking privileges.
- All individuals who wish to purchase parking permits must submit a completed parking application at the time of purchase.
- All parking fees are non-refundable.

STUDENT PARKING

Student parking, including spaces within the Patterson Lot, is located on Hall of Fame Terrace across the street from the main entrance to the College. The student parking lot is open from 7:00 a.m. to 10:30 p.m., Monday through Friday, when classes are in session. There are no assigned spaces - parking is first-come, first-served. Students who would like to apply for a parking decal must go to the Bursar’s Office located on the entry level of Colston Hall (CO).
Sale of Student Parking Decals

Student decals - per semester only - are sold at the Bursar's Office prior to the start of each semester. Depending on class schedule, there are three decal categories for students during the Fall/Spring semesters, one for the summer and one for the winter intersession:

- **Day & Evening Decal: $55**
  Parking between the hours of 7:00 a.m. and 10:30 p.m.

- **Day Decal: $38**
  Parking between the hours of 7:00 a.m. and 3:30 p.m.

- **Evening Decal: $35**
  Parking between the hours of 3:30 p.m. and 10:30 p.m.

- **Summer Decal: $25**
  Parking between the hours of 7:00 a.m. and 10:30 p.m.

- **Winter Intersession Decal: $15**
  Parking between the hours of 7:00 a.m. and 10:30 p.m.

All payments must be in the form of cash or money orders made payable to Bronx Community College. Third party, payroll or personal checks will not be accepted. **All parking fees are non-refundable.** There are a limited number of parking spaces; therefore, only a limited number of decals will be sold in each category on a *first-come, first-served basis*. General policy is that each student will be permitted to buy one parking decal per semester; therefore, all students are urged to finalize their programs before making the purchase. Lost decals will not be replaced. Decals may not be transferred from one vehicle to another or from one person to another.

In addition to the payment and a completed parking application, students requesting parking must provide the following:

- Current Account Summary from CUNYfirst
- Current class schedule from CUNYfirst
- BCC ID card validated for the current semester

If students get another vehicle that replaces the one to which they affixed that semester's parking decal, in order to obtain a replacement they must:

1. Remove the decal to the best of their ability and return it to the Bursar's Office.
2. Complete a new application and pay a $10 fee.

**DECAL INSTALLATION**

It is strongly advised that all decals be properly affixed to their vehicles immediately after purchase. Lost decals will not be replaced. Permit holders must permanently affix their parking decals to the inside of the front windshield in the lower right hand corner of the vehicle (the passenger side). The adhesive cover is peeled away and the decal is pressed against the inside of the window - facing outward. Using tape to attach the decal or mounting it in any other way is a violation of BCC regulations. Vehicles without properly affixed decals will not be allowed to park in any of the campus parking areas and will be subject to monetary fines.

**FACULTY/STAFF PARKING**

The main gate on Hall of Fame Terrace serves as the predominant point of entry and exit for all vehicles. However, when classes are in session, the Osborne Gate is open and staffed as follows: Monday through Thursday, 7:00 a.m. to 10:30 p.m., and Friday, 7:00 a.m. to 7:00 p.m.

Faculty and staff parking spaces are available throughout the campus when the College is open for business, Monday through Friday, 7:00 a.m. to 11:00 p.m.; Saturday, 7:00 a.m. to 6:00 p.m.; and Sunday, 7:00 a.m. to 3:00 p.m. When there is a high volume of parking spaces needed, the Patterson and MacCracken lots are
open to permit holders. On weekends, occasional allowances are made for special programs that run past the College’s “regular” hours.

Faculty and staff with parking permits may only park in areas designated by the College as parking spaces. Campus parking is on a first-come, first-served basis. There are no assigned parking spaces, except for a small number that are specifically designated and marked by posted signs. There is no overnight parking - any exception must be authorized in advance by the Director of Public Safety. To apply for parking, all faculty and staff must visit the Bursar's Office.

SALE OF FACULTY AND STAFF PARKING PERMITS
(including non-BCC employees who work at the College)

Sold in the Bursar's Office, employee permits allow for ANNUAL campus parking for full time faculty/staff and SEMESTER campus parking for part time faculty/staff (i.e., those hired on a semester by semester basis). General policy is that each employee will be permitted one parking permit per semester/year.

- **Full Time Permit “A”: $135.00**
  Parking for the Year, September-August
- **Full Time Permit “B” for New Spring Semester Hires: $92.50**
  Parking from January-August
- **Part Time Permit: $67.50**
  Parking for the Fall or Spring Semester
- **Summer Permit: $25.00**
  Winter Intersession Permit: $15.00

Full time faculty/staff may purchase annual or semester permits. Part time employees must purchase their permits each semester as needed. However, new F/T employees who begin working during the summer months and individuals who become “first-time parkers” during the months of June/July/August will be allowed to initially purchase summer permits. In addition to the payment and a parking application, all faculty and staff requesting parking must provide their BCC ID card validated for that semester.

Payments are to be made in cash or money orders/personal checks payable to Bronx Community College. Third party and payroll checks will not be accepted. **All parking fees are non-refundable.** General policy is that lost permits will not be replaced.

In order to obtain a BCC ID, or to have an ID validated for the current semester, all BCC personnel must go to the Public Safety ID room on the main floor of Colston Hall. Adjunct personnel and college assistants who are not also BCC students must first go to Human Resources (South Hall Room 105) and get a letter certifying that they are working at the College during the semester for which they wish to have their ID validated.

Faculty and staff permits must be displayed upon entry to the campus and are generally placed on the vehicle’s rear view mirror with the print side facing outward. Hang tag permits may not be transferred from one employee to another.

All individuals with more than one car must register all vehicles on the parking application. If an employee obtains another vehicle after completing the parking application, the Bursar’s Office and the Office of Public Safety must be notified and given the updated information. When using any other vehicle, including a loaner or rental car, they need to contact the Office of Public Safety in advance at extension 5923, indicating the length of time they expect to be driving something other than one of their registered vehicles.

**DROP OFFS, PICK UPS AND VISITOR PARKING**

Drop Off and Pick Up

All members of the College community who are driven to and from campus (by car or by taxi) are asked to cooperate with the College policy of being let out and picked up outside the campus. To reduce the risk of accidents, all passengers are strongly encouraged to exit and enter vehicles in the designated drop off/pick up area located directly east of the main gate. However, faculty or staff who have documented mobility
impairment may contact the Department of Public Safety (718.289.5923) to request a drop off pass. This temporary, special permit allows the vehicle transporting the individual to enter the Bronx Community College campus, proceed directly to the appropriate campus building, make the drop off or pick up and then immediately exit the campus. For reasons of pedestrian safety and traffic flow, this practice is strongly discouraged, but will be considered on a case-by-case basis.

Visitor Parking
Visitor parking is severely limited and cannot be guaranteed. All faculty and staff who expect a visitor who would like to park on campus must request a visitor pass at least 48 hours prior to the visit; all requests will be honored on a first-come, first-served basis.

Requests may be called in to the Department of Public Safety at extension 5923 or emailed to public.safety@bcc.cuny.edu. Regardless of the method, all requests must include: the visitor’s name; the time and date of the visit; his or her vehicle’s year, make, model and color; the requester’s name, department, building and room number and campus extension.

TRAFFIC ENFORCEMENT AND PENALTIES
Bronx Community College employs Campus Peace Officers to ensure the safety of persons and property. All persons using College parking facilities are expected to cooperate fully with officers and accept their directions and suggestions. In accordance with College policy, Public Safety Officers will issue fines and immobilize vehicles when necessary. Anyone who repeatedly violates College parking and traffic regulations will forfeit their privilege of using College parking facilities.

Please note that:
• Owners of illegally parked or operated vehicles are subject to disciplinary action, including, but not limited to, the suspension of campus parking privileges.
• Parked vehicles that pose an imminent threat to public safety are subject to removal from campus at the owner’s expense.
• Where applicable, the New York State Vehicle and Traffic Law and the New York City Traffic Regulations are in effect. Where applicable, these regulations also apply to cyclists.

Classification of Violations
The TR#’s below (in brackets) correspond to the regulations listed on the pages that follow.

Grade I......................................................... $40

• Driving in an unsafe manner - endangering pedestrians, property, other vehicles or drivers; speeding. [TR#4, 4a, b]
• Unauthorized use of a disabled parking zone – parking in a handicapped reserved space without appropriate credentials, or using a hang tag/permit belonging to another person. This violation is subject to towing. [TR#2]
• Parked in a fire lane/access road. [TR#3]
• Unauthorized use of decal or hang tag. [TR#1c]

Grade II...................................................... $20

• Improperly parked [TR#12, 12a,b,c,d,e,f,g,h,i]
• Failure to obey traffic signs [TR#6]
• Failure to obey officer’s instructions [TR#7]
• Driving on the grass [TR#5]
• Failure to stop fully when entering campus [TR#10]
• Driving around or through a barricade [TR#9]
• Standing on roads when not loading/unloading [TR#8]
• Commercial vehicle (not being used to conduct official College business) parked on campus [TR#11]

Grade III ................................................................................. $15
• Failure to display decal/permit [TR#1, lb]
• Improperly affixed decal [TR#1a]

Note: a $5.00 late charge will be automatically applied to each unpaid fine.

**ADJUDICATION PROCESS QUESTIONS AND ANSWERS**

1. I received a ticket on my car. What should I do?
   The ticket must be paid within fourteen (14) days, at the Bursar's Office or by mail, or appealed in writing within seven (7) days (see #6 below).

2. I lost the ticket and don't know the ticket number.
   In order to accurately credit your account, the ticket number is essential. Provide the Department of Public Safety (Loew Hall Room 505) with the vehicle plate number and they will locate the ticket. When remitting payment, always write the ticket number on the face of your check or money order.

3. What happens if I don't pay the ticket within fourteen (14) days?
   A $5.00 late charge will automatically be added to each ticket.

4. What if I don't pay tickets received?
   Students, staff or faculty with one or more outstanding summonses will have their parking privileges revoked.

5. What do I do if my vehicle is immobilized?
   Repeat violators who have outstanding summonses will have their vehicle booted. A summons is considered outstanding when the fine has not been paid and the adjudication process has taken place pursuant to the College’s policies and procedures. When the outstanding indebtedness is satisfied in full, the boot will be removed at a cost of $50 to the violator.

6. I want to appeal a ticket. What should I do?
   Appeals must be made, in writing, within seven (7) days of receiving a ticket. A letter that clearly states your reason for dispute should be submitted to the Assistant Vice President of Administrative Affairs, South Hall 204-A. Include a copy of the summons (not the original) along with your address and telephone number. You will receive a response within fourteen (14) days.

**TRAFFIC REGULATIONS**

1. In order to park on campus, all vehicles must display a student decal or faculty/staff hangtag.
   a. Decals must be properly affixed.
   b. Each permit is only valid for the authorized person who purchased it and whose name appears on the parking application.

2. Parking is prohibited in handicapped spaces – the only exception being those vehicles bearing official handicapped permits. In addition to being against College regulations, this violation could subject the offender or owner to an additional summons from outside law enforcement agencies, such as the NYPD, as per the NYS Vehicle and Traffic Law. It is also a violation to use a handicapped permit which belongs to another individual if that person is not with you at the time.

3. Parking is prohibited in all fire lanes and on all access roads. The NYC Fire Code prohibits the parking of vehicles on access roads where such parking interferes with the movement of emergency vehicles responding to an emergency. All fire lanes are clearly marked.
4. Vehicles must be carefully operated at all times. Unsafe or erratic driving will be cited.
   a. Vehicle operators must yield to pedestrians.
   b. The maximum speed limit on all campus roadways is 10 miles per hour.

5. Driving on the grass is strictly prohibited.

6. Vehicle operators must adhere to all posted traffic signs.

7. Vehicle operators must follow Public Safety officers' instructions.

8. All vehicles must come to a full stop when entering the campus and proceed only after being directed by the officer at the gate.

9. Vehicle operators are not permitted to drive around or through any barricade erected to restrict or prohibit traffic.

10. Vehicles are prohibited from stopping or standing on campus thoroughfares, except when loading or unloading.

11. Commercial vehicles are prohibited from parking on campus except while conducting official College business.

12. All vehicles must be properly parked. Parking is prohibited in all areas not marked as parking spaces.
   a. Each vehicle must be parked within (not on) the painted lines of one space.
   b. Parking is prohibited within ten (10) feet of a fire hydrant.
   c. Parking is prohibited in front of building entrances.
   d. Parking is prohibited in front of driveways.
   e. Parking is prohibited in crosswalks.
   f. Parking is prohibited on the lawn/grass or sidewalk.
   g. Overnight parking without authorization is prohibited.
   h. Parking in a marked, designated space is prohibited.
   i. Unless otherwise authorized, students may park only in areas designated for students and faculty and staff may only park in areas designated for faculty and staff.
   j. Parking is prohibited in areas with striped diagonal safety zone markings; these must remain clear for pedestrian and/or FDNY access.

13. Vehicles taller than 12 feet are not allowed on campus unless special arrangements have been made in advance. The Department of Public Safety counts on the college community's help in maintaining a safe environment for all. We ask that you immediately report any suspicious person or suspected criminal activity by calling 718.289.5911 – or extension 5911 from a College telephone.
## BCC Campus and Facilities Planning - Major Capital Projects - Parking Impacts - 10/22/18

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Lot Name</th>
<th>Estim # of Spaces</th>
<th>Estimated Start of Construction</th>
<th>Estimated Completion</th>
<th>Minimal Impact (contr. vehicle and temporary impacts)</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>PROJECTS IN CONSTRUCTION</strong></td>
<td></td>
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<tr>
<td>RBSC - Roof/Masonry Project</td>
<td>Visitors Parking</td>
<td>13</td>
<td>In Construction</td>
<td>Spring 2020</td>
<td>Currently blocked off.</td>
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<tr>
<td>Utility Upgrade Phase 4</td>
<td>Loew Hall - south end</td>
<td>10</td>
<td>In Construction</td>
<td>Fall 2019</td>
<td>Currently blocked off.</td>
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<tr>
<td>Alumni Gym Bridge Replacement</td>
<td>Loew Hall near bridge</td>
<td>8</td>
<td>November 2018</td>
<td>July 2019</td>
<td>X</td>
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<tr>
<td>Utility Upgrade - 18 Building Repipe</td>
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<tr>
<td><strong>PROJECTS IN BID PHASE</strong> (Contractor not yet on board, construction schedule not yet issued)**</td>
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<td>Utility Upgrade Phase 5</td>
<td>Colston Hall Lot</td>
<td>14</td>
<td>Spring 2019</td>
<td>Fall 2022</td>
<td>Impacts will be phased.</td>
<td>4 spaces under north Colston will be used for fenced electrical equip.</td>
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<tr>
<td>South of Sage</td>
<td>8</td>
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<tr>
<td>Bliss Hall</td>
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<tr>
<td>Snow Hall Elevator</td>
<td>Snow Hall Lot</td>
<td>8</td>
<td>Spring 2019</td>
<td>Winter 2019</td>
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<tr>
<td>Colston - Local Law 11</td>
<td>Colston Hall Lot (in phases)</td>
<td>15</td>
<td>Summer 2019</td>
<td>Summer 2020</td>
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<td>CUNY 2020 - ME, BU, PA SN</td>
<td>Butler Hall</td>
<td>5</td>
<td>Summer 2019</td>
<td>Fall 2020</td>
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<td>Meister Hall (West)</td>
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<td>Patterson Lot</td>
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<td>GML Rotunda Egress</td>
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<tr>
<td>GML Dome and Cupola</td>
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<td><strong>PROJECTS IN DESIGN</strong></td>
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<tr>
<td>Bronx Express</td>
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<td>6</td>
<td>2020</td>
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<tr>
<td>Alumni Gym Locker Rooms</td>
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<td>Bliss Ramp and Bathroom Upgrade</td>
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<td>STEM Resource Center</td>
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Notes:
- Currently blocked off.
- Impacts will be phased.