

ANNUAL REPORT

Parking and Traffic Committee

**University of North Alabama
Florence, Alabama**

Alejandra Alvarado-Brizuela

Committee Chair

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Date submitted

Submitted to: Dr. Lauren Killen
Chair, Shared Governance Executive Committee

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

2025-2026

I. Executive Summary

The committee worked diligently to fulfil its charge and support the university's mission in its advisory capacity.

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:

In person meetings: September 04, 2025 and December 2, 2026

Online business: September 30, 2026; October 16, 2026; and November 19, 2026

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 reviewing previous citations and appeals decisions to identify discrepancies and provide more transparency regarding the appeal process.
2. To provide a system of appeals for those receiving traffic citations
 - The committee reviewed all submitted appeals and collaborated with Parking and Traffic services to slightly modify the way in which multiple citations (for the same individual) are reviewed.
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. When provided, additional information was considered before decisions were made.
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 reviewed the current fine structure and decided to modify the appeal process by separating multiple appeals (made by the same individual) to allow for more comprehensive decisions. No changes were made to the fine structure.
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 recommends an information campaign to make the campus community aware of lesser known available parking.
 - The committee recommends the implementation of "Park 'n Walk" initiatives (including reinforcing and promoting SNAP services, and shuttles to further away parking spaces.
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 21, 2026.

V. What were the Committee's formal recommendations?

No formal recommendations were made to Shared Governance in 2025-2026 AY.

VI. What does the Committee plan to accomplish?

A. In the coming year?

1. The committee plans to continue fulfilling its charge to the best of its abilities.
2. The Committee plans to continue reviewing some randomly selected appeals from 2025-2026 -- approximately 10–15% from each decision category ("Approved," "Denied," and "Reduced") -- during Fall 2026 to identify decision discrepancies and ensure fairness in its decisions.

B. In future years?

- The committee will explore the creation and implementation of an information campaign to make the campus community aware of lesser known available parking.
- The committee will explore the creation and implementation of "Park 'n Walk" initiatives (including reinforcing and promoting SNAP services, and shuttles to further away parking spaces).
- The committee will explore interest and viability for the installation of a counter in the parking deck to inform drivers of available space in each level.

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. Some committee members had multiple responsibilities outside of this committee and not able to provide feedback or vote in a timely manner, which delayed appeal decisions.
3. The committee has minimal abilities outside of advising.

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

None.

IX. Comments

During 2024-2025 AY, the committee took a “parking lot tour” (organized by Vice President Mr. Evan Thornton) and became aware of many campus parking lots within reasonable walking distance that 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.