

TEXAS A&M UNIVERSITY

Office of the President

.....December 11, 2007.....  
DATE

Memo to: .....Dr. Angie Hill Price.....  
Mr. Rodney E. Weis

The attached has been approved and is  
returned for further handling.

Eddie J. Davis

P12-18

702 University Drive East, Bldg. E  
1250 TAMU  
College Station, Texas 77843-1250  
(979) 845-9700 Fax: (979) 847-8685



November 28, 2007

Dr. Eddie J. Davis  
Interim President  
Texas A&M University  
1246 TAMU  
College Station, Texas 77843-1246

*Approved 12/11/07  
Eddie J. Davis*

Dear Dr. Davis,

On June 12, 2007 you appointed the Transportation Services Advisory Committee. Among the charges given, you asked that the committee "develop a consultative process and communication plan to assure the campus community is kept informed about policy and price changes, in advance of implementation, to allow sufficient time for input from the community." We are pleased to inform you that this very important task has been completed.

Attached, for your consideration, comment, and ultimate approval is the consultative process developed by the members of the advisory committee with input from their constituents. We believe that the process ensures full, transparent communication from and between the staff at Transportation Services, the Transportation Services Advisory Committee, and all the various constituent groups served by Transportation Services.

Upon your review and approval, this process will be communicated to the campus community via direct email to all faculty, staff, and students. We will also ask that the Aggie Hotline publish the information and it will be prominently posted on the Transportation Services web page.

We wish to thank the members of the committee for their hard work over the past six months and for their continuing efforts to provide direct communication to their constituent group.

If you have any comments, questions, or suggestions concerning this matter, please contact us at your convenience.

Sincerely,

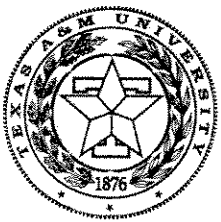
Dr. Angie Hill Price  
Co-chair

Mr. Rodney E. Weis  
Co-chair

Cc: Ms. K. Sue Redman, Senior Vice President and Chief Financial Officer  
Ms. Lallah Howard, Associate Vice President of Business Affairs

OFFICE OF THE PRESIDENT

DEC 05 2007



## **Transportation Services Advisory Committee Review Process for Parking and Transit Fees**

<b>Mid-March</b>	<b>TSAC meets for initial review of Parking and Transit fees for next fiscal year</b>
<b>April</b>	<b>Memo from TSAC to VPs, Deans, Asst. &amp; Assoc. VPs &amp; Deans, Asst. &amp; Assoc. Provosts, Speaker of the Faculty Senate, Graduate Student Council President, Student Body President, Residence Hall Association President, and Staff Council informing them of intent to modify fees</b>
<b>Communication</b>	<b>Post information on web site and email all existing permit holders information pertaining to fees. Communicate through Aggie Hotline that information is available on the web page</b>
<b>April</b>	<b>TSAC chair(s) present proposal to Faculty Senate Exec Committee for input</b>
<b>April</b>	<b>TSAC chair(s) present proposal to Faculty Senate for input and comment</b>
<b>June</b>	<b>TSAC chair(s) present proposal to Dean's Council and Staff Council for input and comment</b>
<b>July-August</b>	<b>Prepare revised proposal and gather additional support data and gather additional comments</b>
<b>Communication</b>	<b>Post revised information and comments on web site and email all existing permit holders information pertaining to fees. Communicate through Aggie Hotline that information is available on the web page</b>
<b>Communication</b>	<b>Direct email to all permit holders announcing date(s), time(s) and locations for Open Forums, include information in insert along with new permit, post on web site, post on Aggie Hotline, and run two ads in the Battalion with announcements</b>
<b>Sept-October</b>	<b>Conduct open forums for faculty, staff, and students, present to Student Senate and Graduate Student Council</b>
<b>Communication</b>	<b>Post revised information and comments on web site and email all existing permit holders information pertaining to fees. Communicate through Aggie Hotline that information is available on the web page</b>
<b>October</b>	<b>Submit fees to Student Fee Committee, Student Senate, Graduate Student Council, Faculty Senate, and Staff Council</b>
<b>Late October</b>	<b>Student Fee Committee Meets to Discuss Revised Fee(s)</b>
<b>Mid-November</b>	<b>Fee Proposal forwarded by Student Fee Committee to Tuition Policy Advisory Council (TPAC) and Student Leadership for Review and comment</b>
<b>Mid-November</b>	<b>TPAC meets to discuss fee requests</b>

<b>Mid-November</b>	<b>Present final proposal with changes and comments to Faculty Senate Executive Committee</b>
<b>Late November</b>	<b>Student Fee Committee meets to discuss feedback from TPAC and Student Leadership</b>
<b>Late November</b>	<b>Fee requests and comments forwarded to President by Student Fee Committee</b>
<b>Early December</b>	<b>President completes review and forwards comments to Student Fee Committee</b>
<b>Early December</b>	<b>TSAC meets to review comments and finalize fees</b>
<b>Mid January</b>	<b>revised proposal and forms forwarded to Chair of the Fee Committee</b>
<b>Mid January</b>	<b>final proposal/fees forwarded to President for approval</b>
<b>Communication</b>	<b>Post revised information and comments on web site and email all existing permit holders information pertaining to fees. Inform permit holders when fee request is approved by the President</b>
<b>Late January</b>	<b>Proposed fees due at Systems office</b>
<b>Mid March</b>	<b>Board of Regents act on proposed fee</b>
<b>Communication</b>	<b>Post revised information on web site and email all existing permit holders that fees have changed for coming year. Revised fees incorporated into on line registration process</b>