

Big Buckets for March

1. Getting Around UT April
2. Orientation Summer Prep
 - a. Billing, staffing, bus in special situations
 - b. Printed permits and emailed permits
3. MSTPA Conference
 - a. Presentation
 - b. Networking
 - c. Test the waters for Comm/Mktg professional working group
4. TPA
 - a. Response on Staff parking survey
 - b. Response on student survey
 - c. 2 subcommittee reports
5. Bassmasters
 - a. Webpage announcement
 - b. Twitter reminder
 - c. Map on Parking webpage and TBA webpage
6. ORNL 2019 summer schedule
 - a. Update website
7. Orange and White Game map
8. Bassmaster Map
9. Image for 2019-2020 Parking Permit (due by March 15)
10. Electric Scooter Permit (postponed)
 - a. Safety Flyer
 - b. One page information flyer
 - c. Policy page
 - d. Meeting with UTPD, Facilities services, Vol Update

Action plan

Day/date	Action
Like to do	<ul style="list-style-type: none"> • Have Lori order staff nametags • Make revisions on artwork for exhibiting parking banner • New Headshot at Communications • Emma newsletter template, create database, and migrate • Timeline for new table cloth – maybe order 2
Production List	<ul style="list-style-type: none"> • General Parking Brochure • Business cards with instruction on ordering permit online and follow UTKParking – when and where would we use these? • Bus ticket – KAT available st Student Ticket office in the new section of Student Union – work with Savannah on this idea
Fri Mar 1	<ul style="list-style-type: none"> • Prep results from TPA staff survey for distribution to committee • Prep workshop for Lexington • Promote student survey • Ask twitter colleagues to retweet, esp. SGA
Mon Mar 4	<ul style="list-style-type: none"> • Drive to Lexington KY • Opening tour – visit Lextran and UK

	<ul style="list-style-type: none"> • Opening reception and dinner at Keeneland race track • Back to hotel to prep for Tue workshop
Tue Mar 5	<ul style="list-style-type: none"> • Prep for presentation • Add two slides to presentation • Write serenity prayer for Parking & Transit • Bassmasters map – send changes to communications • Start map for orange and white game • Dinner out with Mitch and Jeremy
Wed Mar 6	<ul style="list-style-type: none"> • Last day in Lexington, • Cindy Campbell Ethics workshop • University roundtable
Thur Mar 7	<ul style="list-style-type: none"> • Ben Spears interview • Summer Projects meeting with Facilities Services • Questions for the cone Zone map – send to Mark for his response • Bassmasters Map • Repaving of Neyland – 3 day window – spring break?
Fri Mar 8	<ul style="list-style-type: none"> • International women's day • Getting Around UT March edition – write, review, and blast • Tweet and web post for WinterFest this weekend • Spring Housing Fair call with Meghan Woodward – need a plan – step away per Mark • Finish Bassmasters map • Send to Visit Knoxville • Finish orange and white map and distribute
Mon Mar 11	<ul style="list-style-type: none"> • Summer camps meeting with athletics • Cone Zone Map, Include in cost of registration, information about parking for websites, purchasing options day of the camp, can they still purchase in advance and return any unsold???? • Also reminder that anyone working during the summer needs a parking permit • Bassmasters meeting – they're here • Changes to Bassmasters map – send to communications for revisions • Get Bassmasters swag & distribute to Kathy's team, Jim, and Jack
Tue Mar 12	<ul style="list-style-type: none"> • Getting Around UT for spring break – are there construction projects for next week that will impact movement around campus – do we need to do anything??? NO • Asked status of KUB paving project on Neyland next week • Meeting at Facilities Services – possible First Impressions contest • Write webpage for Bassmasters, Ferris Hall window, Hoskins Library window, • Staff 7 construction announcement for Ferris window replacement March to May 31 • Create a map of the impacted area behind Ferris • Create a map of the impacted area behind Hoskins • Ask lee or Maria for help on a quick map from the interactive map • Upload new Bassmasters map – send to Visit Knoxville, Bassmasters, and Thompson-Boling Arena

	<ul style="list-style-type: none"> • Received spreadsheet from athletics for 2019 summer camps • CCE meeting 12:30-1:30 at Frieson Black Cultural Center (lunch)
Wed Mar 13	<ul style="list-style-type: none"> • ORNL Summer schedule – write, approval • Student survey – missing information for Mark • One pager on camp parking such as parking for Baseball • Sorority Village gate memo • Follow up with Meghan for Housing Fair and loading and unloading zones • Oversize vehicles for Bassmasters – where to park • Follow up with Athletics on the summer camp information • dates for the spreadsheet, who are the camp contacts
Thur Mar 14	<ul style="list-style-type: none"> • Staff 12 construction announcement for Hoskins window replacement March to May 31 drafted and will be sent Thur • Create flier for S12 at Hoskins – Mark’s approval – make 50 copies for Jim • Oversize vehicles – city lot – do we have any specifics? Asked Kelli Ryman • Camp and Conference webpage for summer parking (athletics) • SA notice for Perkins work • Map for Perkins project • Twitter strategy for week – Bassmasters, Spring Break, no bus service next week, web • Orientation Advisory Committee – notes to be sent NO MTG • TPA Committee mtg Tickle bldg rm 500 2 pm to 4 pm • Spring break construction map
Fri Mar 15	<ul style="list-style-type: none"> • Financial form for TPA giveaway • Bassmasters Day 1 • Scooter permit – visit UT Printing • Summer Camp spreadsheet • Upload ORNL summer schedule • Complete evaluation for MSTPA • Orientation – finish the quote for summer bus service, finish proofing the spreadsheet, finish the special signage needs, and send to Eddie and Tara • Follow up with Athletics on the summer camp information and how to arrange parking in advance • Determine request for lunch meeting with camp coordinators Thur March 28th – how many and cost • Newsletter follow up in template from Katherine Saxon on results of surveys, survey winners, in Emma template
Mon Mar 18	<ul style="list-style-type: none"> • Construction – Perkins, Ferris, Hoskins, • Spring Break week • Orange & White mtg at 1 pm • Electric Scooter
Tue Mar 19	<ul style="list-style-type: none"> • Electric scooter – get permit into production • Role with ES – communication, policy, safety pieces • Send Cone Zone to Communications for start of revisions
Wed Mar 20	<ul style="list-style-type: none"> • Meet with Mark for performance review – bring the monthly bucket

	<ul style="list-style-type: none"> list of projects – review in advance • Review and revise the 2019 additional projects – what do I want to do, what is feasible, and the best use of time and energy • Came in hour late • Respond to communications
Thur Mar 21	<ul style="list-style-type: none"> • Meet with Savannah re Smart Trips • Meet Savannah KAT regarding OW game • Cone Zone Map creation begins and revised twice • Electric scooter for individual staff member • Send Orange and White Map to Athletics
Fri Mar 22	<ul style="list-style-type: none"> • SICK DAY • UTK Scooter conversations • Approval of website staff access • Respond to student questions • Information about April 12th Orientation • Paving on Neyland over weekend – send emails to those on Stephenson who might be impacted
Mon Mar 25	<ul style="list-style-type: none"> • SICK DAY • Respond to emails from home • Electric scooters being registered • Mark attended subcommittee for TPA on Event Notices
Tue Mar 26	<ul style="list-style-type: none"> • New computer • Organize projects • Review campus bird map and additions • Scooters • Send Spring Housing Fair info to enforcement • Special Events Report for Orange and White game • Web link for electric charging zones is broken need to update
Wed Mar 27	<ul style="list-style-type: none"> • Housing Fair 10:30 to 1:30 • Send email to S7 re Estabrook partial closure • Computer loading with emails and contacts • Request to review Trolley map – started a list of changes needed • Student requested interview for journalism parking assignment • Major problem with parking for housing fair – address to organizers • Updated orange and white map • Parking permits for Orientation Leaders for summer
Thur Mar 28	<ul style="list-style-type: none"> • Won \$10,000 First Impressions grant to update Vol Hall garage • Submit MSTPA training to KATE for 12.5 hours • Other training into KATE – ACT webinar and commute com
Fri Mar 29	<ul style="list-style-type: none"> • Incorrect parking lot on city map – get changed • Updated trolley map • Scooters • TPA event notification • Another unannounced event from Dr M - complaint • Proposed road closure