Final Report

Name: Brendan Nuse
Position Title: Student Transportation Coordinator
Academic Year: 2015-16
Date: 5/6/16

Note: This report includes a lot of abbreviations. Here is a key:
OES: Office of Environmental Sustainability
AOS: Airport Shuttle Oberlin
BRT: Brecksville Road Transit
FY17: Fiscal Year 17
SFC: Student Finance Committee
STC: Student Transportation Coordinator
OSCA: Oberlin Student Cooperative Association
CLE: Cleveland Hopkins International Airport

Introduction

The main purpose of this position is to help manage the shuttles to and from the Cleveland airport. In order to do this, the Student Transportation Coordinator must submit a budget to the Student Finance Committee, engage with customers through the use of the email account and Facebook page. Additionally, the Coordinator must meet with a variety of groups, including other OES interns, the Student Finance Committee, staff of AOS, and various other campus and community groups in order to address transportation issues on campus. An essential outcome is the functioning of the OPASS shuttle system.

Accomplishments

Use your work plan and add any other tasks that were given to you. Summarize your goals and projects and insert your progress on those goals. You are basically summarizing your accomplishments and successes in this section. Talk about everything you did and how awesome you are.

- **Created and submitted FY17 Budget**: Created a budget for the Fiscal Year 17. This budget was based on past budgets and desired funding for next year. Included both an itemized budget and a written application.
- **Met with Student Finance Committee**: Met with the SFC in order to discuss the Fiscal Year 17 budget and other concerns.
- **Helped organize and volunteer at Ecolympics events**: Worked with other OES interns/staff members and other student groups (particularly Oberlin Animal Rights) to organize Ecolympics events. Specific examples of events that I organized were a Meat the Truth film screening and Carol Adams Sexual Politics of Meat slideshow/lecture. I also volunteered (helping set up, poster, and/or handing out raffle tickets) at Kirk Pearson’s junior recital and an OES hangout.
- **Responded to emails**: Regularly checked email and responded to customer concerns.
• **Kept up record of invoices**: Added invoices to budget spreadsheet when they came in.

• **Managed the transportation Facebook page**: Checked for messages and comments on the page regularly

### Challenges

A lot of the challenges with this position came from coming into the position over halfway into the academic year. I spent a large portion of the semester learning how to do the position- I did not really feel like I had a grip on what I was supposed to be doing until at least spring break. This not only made doing the position hard in general, but also led to some specific problems. For example, one major part of this position is preparing the OPASS budget. However, I did not have an opportunity to get trained until after the budget was due. Therefore, pretty much my first task on the job was to do the FY17 budget after the deadline. This was a challenge that was further compounded by less than ideal communication with the SFC (Student Finance Committee). To date, they still have not confirmed that our budget request was approved, despite multiple attempts to contact them. Additionally, although they expressed interest in working more closely with OES and the Student Transportation Coordinator specifically, no one ever followed up on this. The late start also made it so that I was unable to ever meet with Joseph or any of the other people related to AOS or BRT.

Although this sounds like a lot of challenges (and it is), I am confident that I will be able to overcome these challenges and get more done in future semesters. Now that I have had this semester to get trained on this job, I will be able to do this job more successfully next year. Additionally, I hope to have a little more time to devote to this position next semester, so I am optimistic about opportunities going forward.

### Key Stakeholders

**Student Finance Committee**

Email: [sfc@oberlin.edu](mailto:sfc@oberlin.edu)

Submitted the budget to them and talked about some of their concerns, including the use of BRT vs. AOS shuttles.

**Joseph Pirapakaran**

Email: [oberlinshuttle@att.net](mailto:oberlinshuttle@att.net)

Communicated with him about invoices and AOS schedules, as well as other AOS-related matters.

I did not really work with very many people this semester. This is something that I want to try to fix as I move forward with this position.

### Recommendations
Make sure that you are well aware of deadlines as soon as possible. If I had been more on top of things, I definitely could have figured out that the budget needed to be done before March 1st, and therefore could have avoided some problems that resulted from turning in the budget late.

Put all of the relevant documents in a folder or mark them in some way that makes them easy to find. I have found myself continually forgetting what the document with the invoices is called, which sometimes makes it difficult to do the job I need to do.

Unanswered Questions

Is there a way to integrate this position with OES more? Could this position take on some more sustainability-related work? (This would probably draw more applications to the position? Is there more work in general that I could or should be doing for this position? How do I connect with more campus groups who are interested in transportation work?

Conclusion

This semester, I learned a lot about how to do this position. I did not really accomplish much this semester, but I created a solid foundation for further work next year by learning the necessary skills to fill this position. I also hope to work with other campus groups to develop more sustainable transportation options- for example, there may be an opportunity to work with someone using an OSCA grant, as well as a variety of other groups on campus. I hope to do some networking and try to connect with these groups to work on projects related to transportation.