

1. Welcome

Attendees: Diedre Brown, Deidra Carter, Sara Franka, D.J. Gilliland, Joseph Madison, Erica Massicott, Robert Milam, Tim Murphy, Stephen Plate, Elyssa Reed, Lee White, Julie Wilson, Kelley Wisniewski, Craig Vandever

2. Announcements & Discussion Points

Parking & Transportation Updates

1) Website Update – Joseph Madison

- Parking has updated our website to provide clear and concise information for students, faculty/staff, and for our guests. We want to be sure our message is conveyed in plain terms so anyone seeking the information will clearly understand the parking rules. We follow this practice every year at this time since we are directing students to review parking rules and regulations before they purchase their permits. We do a refresh and make sure there are no grey areas. We review the feedback from Talon One customer service received throughout the year and make improvements. One topic we are working on is reworking some of the FAQ language to make it more conversational, explaining the why behind our policies. In addition, we have worked with our Marketing team to create fliers with the parking do's and don'ts from information on the web site. We place these fliers on vehicles who are in violation to educate drivers on what they need to do to park in the correct areas. Parking has also extended our enforcement hours in order to reach out to people who are generally parking incorrectly during flex parking to educate them of the proper parking policies. Our goal is to educate the driver before issuing citations.

2) Signage and Restriping – Joseph Madison

- Lot C – Parking has reduced the pedestrian and vehicle interaction by rerouting the entrance and exit for the lot. The entrance was closed off Owl Drive and all the access to the lot was moved to Bartow Ave.
- Chastain Pointe – The lot area inside the facility was previously unmanageable for parking. We have striped this area so now we can regulate the spaces in this area.
- Marietta Campus – P30 parallel – There were safety concerns because of the location on a curve and a hill as well as an access driveway that had reduced visibility for parking. We also did not have established fire lanes by the fire hydrants. Parking has restriped areas to increase visibility and created hashed areas for a fire lane for a safer environment. We worked with the fire coordinator to ensure the fire lane is in compliance.

3) Facilities Maintenance – Joseph Madison

- Parking has hired a new vendor for cleaning our parking decks and lots. This will give us a regular schedule for pressure washing, sweeping, and trash removal. We have met with the new vendor several times and feel confident they will do a good job. They are also responsible for cleaning the Braves Stadium parking facilities and the Galleria. They will be identified by a high visibility vest with their Service Fort logo on it.
- Parking is also updating our facility assessment reports, known as FCAR. This is required for any facilities that have a debt associated with them. We are working with facilities and the contractor to do that. This is for the Kennesaw campus.

- 4) LPR Update – Joseph Madison
 - We have added a new vehicle to the LPR fleet. We have picked up a third vehicle from Surplus. It is a 2005 Ford Ranger. This has saved us the expense of purchasing a new vehicle. We already have a system in place to outfit the vehicle with a LPR camera. All of the vehicles are in the process of getting safety lighting added because of the frequent stops in the deck. This will add another safety feature for our enforcement operations.
- 5) Fall Permitting – D.J. Gilliland
 - We will start selling fall permits on April 22, 2019. We will use a staggered schedule based on student classification. Graduates and seniors will be able to purchase their permits first, then we will taper down to juniors, sophomores and freshman. We are sending targeted communication using our T2 software. The information will be sent directly to the student's email to notify them which day they can begin to select their parking. We will also provide signage across campus.
 - We have made some changes to the selection options. In the past, we asked the students to select their parking for the fall semester and then it would roll over for spring and summer with a charge for each semester. We would manually process the renewal and the charge for the next semester. This semester we will roll out an academic year permit and the student will pay the total year's fee up front. Students will still have the option to return the permit at any time during the academic year and they will receive a prorated refund. We will also offer the option for them to select a permit for a semester only. This will provide relief to the student that their permit is good for the whole year and they do not need to check back with parking.
- 6) Faculty and Staff Permitting – D.J. Gilliland
 - Parking and Transportation is working to offer faculty/staff the ability to purchase their parking permits online. Our T2 system is configured to offer this option. We are currently working with Payroll and HR to ensure that the new process still allows them to access the information they need. We are hoping to roll this out in August 2019.
- 7) ADA Updates/ Marietta Campus – D.J. Gilliland
 - Parking has reviewed the signage and markings for ADA spaces on the Marietta campus. We are currently reviewing all these areas on the Marietta campus to bring all the signage and striping up to date.
- 8) Pay Station Update – D.J. Gilliland
 - Parking has a new vendor for credit card processing. This is a university wide change was mandated by the BOR. This is a university wide initiative with all departments switching over to the new vendor that the university chose. Wells Fargo will process our credit card transactions. We will switchover April 3 with minimal down time.
- 9) NCUR – Lee White
 - We will have a significant number of people on campus for the NCUR conference. Parking and Transportation has played a significant role in the planning for this event. We do not expect a huge parking impact as most universities are bringing large groups of students in on buses. We are providing 20 plus shuttles for transport between the Kennesaw campus and the Kennesaw and the Battery hotels. This has been a huge undertaking on the transportation side. We are planning a morning session for transport and an afternoon session for shuttles to the hotels. A shuttle map is available on the NCUR web site and the mobile app. All the buses will be staged on Cobb Avenue and clearly signed. Area will be well identified as a shuttle pick up/drop off area. We also have an NCUR parking map on the web site and on the mobile app. All attendants driving to KSU for the conference will be directed to park in the 3305 Busbee Drive shuttle lot and will be shuttled to campus. We have heard concerns from the KSU Center about parking. We will assign an attendant to monitor the area and

be sure those visitors are making their way to 3305 and not gathering in front of the KSU Center.

10) New Lot Construction Update – Lee White

We are beginning construction on the new lot for the Marietta campus. The new lot will connect P38 and P8 and will add 300 more parking spaces. The fencing is scheduled to go up March 27, 2019. We will close P38 for the remainder of this semester and for the summer semester. All communications have gone out to permit holders in addition to signage in the lot. We are excited about this project as this new lot will bring us back to capacity to address our parking needs for the Marietta campus. With the addition of the new lot, we will not need offsite parking for the fall semester. We will keep our options open for parking at White Water just in case construction is not completed on time for the opening of fall semester.

11) Bicycle Update – Lee White

- Parking and Transportation has renewed its contract with Zagster for the bike share program. Our numbers are still looking very good, just under 2000 trips since the beginning of January, averaging about 130 trips a week. We do expect those numbers to trend upward quickly as the warmer weather moves in. In the spring, we expect to see around 400 to 600 trips a week.

12) Big Owl Bus Update – Lee White

- Our Marietta/Kennesaw shuttle is our only route with set time points. This is to ensure we have a bus there every 20 minutes. We have been able to increase this time to every 15 minutes. The express lane has helped us save a good amount of time. We are able to make 8 additional trips between the two campuses. We have the schedule listed in several places for students to view including the Student Centers on each campus and on the web site.

3. Future Initiatives & Goals

Parking and Transportation has been in meetings with Cobb County to discuss how we can align the Kennesaw/Marietta route with their 10x route. They are interested in partnering with us for a direct route between the two campuses. They are now at a point where they are ready to put some firm plans in place and we are ironing out the details.

4. Items from the floor – Committee Members

- If a student chooses a permit for only one semester but then later changes his/her mind, will they have the ability to extend their permit?

The student would need to reselect their parking area and obtain a new permit. By offering the option of selecting only one semester for a parking permit, this gives us the ability to manage space more effectively. We have many instances where students forget to return their permits and when we permit for spring semester, we view this as space as reserved. When a student purchases only one semester, we will see open space for the following semesters.

- Will the faculty/staff online permit process be in addition to the current process or will it replace the current permit process?

Currently all faculty/staff leave orientation and need to come into the office to obtain a parking permit. The new process will allow the new faculty/staff to purchase their permit online using the same process as the students. They will also be able to manage their permit online where now they must come into the office to make changes.

5. Adjourn

Minutes