1. Welcome

   **Attendees:** Julia Allison, Sara Blunk, Michael Fellows, Aaron Fowler, D.J. Gilliland, Lauren Katovcky, Robert Milam, Tim Murphy, Joshua Sukumar, David Tatu, Lee White, Julie Wilson, Bernice Nelson

2. Announcements & Discussion Points

   **Parking & Transportation updates**

   1) Cross Training of Student Assistants
      - Job aids have been created for student assistants for quick reference to answer questions about procedures and policies.
      - Card Services and Parking are planning additional training over the winter break. This will provide extensive cross training for staff.

   2) Back In Parking Update
      - Parking had initially wanted to eliminate all back in parking. However, the campus population stated they wanted the option to back in to park due to safety concerns or for convenience. In response, Parking will offer a back in permit. The design elements have been approved and Parking is in the stage of testing the new permit to make it work with LPR technology.
      - The permit will be a license plate with a 5-digit number placed on the front of the car.

   3) Spring Permit Sales
      - An active fall permit will roll over to spring so permit holders will not need to reselect a new permit for the spring semester.
      - For Ignition Orientation permitting, Parking has set aside a few areas where parking spaces are available to sell to incoming students. All of these permits will be virtual permits.
      - Parking staff will be on site during orientation to sell virtual permits to incoming students. This provides valuable one to one interaction between the student and staff.

   4) P35 Construction Progress
      - Parking is adding 90 parking spaces to Lot P35 on the Marietta Campus. Lot P35 is located directly in front of the student center.
      - Parking was waiting for permit approval to work under the power lines to connect Lot P35 to the P36 driveway. Approval was granted.
      - Construction started November 20, 2017 and we are on target to meet our deadline close to the spring semester.
      - The construction is creating new spaces, not reconfiguring the current spaces.

   5) Dedicated Space Policy/Procedure
      - Previously Public Safety handled the towing for dedicated spaces and Parking is taking over this responsibility.
      - The towing policy will be enforced 8:00am to 5:00pm, Monday through Friday. Outside these hours, the space holder would be able to park in another spot.
      - Parking is working with the legal department and the towing company to get an agreement set up. This is a long procedure and is still in progress.
6) White Water Lot/Marietta Campus
   - Parking’s final day for using the White Water shuttle lot will be December 4, 2017. There will be no more buses going to this lot after Dec 4.
   - Parking will not be using the shuttle lot for spring semester. All students will be directed to park on campus.
   - Parking has permitted 1400 students to park in the White Water shuttle lot. There has been a maximum of 190 using the lot at one time this semester. With the 100 added spaces from P35 construction, Parking still needs to find 200-300 spaces to break even. This number does not include future enrollment growth at the Marietta Campus. Parking has looked at other options, but most likely, we will use the White Water lot or another remote lot for the fall semester.

7) Autonomous Bus
   - Georgia is one of five states allowing autonomous vehicles on public roadways. First Transit, our charter service provider, has asked to partner with the Kennesaw State University to explore opportunities for this new technology.
   - Transportation is exploring a phase 1 route that may be a circular route on the Marietta campus. We are in the very early stages of putting together real life scenarios from the Marietta campus to ask questions about what will happen in various situations.
   - KSU Transportation is also exploring safety and security issues associated with an autonomous vehicle. Questions have been raised concerning no supervision on the vehicle.
   - The autonomous bus could also be a research exercise for our campus community. KSU could potentially involve the engineering community and they can participate in learning the impact of this technology on the future of transit.

8) Big Owl Bus Update
   - The White Water route will discontinue after December 4, 2017.
   - The Marietta Stadium route will also discontinue at the end of fall semester. Ridership is too low at this time to justify the cost. We will look at this route in the future to see if demand is there.

3. Future Initiatives & Goals

   Parking and Transportation have received architectural plans for our new space in the Kennesaw student center. We are developing a “hub” for auxiliary services. Students will be able to get customer support for parking, transportation, card services, door access, meal plans and dining, as well as other services. In the future, we are planning to redesign Marietta’s campus to have a similar office set up. We are in the process of rebranding for the combined services. We are developing one contact for student and staff for auxiliary services.

   Parking has been working with our parking software provider to make permitting and parking run a bit smoother. Some issues we are improving upon are issuing refunds as well as the online permitting process for students. The student is able to select their permit online and then their charge goes to their banner account. We are in the process of making the functionality work to allow students to pay with a credit card. We are hoping to have these changes go live for fall registration beginning in April.

   Before the break, Parking sat down with several academic departments, the CBO, and Kasey Helton and discussed putting a hold on charging for academic department special event parking. We have stopped charging those groups for event parking. We will review this topic again and review what peer institutions are charging for special event parking. Parking’s intent when we charge outside groups for special events is to offset our costs, not to charge for profit.

4. Items from the floor – Committee Members
   - An issue was raised about Chastain Pointe Parking. All parking spaces are usually full and faculty and staff then have nowhere to park. Parking will
contact Chastain Pointe faculty and staff and work with them to find a solution.

- Question was raised about increasing parking for the Marietta campus. Did we consider the property on Rose Drive? Yes, Parking did consider this property in the Fall of 2016. There were security concerns and because of the general condition of the property, we chose not to use it. We are also looking at various properties around the Marietta campus to repurpose and convert to parking lots. Public Safety pointed out the closer the property is to campus, the easier for them to patrol the area.
- Parking is hiring a consultant to review all of our surface parking. Traditionally, for the parking decks, maintenance and repairs have been funded with money set aside from payments for bond debt. This is not the case for parking lots. After the consultant shares their report, Parking will budget for projects that are recommended to be completed on both campuses.
- Marketing is encouraging facility and staff to update their parking portals. Marketing is also working on effective ways to communicate parking information to the campus.
- Auxiliary services will take the responsibility from Public Safety of door access. Card services will be in charge and will share more information as they take over access control.

5. Adjourn