

## 1. Welcome

**Attendees:** Joseph Madison, Erica Massicott, Tim Murphy, Michael Sloan, Lee White, Julie Wilson, Kelley Wisniewski, Craig Vandever, D.J. Gilliland, Ron Lunk, Jennifer Wilson, Natasha Williams, Crystal Caldwell, Shenitra Ashley, Heather Nunes.

## 2. Announcements & Discussion Points

### Parking & Transportation Updates

- 1) Dedicated Space Program – Joseph Madison
  - Parking has been communicating since the beginning of the year, our plan to discontinue the dedicated space program. We stopped issuing new dedicated spaces outside of Deans and Cabinet Members in 2017. This phase of the plan will remove existing dedicated spaces and add roughly 50 spaces back to Faculty/Staff inventory. The program officially ends on May 9<sup>th</sup>, 2020. Dedicated space permits will be converted to Faculty Staff permits and the associated payroll deduction will be adjusted accordingly. In preparation, Parking has added additional faculty/staff spaces in Lot D and Central Deck. Signs for the dedicated spaces will be removed on May 9<sup>th</sup>.
- 2) On Campus Improvements – Joseph Madison
  - On the Marietta campus close to the Joe Mack Student Center, Parking has increased visibility of the fire lanes. People have been parking in the fire lanes as well as in the loading dock. We have restriped these areas and it is clearly labeled as a “no parking” area. On the Kennesaw campus, we have restriped lot D and lot L. These are faculty/staff parking lots and the work was completed to address the changes to dedicated spaces. Parking has completed pressure washing for the Central Deck and North Deck on the Kennesaw campus, and P60 Deck on the Marietta campus. We are postponing pressure washing for the East and West Deck until we have a date to return to campus.
- 3) Parking Deck Closures – Joseph Madison
  - In an effort to reduce expenses, Parking has reviewed the needs for utilities and cleanings and other parking projects. As a result, we have closed the North Deck and Central Deck on the Kennesaw campus and P60 Deck on the Marietta campus. Currently, we do not have the demand for space. We have reduced the need for maintenance by closing the decks.
- 4) Adjustments to Parking Areas on the Marietta Campus – D.J. Gilliland
  - Last Spring semester on the Marietta campus, Parking observed there was room to change the lots. There are two main reasons to do this. First, we can improve traffic patterns, and second, we can better fill underutilized lots. Our first change is to Lot P22. In the past, P22 was part of the East parking area. We have changed it to a West parking area. P22 will share space with P60 as one area. P36 was previously labeled an East parking area. It is now labeled a Central parking area. This will help keep traffic off Technology Way so that drivers do not drive to various lots across campus to look for parking. Lastly, we have changed P21 lot from a mixed lot, which was a Central and a Faculty/Staff lot, to strictly a Faculty/Staff lot.
- 5) Fall 2020 - 2021 Student Permit Sales – D.J. Gilliland

- This year, Parking will begin selling permits for the Fall 2020 semester at the beginning of the fall semester. The permit options available to students will include a Fall only permit which will begin August 1, 2020 and expire December 31, 2020. This is a popular choice especially for seniors graduating. We are offering a new option this year which will be a Fall/Spring permit. This will begin August 1, 2020 to May 10, 2021. The student can reselect or remain in a parking area when they purchase their summer semester permit.

6) Parking Fees and Student Refunds – Lee White

- At the end of March, the university refunded student fees for a portion of the spring semester. In addition, no summer fees were collected. We use this money to pay the debt on our parking decks. This of course has a significant impact on our budget as fees collected help cover the debt payments on our 5 parking decks. We are looking at ways we can cut our operating expenses. We are putting pause on any projects we had planned until we are able to better project future budget impacts related to COVID 19.

7) Big Owl Bus Service Update – Lee White

- We have discontinued all Big Owl Bus service except for a shopping route that runs 2 days a week for the students who have remained on campus. There were approximately 240 students approved to stay on campus for the spring semester and only about 100 students will remain on campus for the summer semester. We only allow 10 students at a time on the bus and the driver must clean the bus constantly throughout the day. With all the budget cuts, we will review if we can continue to run service for the summer.

**3. Items from the floor – Committee Members**

- Will drivers who held a dedicated space receive an updated email notifying them their spaces have been eliminated?
  - a. Yes. Beginning in February 2020, each dedicated space holder was contacted individually by phone about the end of the program. As a follow up, Parking will also send an email to let them know the program ended on May 9<sup>th</sup> and their parking deduction has been adjusted accordingly.
- Captain Murphy was asked to discuss the COVID-19 project taking place in the Central Deck.
  - a. Public Safety, The National Guard, and KSU nurses are using the Central Deck as a COVID-19 testing site. As of now, they are only using the second level but if the program expands, higher levels may be needed. Currently there is not an end date scheduled. For staff, the day begins at 6:00am. The test site opens at 8:00am until 12:00pm and the day ends for staff around 2:00pm. A Public Safety officer is stationed there when it closes and is always, 7 days of the week. The testing site receives approximately 25 to 75 people per day.
- Erica Massicott was asked to discuss the special machines used to clean and sanitize the Big Owl Bus.
  - a. First Transit sent 2 special ozonator machines to Cobb County. KSU can use them in the morning until 6:00pm each day. The machine is placed inside the bus for 15 minutes and it completely sanitizes the bus. The entire fleet of buses have been sanitized and each bus used for the shopping route is sanitized at the end of the day.

- Have we requested from First Transit their safety protocol for their employees? Is there any intention on their part to put up a barrier between the driver and the public?
  - a. First Transit has put safety standards in place for all drivers. These same safety standards are also in place for Cobb County and Emory, both operated by First Transit. Currently, there are several options for barriers between the drivers and the passengers. First Transit is reviewing which one is most effective and cost effective. Once a decision is made, First Transit will discuss options with the University.
- During the student permit selection process, can Parking offer alternative transportation options for driving to campus?
  - a. Yes, this information is provided to incoming students during the orientation process. We communicate about permits and share our bus routes and information about bikeshare. We also provide information about the Cobb Linc routes.
- How is shuttle advertising being handled with most routes being discontinued?
  - a. Bus advertising is handled by Campus Services Marketing. They bill for these ads monthly, and discontinued billing in April.
- Do we have an agreement with the individual apartment bus stops? Specifically, SOVA?
  - a. Yes, we have an agreement with SOVA. We are working on refunding the apartment complexes fees as we are unable to provide service until the end of the contract date which is July 31, 2020. We have not begun work on next year's contracts.

#### **4. Adjourn**