

**Continuing and Non-Credit Education
Minutes
Strategic Enrollment Management Committee Meeting
November 13, 2008**

Attending: (No roster available for this meeting)

In attendance were representatives from programs previously not known to the committee suggesting that it would be helpful to develop roster of who is actually working in continuing education.

- Theo representing Institute for Learning and Retirement (VA Beach)
- Meg representing Oceanography representing Sea Camp

James Long presented information about parking planning and continuing education.

Mr. Long began with a discussion about zoned parking. One of the goals of the current strategic plan is to make the campus "walking friendly." The solution is to develop a "zone" parking system. Numbered parking will go away and the zones will be identified alphabetically. In April 2009, faculty and staff will go on-line to register for a parking zone. Users will have up to 5 zones to select until about July. The goal is to guarantee a parking space 99% of the time for a person looking for a space. Toward end of July, after initial assignments have been made, the system will be reopened for new hires and others to select from remaining spaces.

Criteria for selection will search for senior administrative first (president, vice presidents, deans, etc.). Then to faculty/staff for selection, including date and time applied (first come/first served). Assignments will be emailed to the staff person. The decal will be mailed home by a third party vendor.

Parking Services hopes to have three forms of payment online...Visa, MasterCard, payroll deduction. Payroll deduction is complicated because of the requirement to have a signature, but Parking Services is researching how it might be accomplished.

How zoned parking is planned to work:

- Parking will be restricted by zone and those parking outside the assigned zone will be ticketed and towed.
- Handicap can park anywhere at a handicap space or meter.
- Getting across campus can become more complicated and there may be a denial of future golf cart purchases.
- Where do visitors park? Special events have grown considerably. Visitors should, in general, park in the garage at meters, then walk to the meeting place. Special events will be handled separately and park in the circle at Webb or other conveniently located garages/spaces. Agreements with organizations last year generated 18000 passes. The question/problem is what to do with guest passes? How do we treat them equally and allow parking services to generate required income as an income.

Parking is evaluating reserved spaces and the time limit at the end of the day.

Is there an on-line purchase possibility for continuing education?

Parking services is developing on-line permit decal system for students, faculty and staff. They are working on how to make it easier for guests of the university to complete an on-line request that would work to update the parking services system. There is concern about fraud and individuals making up parking decals and selling them (external to parking services).

How do we change continuing education parking and charges? Currently paid .30 per credit hour for parking...a 3 credit continuing education course will generate \$1.20.

Continuing education providers would like to be able to generate a parking pass and deliver it to the student without requiring the student to go to parking services. The current system in Banner is not good.

Price is not a problem for continuing education and programs are not opposed to increasing the fee, but would like to have a better delivery system for parking passes.

James can sell passes to the various programs for fixed packets of packets. He will work with staff in parking services to develop a means of selling to those who will need parking for very small numbers of days or for an entire semester.

Anita will mail James names of everyone on the committee.

Next meeting on Wednesday. Rusty Waterfield will talk about continuing education and Distance Learning.