

FACILITY USE COUNCIL

MEETING MINUTES

JANUARY 30, 2018

PRESENT: D. ALEXANDER, D. BENTHIN, F. BENTLEY, C. COLELLA, C. DUNTEN, B. GLASS, W. GOULD-MCELHONE, B. GRAENING, T. HAMANN, B. HAY, M. HICE, J. POTTER, B. REYNOLDS, J. ROSE, T. SIBBERSEN, K. SPARROW, A. SNEAD, M. VANDERHILL

ABSENT: R. BAIR, E. BERNHARD, R. IVES, J. SAYLOR

GUESTS: N/A

1. Call to Order – The meeting was called to order at 1:05 PM.
2. Business
 - 2.1 Introduction
 - 2.1.1 **Overview of description of council** – D. Alexander shared the purpose of the Facility Use Council: to review policy, establish new policy for the future, develop documentation and periodically update usage guidelines according to institutional and student needs, oversee events in its purview, and address problems with events in its purview
 - 2.1.2 **Future plans for council** – D. Alexander indicated that initially the council will meet more frequently, with ambitious agendas to establish and review guidelines, with the intention that future meetings will be held quarterly.
 - 2.2 Agenda Items
 - 2.2.1 **Update to After Hours Request form and process** – J. Potter reviewed the current process for submitting and gaining approval for after hours requests. She highlighted its pitfalls: difficult inter-departmental communication, redundancy, lack of written plans for required institutional work (ex: alarms, door access, facilities services). J. Potter introduced a new form and detailed the process for submitting it for approval. The new form and process allows schedulers to record and reference institutional work plans to better inform all applicable parties and will be stored on the G drive (access for which will be granted to those necessary parties). K. Sparrow suggested that approved forms also be attached to events in Astra; this process will be tested for future implementation. Proposed timeline for submission of 6 weeks allows for work orders and associated staffing needs to be accommodated. The council was in general agreement to adopt the new form and process for use immediately.
 - 2.2.2 **Facility Use Regulation for External Customers: Updates** – J. Potter introduced new facility use guidelines for all external customers. Old guidelines that are currently in use contain items that vary across campuses/buildings; the new guidelines contain only those items that pertain to all, with subsequent more specific guidelines for those spaces with unique requirements for renters. J. Potter explained each item and opened it up to the group for questions. Conversation ensued on the issue of waivers for payment to some renters; this language will be reviewed. Additional questions focused on KVCC liability coverage. B. Reynolds suggested the creation of a liability checklist to ensure that consideration of liability coverage is consistently applied. M. Hice agreed to do some additional research. Further discussion questioned how external events are monitored for adherence to agreed upon time, place, and manner usage of KVCC facilities. J. Potter explained that due to staffing limitations, when schedulers are unavailable to monitor events they rely on facilities and public safety staff to address immediate event concerns. Support was voiced to explore the use of event support on an ad hoc basis. This item will appear on the agenda again in February.
 - 2.2.3 **Facility Use Regulation for Internal Customers: Updates** – postponed to February.
 - 2.2.4 **Astra 8 Update and Future of Online Astra Event Requests** – postponed to February.
3. Upcoming Meetings – The next meeting of the Facility Use Council will be on **February 27, 2018 at 1 PM – Room 4380**.
4. Adjourn – The meeting adjourned at 2:07 PM.