KalamazooVALLEY™
community college

FACILITY USE COUNCIL
MEETING MINUTES
MARCH 6, 2018

PRESENT: D. ALEXANDER, F. BENTLEY, D. BENTHIN, E. BERNHARD, C. COLELLA, C. DUNTEN, B. GLASS, W. GOULD-MCELHONE, R. PANICO, J. POTTER, B. REYNOLDS, J. SAYLOR, T. SIBBERSEN, K. SPARROW, A. SNEAD, M. VANDERHILL
ABSENT: R. BAIR, B. GRAENING, T. HAMANN, B. HAY, M. HICE, R. IVES, J. ROSE
GUESTS: N/A

1. Call to Order – The meeting was called to order at 1:07 PM.

2. Business
   2.1   Other
      2.1.1   **Update since first meeting –** D. Alexander shared with the group that as a result of the council's first meeting conversation regarding additional part-time staffing support for weekend and evening events, the suggestion has gained support from administration. A posting for an events assistant with responsibilities as a point of contact when Event Coordinators are unavailable will be listed in the future. D. Alexander offered that the position might be filled by a student.
   2.2   Agenda Items
      2.2.1   **Facility Use Regulation for External Customers**: **Continued** – J. Potter reviewed the changes incorporated into this document, which were suggested at the January meeting. Most were offered without comment. A few notes: J. Potter will work with D. Benthin on a list of incidents Public Safety should be notified of if they occur during an external event (ie., medical emergencies, destruction of property). A. Snead asked about the use of chemicals by outside parties, and a clause requiring the filing of SDS (Safety Data Sheets) by external customers for this purpose will be added to the Facility Use Regulations document. K. Colella asked about the impact cancellations due to inclement weather have on external customers; J. Potter explained that specific requirements are incorporated in the Facility Use Agreement signed by customers.
      2.2.2   **Internal Campus Community Scheduling Flowchart** – J. Potter introduced a flowchart that instructs internal customers (faculty and staff) on which office to contact for their facility use needs. The intention is to place this flowchart on the Intranet, perhaps as a "Scheduling" link in the Quick Links section, as well as on the Astra landing page. Some adjustments were made to the language to incorporate non-college participants, particularly from the Groves campus. C. Dunten offered kudos for the work and suggested that the flowchart should be disseminated to student group advisors.
      2.2.3   **Astra 8 Update and Future of Online Astra Event Requests** – J. Potter provided a quick overview of the timeline for Astra 8 upgrading as well as some of the new features the version will offer. She showed Pikes Peak Community College's scheduling homepage as an example KVCC hopes to emulate. She anticipates the creation of a guest calendar for external users, a general calendar of featured events accessible to all generic KVCC users upon login, and an expansion of the use of event request forms for a variety of purposes for internal and external users.
      2.2.4   **Facility Use Regulation for Internal Customers**: **Updates –** tabled.

3. Upcoming Meetings – The next meeting of the Facility Use Council is **TBD.**

4. Adjourn – The meeting adjourned at 2:05 PM.