

FACILITY USE COUNCIL

MEETING MINUTES

APRIL 10, 2018

PRESENT: D. ALEXANDER, R. BAIR, D. BENTHIN, E. BERNHARD, C. COLELLA, C. DUNTEN, B. GLASS, W. GOULD-McELHONE, B. GRAENING, B. HAY, M. HICE, R. IVES, R. PANICO, J. POTTER, B. REYNOLDS, J. ROSE, J. SAYLOR, T. SIBBERSEN, K. SPARROW, M. VANDERHILL

ABSENT: F. BENTLEY, T. HAMANN, A. SNEAD

GUESTS: L. BLEWETT, S. WALMAN

1. Call to Order – The meeting was called to order at 1:03 PM.
2. Business
 - 2.1 Other
 - 2.1.1 **Update on events support** – D. Alexander shared that administration continues to voice support for creation of a position that would provide support for events management on campus. Details of the position are forthcoming.
 - 2.1.2 **Update on scheduling contact flowchart** – J. Potter is working with marketing to publish the previously reviewed scheduling contact decision flowchart to the KVCC website.
 - 2.2 Agenda Items
 - 2.2.1 **Facility Use Regulation for External Customers: Continued** – J. Potter highlighted the remaining changes that were made to the Facility Use Regulations for External Community Members/Organizations, which included: new language on the use of hazardous materials (with accompanying application), clarification of scheduling conflicts policy, and the expansion of the cancellations by renter policy to include force majeure. D. Alexander explained that this finalized document will be sent to Michael Collins for approval before going into effect.
 - 2.2.2 **Facility Use Regulations Updates for Internals** – J. Potter introduced a new document outlining guidelines for facility usage by internal customers, explaining that the college has previously never had a set of written guidelines for internal usage. J. Potter led line-by-line discussion through the document, eliciting input from various other departments. W. Gould-McElhone suggested further review of how KVM should be prioritized for scheduling. R. Panico requested the inclusion of gym usage priorities which have been previously utilized. This issue will be taken up at the next meeting. C. Dunten requested a definition of “academic” event to clarify which academic activities qualify: credit, no-credit, life enrichment, and/or student academic clubs? The definition of “special event” was revised to include a list of characteristics that require 6 weeks’ lead time to coordinate. Alcohol regulations were revised to specify B. Hay as approver. The remainder of the internal guidelines will be discussed and revised at the next meeting.
3. Upcoming Meetings – The next meeting of the Facility Use Council is **May 1, 2018**.
4. Adjourn – The meeting adjourned at 1:58 PM.