

FACILITY USE COUNCIL

MEETING MINUTES

NOVEMBER 7, 2018

PRESENT: D. ALEXANDER, F. BENTLEY, C. COLELLA, C. DUNTEN, W. GOULD-McELHONE, B. GRAENING, B. HAY, M. HICE, R. IVES, R. PANICO, G. PESTUN, J. POTTER, T. SIBBERSEN, K. SPARROW, A. SNEAD, M. VANDERHILL

ABSENT: R. BAIR, B. GLASS, T. HAMANN, B. REYNOLDS, J. ROSE

GUESTS: A. KONERU

1. Call to Order – The meeting was called to order at 1:04 PM.
2. Announcements – D. Alexander shared that he will be meeting with M. Collins and Dr. Washington to review everything the committee has worked on so far and to ensure that items seeking board/administrative approval are ready for discussion.
3. Business
 - 3.1 **Review Items Approved and to be Proposed** – J. Potter reviewed all items the committee has worked on so far.
 - 3.1.1 After Hours Request Form: form creates an access plan; only schedulers use it; is send to facilities and public safety
 - 3.1.2 Internals Flow Chart: will be updated to include language regarding permanent academic classroom changes routed to Deans' Administrative Assistants rather than to Academic Scheduling Coordinator; links will be added to internal guidelines
 - 3.1.3 Facility Use Regulations for Externals: R. Ives suggested included specific language regarding the prohibition of marijuana in the "substances not allowed on campus" section; J. Potter explained the change to approved caterers process (whereby the requester must maintain and solicit appropriate vendor paperwork to remain on file rather than the Event Scheduler maintaining that information) – this policy will be reviewed with B. Hay and M. Hice to discuss how use of Aramark may be integrated
 - 3.1.4 Internal Facility Use Guidelines: J. Potter reviewed edits to the policy to include a requirement for large events that the requester must have a consultation with the Event Scheduler; also included was a policy requiring that alterations to room setups be returned to their original setup (failure to do so may incur costs); R. Ives recommended an edit prohibiting marijuana on campus; B. Hay recommended an edit to 4.15.4 for title "Operations Manager"; M. Hice requested notification of large groups on campus for Aramark purposes; cabinet approval for food service was removed as a result of that policy change
 - 3.2 **Astra Update and Maintenance** – K. Sparrow shared that the Astra 8 upgrade is moving along on schedule and as part of the inventory of spaces available on all campuses, a student worker will be hired to photograph rooms and create diagrams of standard room setups which will be posted in each room to aid facilities and those who which to alter and reset room configurations. D. Alexander shared that eventually all the policies and procedures will be housed on the website as links from Astra, accessible hopefully through an Events link in MyValley.
4. Upcoming Meetings – The next meeting of the Facility Use Council is **January 8, 2019 at 1:00 pm.**
5. Adjourn – The meeting adjourned at 1:58 PM.