Kalamazoo**VALLEY** ™
community college

PRESENT: D. Alexander, D. Benthin, F. Bentley, J. Breeding, C. Colella, C. Dunten, W. Gould-McElhone, B. Graening, M. Hice, R. Ives, K. Miller, R. Panico, G. Pestun, J. Potter, J. Rose, T. Sibbersen, K. Sparrow, M. Vanderhill

ABSENT: R. Bair, B. Reynolds, B. Glass, T. Hamman, A. Snead

1.   The meeting was called to order.
2.   **G Drive Access**
   2.1   Jessica reviewed location of Facilities Use Council Folder/sub folders
      2.1.1   G: drive/Shared/FacilityUseCouncil
      2.1.2   Documents available
         2.1.2.1 Agendas
         2.1.2.2 Minutes
         2.1.2.3 Forms
         2.1.2.4 Cross-departmental Activities
      2.1.3   Edit abilities for Jessica and Vicki only
3.   **Athletic Facilities Use Guideline**
   3.1   Jessica reviewed Guidelines being brought back after initial review by committee
      3.1.1   Discussion/Suggestion for inclusion
         3.1.1.1 Committee advised that external groups can be bumped to accommodate KVCC athletic games needing to be rescheduled
         3.1.1.2 Clean up charge, if any, to be determined on case by case basis
         3.1.1.3 Discussion re: food availability at events
            3.1.1.3.1   Jessica to review General Event Guidelines to see if addressed there
         3.1.1.4 Suggestion to determine what, if any, equipment external groups may bring in to ensure it is "gym approved"
         3.1.1.5 Suggestion to clarify supervision of minors
            3.1.1.5.1   Jessica will review against Regulations
               3.1.1.5.1.1 Revisions/additions may be needed in Regulations and Guidelines
      3.1.2   Jessica developing an "Exhibitor's Kit"
         3.1.2.1 Will encompass electrical needs; other unique needs
         3.1.2.2 Will also review event request forms to see if additional questions re: electrical needs are necessary
      3.1.3   Pool Guidelines
         3.1.3.1 Dannie reiterated that the pool will be closed Jan through the end of April
         3.1.3.2 Wording revisions suggested
            3.1.3.2.1   Jessica to research best practices; revise pool guidelines and bring back for additional committee review

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NEXT MEETING: Tue, January 7, 2020; 1 p.m., TTC 5740

4. **Other**
    4.1   Discussion re: how Facility Use Council efforts and initiatives support the Strategic Plan
        4.1.1   Community impact
        4.1.2   Academics
        4.1.3   Resource management
        4.1.4   Employee engagement
    4.2   Beginning to look at larger specialty areas/develop guidelines for usage
    4.3   Suggestion made to rotate meeting locations
    4.4   Discussion re: why some events do not show up in Astra
        4.4.1   Event may have a pending issue; Event may be in a status other than "scheduled"
            4.4.1.1 Events are not loaded into calendar until fully approved and all aspects scheduled.
        4.4.2   Department-owned spaces ARE NOT incorporated into Astra
        4.4.3   Change to: Committee members reminded to encourage any/all questions, issues, re: events to Events Office or Academic Scheduling office (Jessica/Martha/Judy/Kelly)

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