

**FACILITY USE COUNCIL**

MEETING MINUTES

February 2, 2021

PRESENT: D. Alexander, R. Bair, D. Benthin, F. Bentley, J. Breeding, D. Coates, C. Colella, B. Glass, W. Gould-McElhone, B. Graening, T. Hamman, M. Hice, K. Miller, M. Pauken, R. Panico, G. Pestun, J. Potter, J. Rose, T. Sibbersen, A. Snead, K. Sparrow, M. Vanderhill

ABSENT: C. Dunten, A. Koneru, B. Reynolds

1. Dannie welcomed the group. He stated that a number of changes have taken place and the college has had numerous “pivots” due to the pandemic.
2. Motion from Don, support from Kelly: Minutes of 10.06.20 were approved
3. Current Facility Use
  - a. Jessica reviewed the internal event process, “standard” v. “pandemic,” indicating that the Scheduling Team currently reviews ALL event requests
    - i. General Reminders/Considerations relative to requesting internal events
      1. Requests for use must come from the requester
        - a. More efficient/effective process for identifying specifics relative to the event
      2. Attention to ingress/egress/general traffic flow of the event
        - a. 6 feet of social distancing is required
        - b. Additional spacing must be incorporated when moving around the room (viewing computer screen behind individuals)
      3. Preliminary Event Approval Application has been implemented
        - a. Brief document; enables receiving idea/concept for the event and establishing a “place holder” for space
        - b. Detailed follow up takes place closer to the event
    - ii. External events (not hosted)
      1. Initial contact to be made with Jessica or Judy rather than submitting via Astra
      2. Current use for external events is limited
        - a. primarily at the Groves with 10 or less participants
        - b. working with “historical” users
        - c. Event tentatively scheduled for 3/19; will confirm one week prior to the event
      3. Bulk of requests are for gym use
        - a. Gym not currently available for use
          - i. Will reach out later in season as gym use is permitted
      4. Considering to expand user group, but with thorough vetting prior to finalizing use
    - iii. Scheduling Team; meets every Thursday
      1. Will likely continue to review all requests; provides
        - a. Quick turnaround
        - b. Consistency
  - b. Events information/forms, etc. can be found
    - i. Events Services Office webpage (under Cougar events)
    - ii. Astra link in Employee Portal

**NEXT MEETING: Tue, June 1, 2021, ZOOM**

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- c. Contact tracing Measures
    - i. Combined effort between Special Use Committee and Scheduling Team
    - ii. Supports college's contact tracing measures
    - iii. Fosters safe environment for guests
    - iv. Check-in sheet
    - v. Expectations for guests (masks, social distancing, etc.) should be posted in several visible areas
    - vi. External events
      - 1. Request guest list in advance
      - 2. Checklist for event MUST to be completed/submitted
  - d. Discussion re: future
    - i. Scheduling team frequently discusses options for moderating restrictions/criteria for events
      - 1. Impacted by additional vaccine administration
    - ii. Dannie advised the group to expect that change will come and protocols may be revised
      - 1. Updated information may be placed on "shared" drive for quick access prior to being shared at the next meeting (June)
    - iii. Discussion re: short-term future "contracted and community" events and possible need for talking points relative to event being held
      - 1. Dannie asked that information be shared with Craig Jbara who could bring to Scheduling Team for discussion
  - e. Per Dannie, KUDOS to all who have contributed to the development of the Events Services webpage
    - i. Has been an involved project; development effort and time has been well worth it
    - ii. Help/resources are available; contact Jessica, Judy, and/or Kelly.
    - iii. Bill stated that the support provided and structure implemented from Events Services and Facilities relative to Museum operations has been very helpful to staff and guests; many thanks to Dannie and Jessica
4. Dannie encouraged all to share ideas/comments with Jessica and Judy; preparing and maintaining physical plant resources for the community is a group effort.
5. Other
- a. Jessica will review of protocols/documents, etc. to insure that all information relative to events is current and available
  - b. Criteria for food services requests/re-opening protocols will be developed.

The meeting was adjourned.

**NEXT MEETING: Tue, June 1, 2021, ZOOM**