

**FACILITY USE COUNCIL**

MEETING MINUTES

MAY 1, 2018

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

1. Call to Order – The meeting was called to order at 1:08 PM.
2. Business
  - 2.1 Other – no business to report
  - 2.2 Agenda Items
    - 2.2.1 **Facility Use Regulations Updates for Internals, cont.** – J. Potter resumed a review of the internals draft guidelines beginning with item 6.0. R. Ives suggested the addition of statements in #3 to include no overnight use without permission, no blocking of ingress/egress, and no structures erected on the grounds. M. Hice will provide specific language for the cabinet requirements on employee attendance ONLY meetings with food items (per #15.d). E. Bernhard requested clarification on administrative approval for events held in the community kitchen and theatre. J. Potter will follow up to determine which events in the CAH will require Director of Culinary Education approval.
    - 2.2.2 **General Review of Internal Guidelines** – A general review of all internal guidelines was conducted, at which point a discussion of which other unique spaces would require additional procedures manuals. This list of spaces will be developed amongst the group at a future meeting.
3. Upcoming Meetings – The next meeting of the Facility Use Council is **June 5, 2018**.
4. Adjourn – The meeting adjourned at 1:46 PM.