

**FACILITY USE COUNCIL**

MEETING MINUTES

OCTOBER 2, 2018

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

ABSENT: R. BAIR, B. GRAENING, B. REYNOLDS

GUESTS: A. KONERU

1. Call to Order – The meeting was called to order at 1:04 PM.
2. Business
  - 2.1 **Guideline 19 Discussion** – D. Alexander reminded the group that a review of the fee structure for events (labor and service costs) has not been done since 2013 and that the purpose for instituting fees is to keep up with the market, avoid devaluing our facilities, and use the funds generated to reinvest in our facilities and resources for the future.
    - 2.1.1 J. Potter reviewed the proposed standardized fee structure, reminding the group that it is a draft and encouraging input.
    - 2.1.2 Discussion ensued regarding how fees would impact budgets since fees would not “pay out” to individual departments when received through events. A record of resources/labor used could be used to anticipate future budgets, however.
    - 2.1.3 D. Alexander intends to loop in Human Resources in the future to negotiate how pay structures and hours would be impacted.
  - 2.2 **Cosponsored/Sponsored Application and Form Revision** – The current cosponsored/sponsored form was presented to the group, followed by a draft of a revised version for hosted events.
    - 2.2.1 J. Potter outlined the problems with the current cosponsored/sponsored event application form: no clear difference between two types of event, the form indicates that departments will be held responsible for support/resource fees but this does not happen in budgets except in rare instances
    - 2.2.2 The new Hosted Event Application Form was proposed. Benefits include: no differentiation between cosponsored and sponsored events, addition of fields for indicating which fees (rental, IT, facilities, etc.) should be applied, provides space for all departmental and administrative approvals, inclusion of suggested rental fee waiver, and inclusion of a responsible KVCC community host that would be expected to be the onsite event coordinator.
    - 2.2.3 Suggestions for changes/additions to the Hosted Event Application Form should be sent to J. Potter and a revised version will be presented at the next meeting.
  - 2.3 Astra Update – J. Potter reminded the group that the Astra software will be upgraded later this year, providing more opportunities for scheduling and resource reservation. J. Potter, J. Rose, and K. Sparrow will attend the Astra users’ conference Oct. 15-17; any questions or suggestions for them while at the conference are welcome.
3. Upcoming Meetings – The next meeting of the Facility Use Council is **November 6, 2018 at 1:00 pm**.
4. Adjourn – The meeting adjourned at 1:52 PM.