

FACILITY USE COUNCIL

MEETING MINUTES

FEBRUARY 5, 2019

PRESENT: D. ALEXANDER, W. GOULD-MCELHONE, B. GRAENING, T. HAMANN, B. HAY, M. HICE, R. IVES, G. PESTUN, J. POTTER, J. ROSE, J. SAYLOR, K. SPARROW, A. SNEAD,

ABSENT: R. BAIR, F. BENTLEY, C. COLELLA, C. DUNTEN, B. GLASS, R. PANICO, B. REYNOLDS, T. SIBBERSEN, M. VANDERHILL

1. Call to Order – The meeting was called to order.
2. D. Alexander welcomed the group; self introductions were given.
3. Progress Updates
 - 3.1 **Facility Use Guidelines**
 - 3.1.1 Dr. Washington, M. Collins, D. Alexander, J. Potter met to review the facility use guidelines for internal and external clients
 - 3.1.1.1 Guidelines – including specific guidelines for Dale B. Lake Auditorium - were approved
 - 3.1.1.2 Will ensure consistency for internal and external clients
 - 3.1.2 Related documents/guidelines in process include:
 - 3.1.2.1 Special/Unique areas (Dale B. Lake Auditorium, etc.)
 - 3.1.2.2 Application to use Hazardous Substance
 - 3.1.2.3 After-hours access
 - 3.1.3 Events portal on the KVCC web page was also approved
 - 3.1.3.1 D. Alexander, J. Potter, A. Snead, L. Depta to meet in the near future to begin planning/implementation of portal
 - 3.1.3.2 All documents/processes, with exception of after-hours access, will be available via portal
 - 3.2 **Resources relative to after-hours events**
 - 3.2.1.1 Future discussion to take place re: resources necessary to cover after-hours access
 - 3.2.1.1.1 How to develop/recoup costs
 - 3.2.1.1.2 How to handle “co-sponsored” events
 - 3.2.1.1.3 How to plan coverage
 - 3.2.1.1.3.1 For KVM after-hours coverage impacts regular hours coverage; can any monies recouped be reallocated to departmental budgets?
 - 3.3 **After Hours Access Discussion**
 - 3.3.1.1 Highlights
 - 3.3.1.1.1 More access/less security
 - 3.3.1.1.2 Request for “same access as XXX” made frequently
 - 3.3.1.1.2.1 Not always appropriate/necessary
 - 3.3.1.1.2.2 Access should correlate to “position” not individual
 - 3.3.1.1.3 Should thought be given to removing room access at time of individuals transfer to a different position/leaving employment?
 - 3.3.1.1.4 Downtown campuses have more issues re: after-hours due to staffing
 - 3.3.1.1.5 Individual should contact supervisor (faculty to contact Deans) to determine if he/she has access to particular area. If supervisor unsure; individual should contact G. Pestun
 - 3.3.1.2 Anyone entering/leaving a building after hours should advise Public Safety upon entering and before leaving
 - 3.4 **Astra Update**
 - 3.4.1 J. Potter provided overview of Astra 8 abilities with support from K. Sparrow
 - 3.4.1.1 Announcements and Open Events will be viewed on the Events home page
 - 3.5 **Upcoming Meetings** - April 2, 1 p.m.; 5740