

FACILITY USE COUNCIL  
MEETING MINUTES  
MAY 7, 2019

PRESENT: D. ALEXANDER, E. BAST, C. COLELLA, C. DUNTEN, B. GLASS, W. GOULD-McELHONE, B. GRAENING, B. HAY, R. IVES, R. PANICO, G. PESTUN, J. POTTER, J. ROSE, T. SIBBERSEN, K. SPARROW, M. VANDERHILL

ABSENT: R. BAIR, D. BENTHIN, F. BENTLEY, T. HAMANN, M. HICE, B. REYNOLDS, J. SAYLOR, A. SNEAD.

1. The meeting was called to order.
2. To ensure appropriate and effective representation on the council, two departments were added:
  - 2.1 Enrollment represented by EJ Bast
  - 2.2 Career and Continuing Education, represented by Kate Miller.
3. Council meetings will be held every other month; next meeting July 2, 1 p.m. 5740.
4. 2019 Agenda
  - 4.1 Event Portal**
    - 4.1.1 Conversations and progress continues
  - 4.2 Event Policies/Procedures and Guidelines**
    - 4.2.1 Will be uploaded to G drive for easier access
  - 4.3 Specialty Spaces Support Service Fee Structure**
    - 4.3.1 Areas impacted
      - 4.3.1.1 KVM
      - 4.3.1.2 Groves
      - 4.3.1.3 TTC
      - 4.3.1.4 Athletic Fields
        - 4.3.1.4.1 Experiencing increased interest in utilization by external groups
      - 4.3.1.5 Conversations continue with Finance and areas impacted to determine
        - 4.3.1.5.1 Cost of services
        - 4.3.1.5.2 Appropriate fee structure
        - 4.3.1.5.3 Will use 2019-20 time frame to collect/review data
        - 4.3.1.5.4 DUDE (new work order system) will help immensely with data collection
          - 4.3.1.5.4.1 Tracking will facilitate justification for charge backs
    - 4.3.2 To help establish criteria relative to which events are reasonable for KVCC to host/accept, process underway whereby individuals are asked to
      - 4.3.2.1 Identify coverage (who and/or which department(s),) etc. are covering the aspects of an event
      - 4.3.2.2 Quantify
        - 4.3.2.2.1 Total time covering event
        - 4.3.2.2.2 Physical and personnel resources used

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#### 4.4 **Astra Update**

- 4.4.1 J. Potter, with assistance from K. Sparrow, provided overview of Astra 8
  - 4.4.1.1 Must use Google Chrome
  - 4.4.1.2 Internet based – can access/use while off campus
  - 4.4.1.3 Events are color coded: students, community, etc.; work in process with Astra team to iron out coloring options.
  - 4.4.1.4 Classes roll into Astra from Banner
  - 4.4.1.5 Work study compiling pictures/room diagrams which will be downloaded into Astra for ease of reference
  - 4.4.1.6 Can sort information by columns
  - 4.4.1.7 Meeting/Event Requests
    - 4.4.1.7.1 If several components in an activity – AV, catering, special set up – use “event” rather than “meeting”
    - 4.4.1.7.2 Please don’t use acronyms in meeting descriptions
      - 4.4.1.7.2.1 Difficult for front line staff to decipher

#### 4.5 **Upcoming Meetings** - July 2, 1 p.m.; 5740