

FACILITY USE COUNCIL
MEETING MINUTES
JUNE 2, 2020

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

ABSENT: A. Koneru, B. Reynolds, R. Panico, M. Pauken, A. Snead, T. Sibbersen, K. Sparrow

1. Dannie opened the meeting welcoming everyone. He indicated that today's discussion/planning is in anticipation of a return to "normalcy," and that current daily operations continue to be very fluid. He continued, indicating that the next meeting of the full council will be in October, but in the interim sub-groups of the full council will be meeting on specific issues and report to the full group in October.
2. Special Use Committee Updates
 - 2.1. Processes/regulations Consolidated Document
 - 2.1.1. Content taken from
 - 2.1.1.1. All documentation previously created by council and consolidated into one facility use procedure document
 - 2.1.1.1.1. Internal Events Regulations
 - 2.1.1.1.2. External Events Regulations
 - 2.1.2. Purpose was to provide concise, comprehensive reference point for all event-related items/issues
 - 2.1.3. This document has been approved for use by Special Use Committee and leadership
 - 2.1.4. Jessica reviewed/discussed revisions and additions to the document
 - 2.2. Events Web Page
 - 2.2.1. Robust, Event Services web page in development where Consolidated Office Procedures document (referenced above) will be housed
 - 2.2.1.1. Previously, information related to events was found on several web pages – Groves, Corporate Training, MyValley, etc.
 - 2.2.2. Links to specific issues/information/forms/meeting locations will be built in for ease of use for both customers and events staff
 - 2.2.2.1. Comment made that Marketing would be good source for pictures/graphics for the site
 - 2.2.3. Belmont University's Events site was viewed and is being used as an example for KVCC's Events Site
 - 2.3. Links for both the document and webpage will be shared
 - 2.3.1. Members asked to review and provide comments/suggestions to Jessica and Judy
 - 2.4. Committee expressed appreciation for the significant effort given by Jessica, Judy, and Kelly.
 3. Other
 - 3.1. Tom asked whether fall/winter event dates should be submitted
 - 3.1.1. Per Dannie, please submit; will be used as placeholder

NEXT MEETING: Tue, October 6; 1 p.m., TBD