

FACILITY USE COUNCIL
MEETING MINUTES
OCTOBER 6, 2020

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

ABSENT: F. Bentley, M. Hice, A. Koneru, B. Reynolds, T. Sibbersen,

1. Dannie welcomed the group. Indicated that many components of facilities usage are still in limbo. Some staff are still working from home, and external rentals are slowly starting to commence, but with a very limited number of “long-time” users.
2. Motion from Rick, support from Kate: Minutes of 632.20 were approved
3. Facility Use Processes presented
 - a. Jessica presented using powerpoint found at G:\Shared\Facility Use Council\Facility Use Presentation - CovidProcess
 - i. Internal Use
 1. Jessica stated that internal meeting usage is minimal at present
 - a. Individuals are encouraged to continue meeting virtually whenever possible
 2. Why the need for the change in space usage/approvals was reviewed
 - a. Health and safety
 - b. staffing levels
 - c. Capacity changes
 - d. Signage needs
 - e. Traffic Flow
 - f. Social distancing
 - g. Evolving times
 3. Presented standard process and need for modifications to Event Process due to COVID-19
 - a. Hosted events or events that are: 1) large; 2) involve unique aspects; or 3) deemed in need of second review will go to Special Use Committee
 - b. Once reviewed by Special Use Committee or if that step was not needed, request will be reviewed by Scheduling Team
 4. Scheduling Team (temporary)
 - a. Mike Collins; Craig Jbara; Dannie Alexander; Jessica Potter; Judy Rose
 - b. Per request of Dr. Washington; allows for
 - i. Application of consistent practices
 - ii. Thorough review of all scheduling requests
 - iii. Leadership input for quick action
 5. Determinations made via three-tiered approval process
 - a. Tier levels reviewed
 - i. Preliminary; Firm; Final
 1. If all event details are appropriate and finalized initially, “firm” approval may be granted
 6. Bill thanked Jessica for the “transparency” of the changes; will help in sharing information with staff

NEXT MEETING: Tue, February 2, 2021, ZOOM

- ii. External Use
 - 1. External Contract Addendum includes a “renter” portion and “participant” portion
 - 2. Renter
 - a. Acknowledges that KVCC cannot completely mitigate transmission of communicable diseases and agrees to follow all necessary precautions/regulations as outlined
 - b. Assumes responsibility for advising participants and insuring their compliance with necessary precautions/regulations.
 - 3. Cancellation
 - a. Outlines criteria under which events may be cancelled, either by Renter or KVCC
 - b. Identifies any fee refunds that may be applicable
- 4. Contact Tracing
 - a. Discussion followed regarding the need for/benefit of implementing contact tracing protocols at events
 - i. Consensus was that every precaution should be taken to not only protect participants, but more importantly the operations/staff at KVCC
 - ii. Several mechanisms for collecting information were identified
 - 1. Sign in sheets
 - 2. Contact cards
 - 3. Via on-line registration
 - iii. Suggestion made to get input from the Special Use Committee and Scheduling Team
 - iv. Individuals were asked to share comments/suggestions/concerns with Jessica as soon as possible
 - b. Once draft protocols are available, they will be shared and the Facilities Use Council may be convened for a special meeting to review/discuss.