

PRESENT: D. Alexander, F. Bentley, J. Breeding, J. Boone, Y. Chapman, D. Coates, E. Dominianni, C. Dunten, W. Gould-McElhone, T. Hamman, M. Hice, K. Miller, R. Panico, M. Pauken, R. Panico, R. Peruski, G. Pestun, J. Potter, A. Snead, K. Sparrow

ABSENT: R. Bair, D. Benthin, G. Bielby, M. DeYoung, B. Reynolds, M. Vanderhill

1. Dannie welcomed the group after an extended hiatus. He commented that it will be good to resume the important work this committee does. Jessica led individual introductions
2. Dannie provided a recap of some of the committee's previous work and accomplishments, and referenced the specific purposes for the committee as outlined in the Charter.
3. Special Use Group
  - a. Jessica gave a brief overview of the group, members, and function (vetting of events requested by external parties and hosted (KVCC sponsor) events)
  - b. She commented that information from this group relative to unique events will be shared more intentionally to keep the committee informed.
4. Refresh on Facility Resources
  - a. Astra
  - b. Events Services landing page
    - i. Food Safety
    - ii. Meeting and Event Spaces
    - iii. Covid Resources
  - c. Members were encouraged to ask questions and share comments frequently as this facilitates development of effective policies and procedures for facility use.
  - d. The process for requesting space from both the academic and operational areas were reviewed.
  - e. Academic requests include space for lectures, computer labs, WPE, etc.)
  - f. Operational events include, general internal meetings, general meetings that include internal and external attendees, hosted events, virtual events, etc.
  - g. There are instances where a request may initiate in the academic area, but transitions to the "events" area once the event specifics/purpose have been fully vetted
  - h. Discussion followed regarding the benefit for all employees to be trained on the use of Astra.
    - i. Summits were identified as one of the mechanisms to share this information
    - ii. Suggestion was made to resurrect a previous presentation that incorporated Astra, Work Zone, Facilities Services, etc.
      1. Jessica will follow up on this training
5. Documentation Work Group
  - a. Volunteers were requested to serve on a small work group to review the meeting request form. The following example was presented:

- i. General Meeting Request
    - 1. Currently requires 3-day notice to arrange for room set up, AV/technology needs, etc.
    - 2. There are instances where it would be helpful not to have the 3-day notice
  - b. Volunteers from today's meeting include Kate Miller, Deb Coates, Lizzie Luchsinger, Lindsay Baker, Cathy Colella.
    - i. Jessica will send an email regarding the Documentation Work Group and identifying the volunteer opportunity.
6. Next Meeting
- a. Consensus was that the group will continue to meet on a quarterly basis
  - b. Next meeting will be scheduled for July, 2022.

The meeting was adjourned.

DRAFT