

PRESENT: D. Alexander, R. Bair, D. Benthin, F. Bentley, G. Bielby, Y. Chapman, D. Coates, E. Dominianni, W. Gould-McElhone, T. Hamman, M. Hice, K. Miller, R. Panico, M. Pauken, R. Panico, R. Peruski, J. Potter, K. Sparrow, M. Vanderhill

ABSENT: J. Breeding, J. Boone, M. DeYoung, R. Panico, G. Pestun, B. Reynolds, A. Snead

1. Astra Conference Debrief

- a. Kelly indicated there was an overview of the current state of Astra as well as a review of future plans. An upgrade is anticipated sometime during the next academic year. networking opportunities, discussions focused on:
 - i. Various ways institutions are coming out of the pandemic and implications for current/future utilization
 1. Changes made necessary due to the pandemic
 2. Procedures and processes that evolved as institutions emerged from the pandemic
 3. Initiatives/mechanisms for institutions to be responsive to student needs
 4. Ensuring that data is current/accurate post pandemic
 - ii. Jessica commented that networking discussions she was involved in focused on
 1. Ensuring data accuracy
 2. Updating information relative to room capacities/set ups, etc.
- b. Jessica stated that she and Kelly continue to review and update KVCC room information and resources available in each (IT, set up, etc.)
 - i. Reports are being pulled and reviewed; will be refined to provide the best data to use in future planning/efforts
- c. Discussion re
 - i. meeting/room info available to users
 1. Determined by permission level
 2. Information is available to specific resource departments (IT, Facilities Services, etc.)
 - ii. Searching for event via name/other criteria
 1. Jessica demonstrated
 2. Discussion re: written instructions and/or how-to video

2. Facilities Utilization and Upcoming Featured events

- a. Jessica reviewed data
 - i. 7.1 – 9.30.22
 1. 8,872 uses
 2. Types of space use was consistent
 3. Top categories
 - a. Meetings
 - b. Athletic events
 - c. Community Ed/Contract Training/Open Enrollment
 4. 3,400 uses outside of reporting areas
 - a. Room projects; tear down/set ups
 - b. Will review this category to more correctly identify space use

- ii. Dannie commented that information is very helpful for users to be aware of; will assist in future planning
- iii. Upcoming Featured Events
 - 1. HOSA
 - a. Health Occupations students
 - b. 400-500
 - 2. Michigan Family Farms Conference (2.25.2023)
 - a. 500
 - b. 3rd time hosted at KVCC; organization is 20-25 years old
 - c. Most diverse group
 - 3. Big Chill (winter semester kick-off)
 - 4. Science Olympiad (3.13.2023)
 - a. Middle and high school
 - b. Please look for call for volunteers for awards ceremony
 - 5. Dannie stated supporting these events are inline with the Board's End Policy regarding Community Partnership/Engagement/accessibility specifically relating to facility use and special events
- 3. Special Use Group Updates
 - a. Group is a subset of Facilities Use Council that reviews details for some events more closely
 - i. Members, in addition to Jessica, include: Don Benthin, Tom Hamman, Muriel Hice, Marc Rifenberg and Aaron Snead
 - ii. Dannie has final approval for such events
 - b. Currently reviewing
 - i. Character Gala (AWH, 2.25.2023)
 - 1. Have recommended supporting
 - c. Approved
 - i. International Students/Michigan Immigration Rights event for refugees
 - ii. Student success event at TTC re: registering to vote at
 - d. Food Safety Guidelines Review
 - i. Subset of Special Use Group to be formed to look at Food Safety guidelines for events (potlucks, popcorn, etc.)
 - 1. Deb Coates volunteered
 - 2. Volunteer from FIC may be forthcoming
- 4. Follow up re: Training Opportunities
 - a. Offered at Summit; a.m. and p.m.
 - i. Included: Facilities Services, IT, Marketing, Materials Management
 - ii. Well attended
 - iii. Very good feedback
 - 1. Comments surfaced regarding mandatory/incorporate into onboarding procedures; HR is receptive
 - iv. Considering
 - 1. "unwinding" presentation into smaller area specific offerings
 - 2. Creating "how to" videos for on demand viewing

- v. Dannie indicated that individuals should be encouraged to participate in the Summit offerings and complete the survey; may facilitate some presentations being required college-wide.
5. Meeting Request Workgroup Update
- a. Will resurrect group to address
 - i. More efficient/effective scheduling process
 - ii. Ensuring that scheduler is knowledgeable relative to what can/cannot be done for an event
6. Other
- a. Dannie encouraged members to offer suggestions for meeting topics
 - i. Pool Guidelines/Usage was suggested by Renea Peruski
 - 1. Erin Dominianni volunteered to assist
 - ii. Furniture acquisition
 - 1. Dannie indicated furniture usage/acquisition has not been part of this groups' purview
 - 2. The college looks strategically at needs and resources available; the present priority is classrooms/student needs
 - 3. Muriel offered comments relative to acquisition of medically necessary items
 - a. Muriel will check with HR re: Guidelines for Accommodations
 - iii. Facility Renovations
 - 1. Dannie provided a quick review of the 2023-2027 Facility Master Plan
 - a. This document must be submitted to state.
 - b. It provides an in depth look at the college: physical facilities, enrollment, staffing, and an implementation plan for a number of priority projects, not all of which may be completed
 - c. The Bronson Health Living Campus was the most recent capital outlay project
 - d. The current capital outlay project is the renovation of the Industrial Trades Wing/Auto Expansion

There being no further business, the meeting was adjourned. Next meeting will be January 19, 2023; 2:30 p.m. via zoom