

PRESENT: D. Alexander, R. Bair, J. Boone, J. Breeding, E. Dominianni, S. Gordon, W. Gould-McElhone, T. Hamman, M. McDowell, L. McFarland, K. Miller, B. Murphy, K. Naatjes, R. Panico, R. Peruski, G. Pestun, J. Potter, K. Sparrow, A. Snead

ABSENT: G. Bielby, Y. Chapman, B. Clark, C. Colella, M. DeYoung, K. Lavender, M. Lull, B. Reynolds

Welcome

- a. Minutes from 3.22.2024 were approved; motion by Bill, support from Erin.
2. Introductions
 - a. Dannie advised the group of two new members who were unable to attend today
 - i. Brittany Clark, Assistant Controller
 - ii. Martha Lull, Office Manager at BHLC
3. Review of Facility Use Processes
 - a. Academic
 - i. Final review of Winter 2025 is tomorrow
 - ii. Registration reopens on Mon, 10.1
 - iii. Sherry submits section-level requests
 - iv. Ad-hoc requests/non-regular requests
 1. Time/location are submitted to Astra
 2. Reviewed
 - a. May need coordination with Jessica
 - v. Individuals should submit requests through Astra
 - vi. Forms are specific to Academic and Events requests
 - b. Event Services
 - i. Event Services Landing page
 1. Information includes
 - a. Procedure Manual
 - b. Food Safety Guidelines
 - ii. Astra Event Requesting
 1. Many forms by type of request
 - a. Same day requests on conference room request form
 - b. Most others use general meeting request and event application
 - c. Discussion regarding dissemination of information
 - i. Jessica/Kelly to connect with Marketing
4. Facilities Utilization
 - a. Summer 2024 through start of Fall 2024
 - i. 2500 internal events
 1. Faculty Summit
 2. Valley Advantage

3. Early Middle College Camps
4. Athletic Camps
- b. Fall 2024
 - i. 450 to date
 1. Welcome Tables
 2. Vibe Fest
 3. ASL Conference; Deaf Comedian presentation
 4. Murphy Darden Exhibit, documentary video
5. Special Use Workgroup Updates
 - a. Reviews all hosted events
 - i. Michigan Community College Bio Conference
 - ii. Michigan Department of Education Training
 - iii. Battle Creek VA Mental Health Conference for Veterans
 - b. Tiered rental fees impacted by a number of factors but not limited to
 - i. Number of participants
 - ii. Whether the event is after hours
 - iii. Amount of internal staff required to support the event, before and after
 - c. Streamlining processes and event criteria
 - d. Event can be mechanism to facilitate connection with other KVCC departments/services
 - i. Event services currently connects with Nkenge Bergan and/or Kevin Lavender when events engage minors
 - ii. More opportunities to make connections like this. Is a shared responsibility with internal and hosted events
6. Other
 - a. Building Hours
 - i. Online
 1. Includes interim hours between semesters, recesses, etc.
 - ii. Worked to get open hours consistency building to building
 - iii. Jessica Potter working with Marketing to do ongoing communications when changes occur to hours, i.e. recesses, breaks.
 - iv. Access Request Form
 1. For employee key and keycard and contractor key card access
 2. Found on Employee Portal
 - a. Different access requests including but not limited to
 - i. Any requests to change a position's access beyond its standard access
 - ii. Employee change of position

- iii. Contractor access
- 3. Email Greg or Tyler Coughlin with w/issues regarding card access, employee/student
- 4. Discussion regarding process when employee leaves
 - a. Supervisor must submit Termination Form
 - b. Supervisor should submit an access request form to ensure card access is removed and keys are returned to Facilities Services
 - c. Immediate access termination via HR only
- v. Access Plan
 - 1. Provides important data for events to determine if/how it can be supported ensuring successful event
 - a. Contact person in case of emergencies
 - b. Time frame for locking/unlocking doors; setting alarms; lighting is reviewed by leadership

NEXT MEETING: January 26, 2025, 9:30 a.m. TTC 4380