



March 31, 2004

MEMORANDUM

TO: Bill Voxman, Faculty Secretary
 Jeff Bailey, Vice Chair, Faculty Council & Chair,
 Committee on Committees

FROM: Reta Pikowsky, Registrar

RE: Changes to Facilities Scheduling Committee

We request the replacement of the current language in the Faculty-Staff Handbook with the following regarding the Facilities Scheduling Committee.

1640.40 FACILITIES SCHEDULING COMMITTEE

A. FUNCTION. [See also 6860] *[ed. 3/04]*

- A-1.** To advise the president or the president's designee on the use of UI facilities.
- A-2.** To implement policies and procedures to ensure the impartial and principled use of campus facilities.
- A-3.** To ensure the effective resolution of conflicts.
- A-4.** To manage the impact of large events, programs, and multiple events on the daily university operations.
- A-5.** To disseminate information to the campus and community concerning facility and service availability, and scheduled campus events and programs.
- A-6.** To maintain proper records.
- A-7.** See Section 6860 for policies and procedures related to committee functions. *[ed. 7/04]*

B. STRUCTURE. Associate Vice Provost for Enrollment Management, or designee (chair), Director of the Idaho Commons/Student Union, Director of Auxiliary Services, Director of Intersession, Summer session and Dual Enrollment, Manager of Operations-Campus Recreation (non-voting), Manager, Kibbie Dome (non-voting), Chair, Department of Health, Physical Education, Recreation and Dance (non-voting), Director of Facilities Maintenance and Operations (non-voting), Assistant Vice President for Facilities, Director, Conferences, Events, and Information Services, Director, Conferences (non-voting), Registrar, Risk Management Officer (non-voting), Dean of Students (non-voting), Manager Scheduling and Budget, Registrar's Office (non-voting), ASUI representative, Director, Compliance & Eligibility, Athletics (non-voting)

CAMPUS SCHEDULERS SUBCOMMITTEE

A. FUNCTION. *[ed. 3/04]*

- A-1.** To advise the Facilities Scheduling Committee on the use of UI facilities.
- A-2.** To identify space scheduling issues and conflicts and make recommendations to the Facilities Scheduling Committee for resolution
- A-3.** To monitor effective use of space and make recommendations for improvements to the Facilities Scheduling Committee
- A-4.** To monitor customer satisfaction and make recommendations for improvements to the Facilities Scheduling Committee
- A-5.** To analyze and monitor technology needs and make recommendations to the Facilities Scheduling Committee for proper maintenance, support, and upgrade of systems used to schedule space and store related data
- A-6.** To maintain proper records.

B. STRUCTURE. Registrar or designee (chair), Associate Registrar (non-voting), Manager, Scheduling/Budget, Registrar's Office (non-voting), Director of Operations, Student Recreation Center, Facilities Coordinator, Idaho Commons/Student Union Building, Administrative Assistant II, Department of HPERD, Management Assistant, Conferences and Events, Administrative Assistant II, Intersession, Summer Session, and Dual Enrollment, University Events Coordinator, Kibbie Dome.

This administrative committee is being updated to reflect the current needs of the campus. Will you place this on the next available Faculty Council agenda as an informational item?

Please call me at 5-2020 or e-mail me at retap@uidaho.edu if you have any questions. Thanks very much.