

FACILITY SCHEDULING COMMITTEE MEETING MINUTES
October 27, 2009
Idaho Commons Crest Room

Nancy Krogh opened the meeting at 1:07 pm. Those in attendance were:

Nancy Krogh, Registrar	Susan Hess, Dir. Hampton School
Tyrone Brooks, AVP Auxiliary Services	Matt Kleffner, Associate Athletic Director
Sara Reichman, ASUI Rep.	Brian Johnson, AVP Facilities
Nancy Spink, Risk Manager	Rob Anderson, Director USS
Heidi Spangenberg, Facilities Planner	Dan Strawn, Academic Faculty, PSES
Robert Garcia, Advancement Services	Doug Adams, Academic Faculty, English
Dean Panttaja, Theater & Film Chair	

Charge of committee (Read by Nancy Krogh)

A. FUNCTION. [See also [6860](#)] [ed. 7-97, 7-04]

- A-1:** To develop, implement, and manage scheduling policies and procedures to ensure the impartial and principled use of university facilities, both buildings and grounds, consistent with accreditation standards.
- A-2:** To advise the president or the president's designee on the operational use of UI facilities and to advise him/her and the vice president for finance and administration concerning appropriate fees to charge.
- A-3:** To manage the impact of events, programs, and multiple events on daily University operations.
- A-4:** To ensure the effective resolution of scheduling conflicts.
- A-5:** To communicate information to the campus and community concerning facility use, policy, and procedures.

Prioritization Discussion

Brian J: Unified fee structures and verification of appropriate use for classrooms, outdoors, etc. Mentioned the Facilities group led by Charles Zillinger in facilities and the advancements they have made in website and documentation communication. Should an endorsement and approval for this group be clarified?

Rob A: Pricing and Market Rate Fees: Equitability across campus.

Nancy S: Status of Scheduler's Sub-Committee, and perhaps getting Charles group and this group together? Charles group has devised a scheduling form and a hyper link.

Nancy K: Suggested an inventory of groups followed by an information sharing.
Include Tammy Miller, Series R-25 administrator as all R-25 schedulers have an established group.

Nancy S: Consistent usage across campus of an established form (already created by Charles Z group) to reserve and Schedule all UI facilities.

Tyrone B: Do we have a policy to manage use? Are there forms and usage agreements in place?

Nancy S: Yes, APM 35.35 provides basic concept, and forms construct liable uses.

Nancy K: Problem lies with multiple schedulers and non-consistency involved.
Original purpose of scheduler's group was to manage any conflicts that arose.
What are the conflicts?

Susan Hess: Multiple outdoor Concerts in which proximity may cause sound conflicts.

Nancy S: Five figure claim in which outdoor stage was ruined due to lack of scheduling knowledge.

Outside group using facilities with no clear connection to campus in which a facilities Use Agreement should be utilized. Need to consistently use reservation form in which budget number can be obtained.

Rob A: In addition to the Budget Number, a non-profit or register club could be determined.

Nancy K: "Put policies with scheduling too."

Notice to committee that the contract for 25-Live is being finalized. Allows power users and web schedulers to publish calendars of events (administrative deadlines), etc.

Tyrone B: "Determine what policies that we do have, what policies should we have, and then formulate these policies."

Nancy K: Ask Charles Z. and Tammy's group to sit down together and provide summary to this group.

Tyrone B: Is there a value in seeing a presentation of 25-Live at the next meeting?

Nancy S: Yes, there is a value.

Nancy K: Reviewed listing of the Membership list and those present.
Should membership wording change to "chair or designee?"

Clarification as to why the wording had not been changed to chair or designee in that the group originally wanted the position level that was authorized to make changes to policy to be the one on the committee.

Rob A: Asked for clarification as to the status of the Auxiliary Task Force Group. (Committee members did not know status).

Tyrone B: Revisit schedule for Spring Semester. Dates and Times will be reviewed to accommodate the majority of the members.

Nancy S: Counsel and Police command should be included in the December 22nd meeting.

NancyK. Discuss the date for the December Meeting. To be canceled and rescheduled.

These are summary notes of the general topics discussed and do not reflect all of the details.