

## FACILITY SCHEDULING COMMITTEE MEETING MINUTES

February 16, 2010  
SUB-Cataldo Room

### Attendees:

Nancy Krogh, Registrar  
Tyrone Brooks, AVP Auxiliary Services  
Jeanne Christiansen, V Provost, Acad Affairs  
Kathy Browder, HPERD Department Chair  
Megan Blackburn for Sara Reichman, ASUI Rep.  
Brian Johnson, AVP Facilities  
Rob Anderson, Director USS  
Nancy Spink, Risk Mgmt. Officer  
Tammy Miller, Bus. Analyst Registrar's Office  
Dan Strawn, Academic Faculty, PSES  
Heidi Spangenberg, Facilities Planner  
Doug Adams, Academic Faculty, English  
Rod Hill, Animal & Vet Sci  
Ben Swan, Assistant Professor, Agricultural & Extension Education

- Charles Zillinger's Presentation on *Ad Hoc Facilities Scheduling Group*
  - Group Began Meeting in July '09
  - Derived guidelines to answer logistical questions: how to use Facility Space, who schedules space, pricing/fee structure, University v. Non-University Users, etc.
  - Guidelines developed to make sure all schedulers across campus use the same protocols
  - Developed website <http://www.dfm.uidaho.edu/reservations>
  - Meeting Minutes from *Ad Hoc Facilities Scheduling Group* attached
  
- Committee Requests for *Ad Hoc Facilities Scheduling Group*
  - Document Procedures & make sure they "mesh" with APM 35.35
  - Return w/recommendations for Facility Scheduling Committee Sponsorship
  - Update APM 35.35 to include Procedures as outlined in Website
  - Consider the need for appeals committee to address UI/Non-UI Sponsored Events
  
- Additional Discussion/Nancy Krogh
  - Classroom Strategic Group (15 members representing every college) formed to address Classroom Spaces and corresponding utilization metrics
  - Inventory, Future Needs, Sizes & amenities, etc.
  
- Next Meeting
  - March 8<sup>th</sup> 1 pm-2pm
  - April 7<sup>th</sup> 1 pm-2 pm
  - May 18 8am-9am

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