

FACILITY SCHEDULING COMMITTEE MEETING MINUTES

April 7, 2010
SUB-Cataldo Room

Attendees:

Nancy Krogh, Registrar
Tyrone Brooks, AVP Auxiliary Services
Kim Malm, Management Asst.
Brian Johnson, AVP Facilities
Rob Anderson, Director USS
Matt Kleffner, Assoc. Athletic Director
Dan Strawn, Academic Faculty, PSES
Greg Tatham, AsstV Prov, Stdnt Affairs

- Charles Zillinger's Presentation on *Ad Hoc Facilities Scheduling Group* Recommendations:
 - APM 35.35 has been edited to include facility use policy/language.
 - An Appeals Committee should be considered to facilitate the rare occasions in which UI/Non-UI Sponsored Event Complaints are received. It would be a rotating tribunal consisting of three members that would hear the pertinent information and respond within 48 hours with a "Yes" or "No".
 - The use of an internal Facilities Use Agreement was recommended. Schedulers would use this form for events that have 100 or more attendees and pose moderate risk; where alcohol consumption is likely to be an issue, i.e., dances, fairs, bands, concerts.
 - Recommendation for Privatized Camps is to consider these events Non-UI affiliated. Camps operated "for profit" by an UI employee shall not use their public offices for private gain. Matt Kleffner has posed this question to Counsel as some coaches have this in their contract. Matt is striving for transparency and wants to follow all necessary guidelines. Other options may be considered such as making these camps official UI camps and then hiring a private company to run the camps. Matt will look into these options as well.

- Facilities Group Decision:
 - Send out the edited APM to Facilities Policy Committee Members. Ask that they review, document any suggested changes, and return to Charles Zillinger by April 16th.
 - Request that Charles submit the APM updates to Faculty Staff & Counsel for review and final recommendation.

- Meetings are complete for this semester will reconvene in August unless a need should arise.

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