FACILITY SCHEDULING COMMITTEE MEETING MINUTES
December 10, 2009
Commons-Crest Room

Attendees:
Nancy Krogh, Registrar
Tyrone Brooks, AVP Auxiliary Services
Sara Reichman, ASUI Rep.
Rob Anderson, Director USS
Dan Strawn, Academic Faculty, PSES
Matt Kleffner, Associate Athletic Director
Brian Johnson, AVP Facilities
Greg Tatham, Asst.VProv, Student Affairs

- 10:30 am Approval of Minutes

- Committee Discussion
  - Guidelines to Back Usage
  - Guidelines that don't open up to favoritism, etc.
  - Guidelines based on UI affiliation or non-affiliation
  - Guidelines that offer clear transparency and meet consistency with UI mission
  - Guidelines that outline when space usage should be charged for
  - Guidelines for internal vs. external usage
  - Guidelines that provide fee structure

- Guideline Development
  - Look at past committee research on what other University’s have done
  - Provide Practical steps
  - Provide answers to underutilized campus usage
  - Provide clarity in regard to gray areas of facility usage

- Additional Discussion
  - Conferences & current structure changes
  - Rules or mechanisms that communicate and inform facility usage across campus
    Examples: Vandal Friday, Commencement, and Kibbie remodel/construction
    Utilization of 25Live

- Next Meeting
  - Green Space Usage and Charges
  - Invite Charles Zillinger

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