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 8th 1 pm-2pm
  ▪ April 7th 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.