Location: Multi - Commons

Time: 9:00am

**Roll Call** – *from sign in sheet*

Pauline J, Thomas M, Steven SB, Sam YE, Dwayne S Jr, Rich G, Tom C, Melvin J, Felix H, Pat RF, Thomas G, Bryan W, Bill F, Keith L, Dave D

**Opening Prayer**

Nick E.

**Meeting commenced**

1. Nick E
   1. Discussion of prioritizing tasks
   2. Policies were assigned level of priority
      1. Cyber Security Plan *– medium priority (January)*
      2. 5-year Technology Infrastructure Plan *– lower priority*
      3. Transportation Policies *– high priority*
      4. Chapter 6 SGU Personnel Policy and Procedures *– medium priority (May)*
      5. Faculty/ Staff Educational Leave Policy *– high priority*
      6. Building Use Policies *– highest priority*
      7. Communication Planning *– medium priority*
      8. SGU Alumni Outreach *– lower priority*
   3. Handouts given out
      1. Meeting Agenda
      2. 9/16/2022 meeting minutes
      3. Square footage for training rentals
      4. Revised document packet including
         1. Policy & Procedures for use of Facilities
         2. Events Set-Up form – *typo will be corrected*
         3. Accident Waiver, Release of Liability & Rental Agreement
         4. Post-Event Inspection Sheet
      5. Sub-committees were established
2. Sub-committee break-out sessions
   1. Technology
   2. Transportation/Security/Facilities
   3. Personnel Policy
3. Minute approval for September 16, 2022 Meeting
   1. Tom C motioned to approve minutes
   2. Thomas G second the motion
   3. 14-0-0 meeting minutes were approved
4. Meeting Frequency
   1. Meetings will be bi-weekly for now
   2. Fridays are the established days for committees to meet
   3. Next meeting will be October 7th with location moved to the Student Union
5. Building Use Policy & Procedure Review
   1. Roger E revised all documents for Building Use
      1. Rates/Fees were approved as of the revision
      2. One typo will be corrected on Events Set-Up Form page
      3. Nick E will fill out routing sheet so Policy & Procedures can be submitted to Presidents Council for review
6. Sub-committee reconvened & presented
   1. Technology
      1. Reviewed User policies
         1. What will need to be added to current draft
   2. Personnel Policy
      1. Reviewed Chapter 6
         1. So far, no revisions made on policy covered
         2. Possible clarifications on part-time employees

**Tentative Agenda for next meeting** (10/07/2022 @9:00am)

1. Review Transportation Policy
2. Approve minutes
3. Sub-committees continue on current policy topics