Location: Multi - Commons

Time: 9:00am

**Roll Call**

Cheryl WS, Tom C, Pauline J, Dwayne S Jr, Bryan W, Nick E, Roger E Jr, Melvin J, Rich G, Thomas M, Brandon V, Thomas G, David D, Bill F, Pat RF

**Opening Prayer**

Bill F.

**Meeting commenced**

1. Cheryl WS
   1. Committee will cover policies only
   2. Policies that have been chosen
      1. Cyber Security Plan
      2. 5-year Technology Infrastructure Plan
      3. Transportation Policies
      4. Chapter 6 SGU Personnel Policy and Procedures
      5. Faculty/ Staff Educational Leave Policy
      6. Building Use Policies
      7. Communication Planning
      8. SGU Alumni Outreach
   3. All employees will be active in a committee, may choose to sit in on other committees
   4. Shared Governance
   5. Handouts given out
      1. SGU Covid Protocols update Sept 14, 2022
      2. Multi-purpose Policy and Procedures for Public Use
      3. Chapter 6 Leave and Fringe Policy
2. Appointed the following positions; Chair, Vice-Chair, Scribe
   1. Chair Person - Nick E
   2. Vice-Chair Person – Bryan W
   3. Scribe - Pauline J
3. Nick E
   1. Reiterated Committee focus
   2. Clarified Circular Routing for Changes in Policy
4. Tom C
   1. Cyber Security
   2. Technology Infrastructure plan
   3. Brief summary of the network infrastructure
   4. Handouts given out
      1. SD BOR Policy Manual
      2. User Policy Draft
      3. Cyber Security FYI
   5. Handouts that will be emailed
      1. Golden West evaluation
      2. Master Service Agreement
5. Priority declaration on Developing Building Use Policies (including rental rates)
   1. Delegated Roger E to revise the following
      1. Policy & Procedures
         1. Types of allowed events
         2. Proposed fees & deposits by location (daily rates)
         3. Include Media fee (Audio/Visual)
      2. Events set-up form
      3. Accident, Waiver, Release of Liability & Rental Agreement
      4. Post-Event Inspection Sheet

**Tentative Agenda for next meeting** (9/23/2022 @9:00am)

1. Review Building Use Policy
2. Approve minutes
3. Finalize date and time for meeting covering Cyber Security and Infrastructure Plan
4. Touch base on Communication Planning

\*Dwayne S Jr created the Office 365 distribution group for committee correspondence, group title is **Institutional Operations Committee** which can be +-found under the GLOBAL ADDRESS LIST in Outlook