

Atwood Memorial Center Council Meeting Minutes
Monday November 28, 2011 3:00 p.m. – 4:00 p.m. Glacier South Room

Present: Kathy McLeod, Margaret Vos, Shiyanke Goonetilleke, Phil Paulson, Samantha Ivey, Matt Trombley, Bob Klackner, Jessica Ostman, Tara Graham, Josephine Hirman, Allie Kelzenberg, Bruce Geyer, Gene Wescott, Matt Timmerman, Adam Otteson, Madeleine Dewet, Phil Paulson

Absent: Tracy Ore, Dia Yang, Kelly Marcum, Chris Szmanski, Kyle Coleman,

Goonetilleke called the meeting to order at 3:00 p.m.

Geyer made a motion to approve the minutes from November 7, 2011. Kelzenberg seconded. Motion passed.

DIRECTORS REPORT:

- **Sodexo Food Services Report:**
 - Paulson indicated that hand washing and cleanliness will continue to be monitored in all areas of food service

- **Atwood Customer Service Report:**
 - Trombley reported that graduation invitation orders can be customized to fit any customer's needs and that information needs to be conveyed to the customer at the time of order.
 - Trombley also indicated that in the bowling alley, bumpers are not given out to adults, only children. He will see that the house rules for the Center are posted in an obvious location.
 - Klackner stated that he is looking into leaving tech cabinets in meeting rooms unlocked to make it easier to use the computer equipment, and that microphones would be locked in a side cabinet for safe keeping.
 - Klackner also reported that the EMS system does not allow for room changes to be made to a reservation without notifying the customer. The customer is always notified of any changes to their reservation.
 - Atwood Technicians are not available except when they are requested as part of a reservation. Atwood does have a Technology Coordinator on staff to assist with equipment issues, but not to service an entire event. Our Building Manager is available nights and weekends for the same type of minor assistance.

OLD BUSINESS:

- **Space Use Policy:**
- Trombley again presented the proposed change to the current Space Use Policy regarding study groups and their use of space in Atwood.

Proposed Change

A. STUDY GROUPS: While the primary intention of Atwood's meeting rooms is for organizational meetings, limited use of meeting space for study groups and studying will be allowed. The following policy applies:

1. Study rooms may not be reserved in advance.
2. ~~Study groups can request space~~ Space may be requested from building managers or the Conferences and Scheduling Office receptionist on an as needed/available basis. ~~Group is defined as at least three people.~~
3. The responsible student ~~Students in charge of the study group~~ must leave an ID and sign an agreement before using the room. This agreement guarantees that the room will be left in the same condition as it was found.

(Note: Building managers or the Conferences and Scheduling Office receptionist will work with general maintenance staff in determining what space, if any, is to be used.)

Council voted on proposed change and approved by unanimous consent.

- **Pre-Design Referendum Update:**

Voting took place November 14-16. Referendum failed by 212 votes

Referendum Question: Do you approve of a renovation and addition for Atwood Memorial Center, to be completed during the 2013-2014 academic year? The total cost of the project is \$15 million, raising the student facility fee by \$4.20 a credit up to a maximum of 12 credits per semester for up to 20 years.

Answer	Response	%
Yes	729	42%
No	943	55%
No Answer	51	3%
Total	1,723	

- **Winter Break Construction:**

Over the winter break we will have two small construction projects:

- The Market will have a smaller gate and wall installed on the west side of the Market. This will include a build out for microwaves and toaster.
- The ATM entrance will replace flooring tiles and stairway.

NEW BUSINESS:

- **Room Rental Rates:**

Klackner presented to the Council the proposed room rental rates for 2012. He indicated that the rental rates have not been adjusted since 2008. Ivey made a motion to approve the proposed room rental rates for 2012 as presented. Hirman seconded. Motion passed. See attached rates.

- **Policy-Overdue Invoices for Sodexo:**

Klackner presented a change to the current Space Use Policy, specifically concerning “Failure to Comply”. FAILURE TO COMPLY: Groups using Atwood Memorial center facilities shall agree to comply with all regulations governing the union and the university campus. Any individual, organization or department violating the policies for use of Atwood Memorial Center may be denied the right to schedule facilities for future activities. This would include failure to reconcile within 60 days outstanding charges to Atwood Memorial Center or Dining Services.

The shaded areas would be added to the current policy. Ivey made a motion to accept the changes as indicated. McLeod seconded. We will vote on the motion at our January Council meeting.

OTHER:

- **Meeting dates/times for spring semester:**

Spring semester Council meetings will meet the following Mondays from 3pm – 4pm in the Granite Room January 23, February 13, March 19 and April 16

Ivey made a motion to adjourn. Geyer seconded. Meeting adjourned at 3:55 p.m.

Respectfully submitted,
Michaela Meyer