

# Vision 2020 Update

## Building, Renovation and Technological Infrastructure

### Overall Status



**Goal III:** Improve utilization of space across campus to better meet internal needs and capitalize on opportunities to partner with external constituents.

**Strategy A:** Introduce a space utilization committee to implement a transparent, equitable and expeditious process for dealing with daily and annual space needs for the University community, as well as external groups.

### Recent Key Accomplishments

- New committee appointments due to personnel changes were completed.
- Developed procedures of rental and catering contracts across the University.
- Established and appointed a University Campus Events Coordinator.
- Established internal and external facilities rental forms and/or contacts online.

### Upcoming Activities

Building schedulers are to be trained on the Event Management System.




### Emerging Issues

Implementation of the Event Management System across all facilities will be necessary to elevate the University's status in the surrounding community as a location for hosting facility rentals and events.

### Solutions

The University anticipates offering numerous training opportunities for building schedulers to become familiar with the Event Management System. Due to personnel changes within the University, personnel with institutional and software knowledge and experience will need to be available to serve as trainers and future mentors.

### Upcoming Deliverables/Milestones

<u>Item</u>	<u>Due Date</u>	<u>Status</u>	<u>Progress</u>	<u>Comments</u>
Item. Committee Update	Fall 2015		100%	New committee appointed due to personnel changes.
Item. Develop reservation & execution process	Fall 2015		100%	Pathways to contacting and reserving space for both internal and external bookings established online.
Item. Building Scheduler EMS Training	Spring 2016		0%	Training dates and times will be discussed.

Submitted by Kimberly Osborne Date: 11/18/15