

University of Utah
2002 OOC Final Report
Appendices

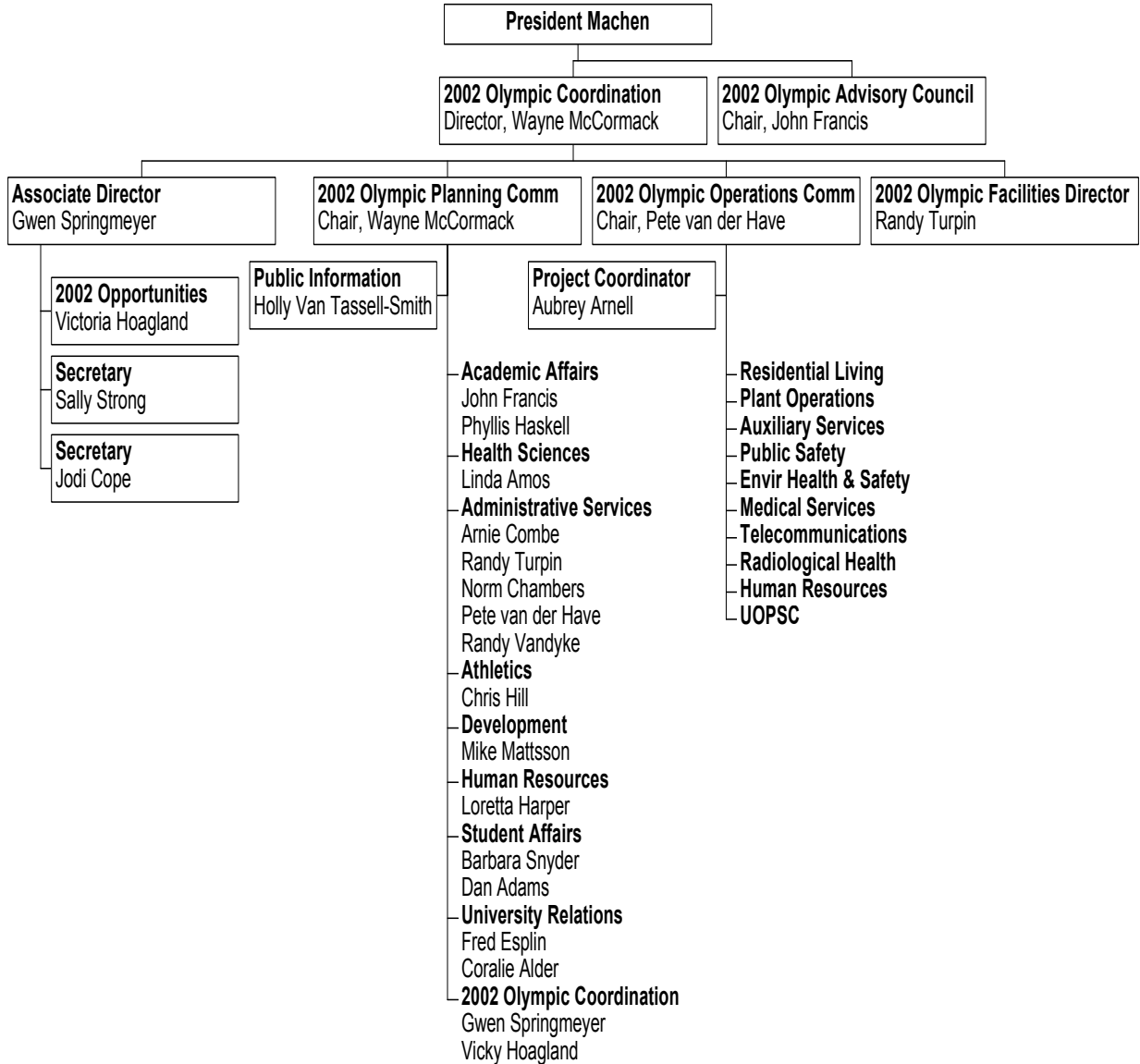
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Appendix IB1 Responsibilities Chart

DEPARTMENT	ROLES
2002 Olympic Coordination	Coordinating all Games-related activity on campus, staffing Olympic Planning Committee, contracts, internship program, website, brand protection, contract negotiations, volunteer and games-time employment recruitment, distribution of public information, special events (open house & village tours).
Plant Operations:	Providing both routine and unusual operation and maintenance services, monitoring all temporary construction, managing Olympic Operations Committee, managing Emergency Operations Center, involvement in design and planning of Heritage Commons, coordination with UOPSC and Secret Service for security sweeps, coordination with other venue communities on all public works aspects.
Residential Living:	Venue representative for Villages, relocation of students, preparation of Village site, support staff.
Auxiliary Services (Stadium, Parking, Med. Towers, Bookstore):	Venue representative for Stadium, addressing transportation concerns on main campus and HSC area, promoting public transit ridership, Medical Tower residents' ability to live in close proximity to Village site, production of co-branded merchandise.
Public Safety	Coordinate with UOPSC to address safety in venues (employee reassignment), special attention to Ceremony-related activity on and between both venues on event days, normal services to campus., special attention to building security.
Arts & Culture Venues (UMFA, Arch., Marriott, Union, UMNH, Kingsbury, CDT)	Contracts, brochure, open house, promotion.
University Relations & Public Relations:	External information flow, hire outside consulting-PR firm, Transit Now campaign, FYI, Continuum, work with 2002 OC staff
Administrative Services	Financial tracking, signing of all contracts.
Legal Counsel	Contract negotiations, protests and demonstrations, liability, restoration
Risk Management	Insurance and damage control
ASUU	Student involvement, participation in information distribution
Human Resources	Presentations, information on HR policy, financial support for Winterfest
Academic Affairs	Ambassadors, Advisory Council, communication with Deans
Student Affairs	Scheduling, maintaining student services, financial support for Winterfest
Development	Legacy Scholarship Fund, ticket sales, donor party, Legacy Bridge
Health Sciences	HSC Information, coordination with PCH, Polyclinic, Olympic Hospital
Printing Services	Calendars, brochures, posters, banners

University of Utah 2002 Olympic Planning & Operations



Appendix IB3b Olympic Planning Committee Minutes

10/26/98 Olympic Executive Committee

Role of Committees and Staff

Decision structures will follow established University structures. The Executive Committee will serve as a coordination group and determine what topics will need briefing for the Advisory Council. Committees will regularly report progress to the Executive Committee.

Lenna Panisi was introduced. She is currently serving as a Presidential Intern assigned to the Olympics effort and is available to assist with committee work, taking minutes, etc. She will be working with Wayne on the Master Plan and Web page. John Francis' office also has interns available to assist committees. Every effort is being made to appropriately manage the enterprise with existing resources and to avoid building a bureaucracy that will need to be dismantled after 2002. The goal is to draw upon students. Staff available to assist include Wayne, Gwen Springmeyer, Margo Bonnette, and Lenna Panisi.

Parking and Transportation

SLOC plans to provide transportation for members of the "Olympic family" (the majority of spectators). Transportation for regular spectators (20,000-30,000) will be limited. Options under consideration are: 1) including transportation with a spectator's ticket purchase; 2) requiring spectators to get to a site close to the venue and use a park and ride lot. The greatest transportation & parking problems will be in January and March 2002. The University will continue to request assistance with bussing from SLOC.

SLOC has attempted to block all hotel rooms for facilities within an hour and a half from any venue site. SLOC is not planning to provide transportation from downtown to any venue except for sponsors, organizers, and officials. However, transportation may be provided from the main press center and the athletes' village. Contacts are being made to try and secure parking in business and church lots along Foothill Drive. City planning people feel that light rail will be in place by November 2001.

The University campus may well become the Centennial Park for Salt Lake City. Flags and banners will need to be hung to draw attention to campus if that's what the campus wants to do.

Olympic Festival

The Arts and Culture Committee met with Ray Grant from SLOC regarding signature events for the Olympic Festival. There are three visions: 1) the USOC wants to provide big, splashy entertainment; 2) the IOC wants to feature recognized names; 3) the SLOC wants to feature local talent (Ballet West, Utah Symphony, etc.). The University would like to showcase its academic mission, museum collections, and educational outreach efforts. These groups need to meet sometime within the next couple of weeks to draft a proposal. The proposal will be presented to the Executive Committee. The University would like to use performing arts students to "window dress" various cultural events to create an atmosphere. Cultural events peak 10 days prior to the opening of the Games.

The pros to campus involvement include receiving money for possible endowments for scholarships and increased resources for museum and library acquisitions. Cons include liability, security issues, and protection of property on campus and in the surrounding community. Medical services (is the capacity of the Hospital and clinics adequate?) and identification of how resources will be managed need to be looked at.

Ability to serve alcohol at events on campus is a concern. Discussions are underway to see if temporary liquor licenses can be issued for special events. Care needs to be taken in situations where alcohol and students are both present.

Web Site

Wayne has met with Ed Sharp about the Olympics web site. Maintaining the web site will be a significant job.

Volunteers

SLOC will be announcing an on-line recruiting device on November 16. They envision working with organizers of pregame events. Gwen Springmeyer is about to begin recruitment for the figure skating event in February. We want to avoid confrontation with SLOC.

Next Meeting

The next Executive Committee meeting will be held at 4:00 p.m. on Monday, November 23. All committee chairs should come prepared to report on their committee's progress. There will be no meeting in December. Wayne will work with the committee chairs between the November meeting and the January 25, 1999 meeting. One or two of the chairs' reports from the November meeting will be shared with the Advisory Council.

Adjournment

The meeting adjourned at 5:15 p.m.

11/23/98 Olympic Executive Committee

Updates

A copy of the Olympic Village Agreement Summary was distributed to the committee.

Paperwork for the transfer of the 11-acre site should be signed in the next week or so.

John Huish (Campus Design and Construction) has been appointed to deal with SLOC on design, construction, and operational issues.

Academic Programs Committee

Bill Miller has prepared a memo to deans, directors, and chairs requesting information on Olympic-related conferences, exhibitions, displays, research projects, etc. The committee will meet to develop processes to disseminate information throughout the University community.

Interns and Volunteers Committee

The committee is working with Jim Haisley (Office of General Counsel) on issues involving risk management, liability, and agreements as they pertain to interns and volunteers.

SLOC announced their volunteer kickoff. Volunteers must be at least 18 and U.S. citizens (or have valid visas). They can register through SLOC's web page. SLOC will be the central clearing house for all volunteer efforts. Gwen has committed to find volunteers to handle registration and credentialing of athletes, coaches, and media for the 1999 figure skating championship.

Approximately 400 responses have been received. Interested parties must be registered by December 4, 1998. Participation in pregame events does not guarantee involvement in the Olympic Games.

Focus should be on student volunteers. There is a mandate that educational resources not be used for the Olympics effort.

The Executive Committee will look at staff issues (morale, volunteerism, etc.) and make recommendations. The State is also looking at these issues. It would be unwise for the University to get ahead of the State's actions. The University's current policy is "business as usual." Any absence time taken to volunteer must be taken as vacation time. Gwen will approach SLOC about options to the 17-day volunteer commitment (job sharing, etc.).

University and Community Affairs Committee

Herta Teitelbaum distributed a table noting activities and timelines. Their web page is up and people can respond via email. Publications for the first year will consist of current vehicles (FYI, Utah Daily Chronicle, and Continuum). Town meetings are planned with the community, alumni, and booster clubs. Rick Reese will be involved in meetings with the neighborhoods, City Council, and Legislature. The committee is working on issues related to the cross license of a logo for publications.

Arts and Culture Committee

Phyllis Haskell reported that the biggest challenge is to align visions for the Olympics. There is a \$6 million budget, which is very small for the kind of talent organizers hope to bring in. The University's involvement will be a contribution. The Museum of Fine Arts, Museum of Natural History, Hansen Planetarium, and Pioneer Theatre will be applying for signature event status. The application deadline is December 1, 1998.

SLOC has identified groups for arts and culture issues. The Performance Venues group will focus on artistic issues, criteria for involvement, and appropriate use of venues. The Imagination Celebration group will focus on events for children throughout the state. The Community Cultural Initiative group

will focus on the heritage of diverse cultures in Utah and throughout the West.

The University is considering: 1) exhibits prepared by a tribal consortium, an Indian market, and dinosaur exhibits at the Museum of Natural History; 2) an exhibit on the physics of skiing at the Hansen Planetarium; 3) a western American theme play at Pioneer Theatre; 4) student group performances (to create an atmosphere for spectators and media) by the College of Fine Arts; 5) an exhibit of Greek art (Utah Museum of Art in partnership with the Getty Museum); and 6) an exhibit of western art (Western Art Consortium). Kingsbury Hall is interested in hosting Olympic events for students. There is also interest in renting campus performance venues for Olympic social events. It was suggested that student groups perform at the airport, the light rail station, and in hotel lobbies.

Medical Services Committee

Christine St. Andre reported that staffing for the six medical services committees is now complete. The Hospital Administrative Management Team is working with SLOC and IHC on facilities design. The Human Resources Management Group is focusing on clinical volunteers. The Operations Planning Group is the largest group—subgroups may be needed. The Supplies and Equipment group is working with IHC.

The principal tasks of the committee are to involve the “right” people and develop a work plan consistent with IHC’s efforts. Meetings will be held after the first of the year.

Olympic Operations Committee

Pete Vanderhave reported that the committee is discussing facilities completion, temporary facilities construction planning, facilities inventory/inspection, adequacy of utility systems, the Polyclinics, snow removal, inclusion of SLOC language in all University contracts, staffing requirements, and public safety/law enforcement issues. Chief Wilson plans to make a presentation to the committee.

Olympic Advisory Council

John Francis compiles agenda items for Council review. One issue that needs attention is an internship policy. That policy should be reviewed by the Undergraduate and Graduate Councils. Another major issue is security. Linda Amos is working on a disaster preparedness plan for the hospital and will make appropriate contacts to tie that plan in with other security and public health issues.

With respect to security, it would be ideal for the Federal government to conduct a risk assessment for the campus. Doing so may lead them to feel committed to the outcome and provide funding. Dr. Francis suggested that a plan (and a fallback plan as well) be prepared for Council review.

Meetings

There will be no December meeting. The committee agreed that monthly meetings are useful. Wayne will set the agendas. Margo will contact committee members about a new meeting time since Wayne has a complication with the current 4:00 p.m. time.

The meeting adjourned at 5:15 p.m.

1/99 Olympic Executive Meeting (unretrievable file)

2/99 Olympic Executive Meeting (unretrievable file)

10/25/99 Olympic Planning Committee

Olympic Planning and Accounting

The committee briefly reviewed the Planning Guidelines document. This committee ultimately will promulgate a master plan for Olympic events on campus. Coinciding with that planning will be a financial review to be sure that we are accounting properly for expenses and revenue related to the Games. Randy VanDyke of Administrative Services will plan and monitor this as a sort of internal auditing procedure. Because none of the money to be received from SLOC will be used directly for personnel costs or direct expenses of our operation, we need to be sure that everything we do is in support of the University's mission rather than just support of the Olympics. At the same time, we need accurate accounting to be in compliance with Federal grants and contracts regulations.

Public Safety Planning

A public safety plan is being prepared at the request of the Utah Olympic Public Safety Command. We need to provide estimates for what we require to protect faculty, staff, and students on campus during the games. The Operations Committee of the Olympic Planning Office will be responsible for preparing and implementing the public safety plan.

Tickets for Opening and Closing Ceremonies

Under our contract with SLOC, the University has the right to purchase 100 tickets each for the opening and closing ceremonies. The tickets are likely to cost about \$1200 each. The question has arisen of how to distribute them. President Machen has indicated an initial desire to use these tickets in some way to benefit students and staff of the University. One possible approach might be to use a lottery for some of the tickets, while the rest would be used as fundraising for scholarships. Both the wisdom and legality of either a lottery or a system of linking tickets to fundraising need to be analyzed. It was decided that the Development Office should look into this entire matter.

USOC Request for Resident Tuition Status

USOC presented a request that Olympic athletes who come to Utah to train should be offered in-state tuition so that they could continue their studies here while training. USOC argues that this would be a positive thing and would increase the prestige of the university while supporting the athletes. It was noted that this was done at Colorado, Michigan, and one or two other places. Several means of dealing with this issue were suggested – approaching the Board of Regents or getting a ruling from the university's Legal Counsel's office. The committee asked that John Francis talk to the Scholarship Committee and David Pershing about this issue.

Pioneer Theater Grant

It was announced that Pioneer Memorial Theater has received a grant from SLOC to commission a play which will have as its subject some aspect of the American West. Although the grant money has been agreed upon, performance is not a foregone conclusion because the play must be acceptable to SLOC and money must be found for production costs.

Human Resource Issues

Several questions involving Human Resources emerged from the discussion of campus planning. The three issues identified were whether staff would be able to "bank" leave time accrued over the next two years for use during the Games, how to go about reassigning staff if the planning process makes that desirable, and the legality of having Hospital staff serve as "volunteers" with SLOC in the Polyclinic under our direction. It was decided that it is essential to identify all possible personnel issues affecting faculty, students, and staff as soon as possible to avoid making plans that may be against university policy. A small group of people who are knowledgeable about personnel issues

should look into this under the auspices of Human Resources.

Future Meetings

January 24, 2000 @ 4:00

April 17 @4:00

1/24/00 Olympic Planning Committee

Tickets for Opening and Closing Ceremonies

The committee discussed possibilities of distributing tickets for the opening and closing ceremonies. The University currently has the right to purchase 100 tickets to each of the opening and closing ceremonies; each ticket will cost \$800-1000. The Ceremonies contract implies that these tickets were targeted for the University trustees and senior officers, but that approach seems inappropriate. One proposal suggests offering tickets to individuals contributing to a scholarship fund. Although we probably could not “resell” these tickets, they perhaps could be given as inducements to donors for significant contributions. President Machen has also expressed interest in creating a lottery by which University employees and possibly students could win tickets to the ceremonies. Eligibility to participate in the lottery must have limitations. (i.e. full- or part- time students or employees) It is possible that corporate donors would be particularly eager to participate in this program, but we will need to be wary of crossing Olympic sponsorship boundaries. Mike Mattsson and Fred Esplin agreed to prepare a proposal for President Machen, combining the scholarship fund approach with a setaside of a certain number of tickets for a campus lottery. If the proposal is warmly received, the next step will be to gain SLOC approval. [Note: Following this meeting, Wayne McCormack spoke with SLOC General Counsel, who foresaw no significant problem with the proposed arrangement.]

USOC Request for Resident Tuition Status

The USOC is seeking in-state tuition for Olympic athletes. Letters regarding this issue were sent to the Board of Regents, which is scheduled to discuss the request at their upcoming March meeting. The request by the USOC is not this committee’s or the University’s issue -- the issue is considered to be system-wide.

Olympic Expense Tracking

Randy Van Dyke presented a plan for tracking Olympic expenses at the University. The plan will gain more precision with continued analysis and evaluations of existing and projected costs. We must report costs to the State Olympic Officer but we also need to isolate all Olympic-related costs for purposes of overhead calculations with federal agencies. It is important to note that costs in the report will not necessarily result in funding to cover those expenses; also, no method of reimbursement has been established. The proposed methodology for determining costs, which builds off of Georgia Tech’s approach during the Atlantic Games, can be found in the plan on page 5.

“Clarification” of Ceremonies Agreement for Paralympics

SLOC has proposed a “clarification” to the Ceremonies Agreement to provide for Paralympic use of the Stadium and related facilities. It was always contemplated that the Paralympic Ceremonies would be at the Stadium but SLOC did not have sufficient information at the time of the original Agreement to put these provisions in. Three types of provisions are contained in the proposal: 1) extending potential use of Eccles Tennis Center by four days to March 19, 2) Parking Provisions (leaving parking for the Opening Ceremony to be worked out later), and 3) use of Einer Neilson Field House on ceremony days. Each affected unit on campus has agreed to these provisions and the Committee recommended that the President go forward with it.

Updates

HUMAN RESOURCES:

Addressing concerns from the October 25, 1999 meeting, Kristine Strachan proposed that one individual instead of a small committee be responsible for assessing possible personnel issues involving Olympic-related activity. John Stillman is recommended for this position. Stillman will meet with Wayne McCormack and Gwen Springmeyer while conducting his own investigation. Once

issues have been identified, he will report back to this committee and the next step must be determined. Stillman should be placed on the Operational Committee due to staffing changes included in SLOC's Supplemental Plans concerning Village Operation.

During the Games, the University will not hold classes. The rest of the University will be "open for business." Some departments and offices may experience no change in normal operation, while other will have dramatic workload reductions. The University has been asked to provide 5,000 volunteers for the games; this group may consist of faculty, staff, students, and alumni. Employees will be encouraged to volunteer, but this raises several questions. Employees who are granted paid vacation cannot be forced to volunteer. Employees who are required to work may have feelings of resentment to those on paid-vacation. Trying to satisfy increased workloads of some departments with other department employees may be problematic due to qualification and training issues. Each department may be asked to evaluate their positions on this issue. A partial solution to this problem may be in encouraging more student volunteers. With this, comes the inability of most students to commit to 10 hours of service for 17 days. The possibility of SLOC reconsidering their requirements for volunteers is not likely at this time.

ARTS & CULTURE:

A variety of events as reported by Phyllis Haskell will be offered by the world of art and culture to promote Olympic Spirit. Known proposals include but are not limited to the following:

Pioneer Theater Company - Play based upon Western Culture
Utah Museum of Natural History - Four Tribes of Utah Exhibit
The Hansen Planetarium - Exploration of the Physics of Snow
Utah Museum of Fine Arts - Greek Athlete Exhibit from Getty Museum
Gardner Hall - SLOC Military Band Concert
Film Studies - Winter Sports Film
Marriott Library - Fall 2001 Holocaust?

This lead to discussion regarding leasing of campus facilities during the Games. It was emphasized that no facilities can be rented during the Games without prior permission of SLOC. The Office of Olympic Planning must be aware of any proposed lease agreement. On the other hand, Administrative Services should oversee the actual lease process. Communication with all departments, such as a campus-wide memo, must be issued to inform the University community of policies once they are established.

4/17/00 University Olympic Planning Committee

Tickets for Opening and Closing Ceremonies

The Committee's plan for distributing 200 tickets for the opening and closing ceremonies through a combination of a lottery and fundraising awards was approved by President Machen. This proposal would make 40 tickets available for a drawing for faculty, staff, and students within the UU community. The remaining 160 tickets would be offered as "gifts" for donors who contribute approximately \$10k to a scholarship fund; the fund is anticipated to gross \$1.5 million and will be used to celebrate the Olympics.

As the Committee reviewed this plan, concerns surfaced regarding the proposed lottery. Each ticket to the Opening or Closing Ceremonies will cost the University about \$800, which means the lottery's ticket pool would cost \$32,000. Allowing the tickets to be given away was considered highly extravagant considering other possible uses. One suggestion was to use all 200 tickets for scholarship fund-raising gifts and to capitalize Olympic slogans by designating scholarships for diversity. Another suggestion was to offer scholarships from the generated funds to staff or children of faculty/staff. Fred Esplin suggested he would discuss this at the next Cabinet Meeting.

USOC Request for Resident Tuition

The USOC's request for resident tuition will be handled by the Board of Regents as a statewide issue, not a University issue, so it can be removed from the Planning Committee's agenda.

Olympic Expense Tracking

Randy Van Dyke's update mainly asked Committee members to review the units identified within the plan as having likely Olympic expenses. If additional units need to be identified, he will add them to the list. Health Sciences and Athletics requested the Olympic Expense Tracking Packet, and they have since received them. Randy anticipates that the financial impact of the Olympics will be manageable, and that the U should break even.

Staff Leave Policies

The following FYI statement approved by President Machen was discussed:

Although classes will be suspended during most of February for the Olympics, the campus will be open and operating for 'business as usual.' Normal University leave policies and procedures for faculty and staff are to be in effect. Staff who plan to volunteer for the Olympics and/or the Paralympics will need to use vacation leave or personal preference days, and request approval in advance from the cognizant department heads or supervisors charged with ensuring departmental operations are not disrupted.

For now, this statement will be the official University Policy concerning staff leave issues. Efforts will be made to allow University of Utah Staff/Faculty Volunteers to be assigned to University venues and activities occurring on campus, such as the opening and closing ceremonies.

Olympic Planning Process

The Olympic Planning Process is beginning to gain momentum as the May 1, 2000 deadline for unit-plans approaches. These plans can be submitted directly to Olympic Planning, located in Union 408. Some Committee Members expressed concern about meeting this deadline due to the complexity of this year's budget; for this reason, some unit-plans will not be received until mid-May. All areas are encouraged to submit their plans as soon as possible. The Olympic Planning Committee Meeting will be discussing the Olympic Planning Process in length at the June 26th meeting.

Contract Updates

Medical Services

With the exception of State Olympic Officer approval, this Agreement and all its subparts have been completed.

Archives

This contract is currently undergoing some technical drafting. There are no substantive concerns outstanding.

Facilities Use Agreement:

A Discussion Draft of the Facilities Use Agreement was distributed to Committee Members. Comments on this document can be submitted directly to Jim Haisley via e-mail.

The Committee discussed the process for Facility Use on campus. When a campus facility is being rented for Olympic-related use, the renting unit may contact either Administrative Services or Olympic Planning. The VP for Administrative Services will sign all leases and insure that issues such as security are addressed on a campus-wide scale.

Pioneer Memorial Theater

Phyllis Haskell reported on the status of PMT. Thus far, funds have been secured to commission four playwrights, but full-production funding is still in question. Three playwrights currently working on the Olympic Plays include Arthur Koppek, Robert Shenkin, and Jeffery Hather.

6/26/00 Olympic Planning Committee

Draft Master Plan

Since the last meeting, the Office of Olympic Coordination has received approximately 65% of departmental Unit-Plans; it is expected that the remaining 35% will be received by the end of July. Currently, the plans have been evaluated to determine common "Olympic Issues"; this evaluation will dictate a bulk of the Master Plan. At this meeting a draft format for the Master Plan was presented to Committee members. A complete rough draft will likely be completed for internal review for September's meeting. From that point, revisions will be made to the plan and distributed for public review. A final Master Plan will be completed for final review in January 2001. The plan will be distributed campus-wide in the form of summarized brochure and appropriate web postings. The Committee's discussion about the plan revealed two major Olympic issues not specifically addressed in the Unit-plans: 1) enrollment planning and 2) "backbone" conditions. John Francis will likely need to take the lead in further investigating the details of enrollment projections. Additional issues not addressed in Unit-plans will need to be submitted to the OOC as they arise.

Facilities Rental and Events

Considering the advice rendered by the Georgia Institute of Technology, Wayne McCormack suggested not aggressively pursuing rental agreements with Olympic-related entities for use of space on campus. The University could be overrun with hospitality events during the Olympics. Also, plans for cultural events occupying the PMT, Gardner Hall, Fine Arts Museum, Mariott library, Museum of Natural History have not been solidified. With this in mind, if a unit is approached from outside entity and wishes to rent their space, they must comply with a generalized rental procedure. The procedure involves all appropriate bodies ensuring coordination campus-wide. Committee members suggested circulating the policy through the appropriate UU channels (i.e. FYI), led by Fred Esplin.

Fiscal Impact

Jerry Bassford's Annual Report of the State Olympic Officer Relating to the 2002 Olympic Winter Games was distributed to the Committee. In addition, two major points were brought to the table considering the Fiscal Impact of the Games. First of all, it was stated that the UU's approach to this issue has been pursued with the aid of State contact. The Legislative Oversight Committee will review issues relevant to the UU in August/September. A UU representative will attend this meeting. Secondly, the committee discussed the consequences of an enrollment reduction for the 2001-2002 Academic Year. Drastic fluctuations could result in a major loss of tuition. Discussions on encouraging students to enroll during 2001-2002 included a marketing strategy plan that would educate current and potential students about the expected impacts. John Francis may need to take the lead on investigating the details of possible enrollment variations.

Legacy Scholarship Fund & Suite

Mike Mattsson presented a proposal for the Olympics Opening and Closing Ceremonies Tickets. The proposal suggested that donors would contribute \$5k to the Legacy Scholarship Fund and thereby qualify to purchase a ticket at face value, which is still to be decided. Contact will need to be made with Nagano, Sydney, and other appropriate bodies before determining a price for tickets. In addition, details about managing leftover tickets must be addressed; this may involve contacting SLOC [Kelly Flint] to discuss possible retrieval arrangements. Also, an opportunity to purchase the right to a suite in Rice-Eccles was discussed. The suite, regularly occupied by the Alumni Assoc. and Development Office, is available for rental for the Opening and Closing Ceremonies. The UU can purchase the suite, which seats 24, for \$150,000; each seat would cost approximately \$3,125. Before the UU reaches a decision in mid-July on this matter, the question of the status of the President's Suite must be resolved as well as a responsible party for marketing the rental of the available suite. Development

will not expand its duties beyond managing the 100 tickets.

Banners - "Look of Games"

As received from the Venue Communities Meetings held last week, Wayne McCormack presented the Committee with SLOC's banner proposal. SLOC has issued a new design scheme for venue-specific banners. (See handout) The UU could possibly receive these banners free of charge due to sponsor support. Allowing such a visual display will require further investigation of issues such as the permanence, location, and maintenance of the banners as well as possible conflicts with existing UU sponsors.

Volunteers Report

Currently, SLOC has met 1/3 of its volunteer recruitment goal. As reported by Gwen Springmeyer, the UU has met 20% of its 5,000 volunteer goal. These numbers will likely be enhanced by a general recruitment session held in September 2000 at the University of Utah and a specific recruitment session held in September 2001. The later of the two efforts will target campus departments to fill specific jobs (i.e. Ceremonies target Communications Department). As of now, Olympic Coordination has been compiling a preferred list to submit to SLOC. This list is comprised of UU-affiliated volunteers who wish to volunteer at UU venues (Village and Ceremonies). Generally, 9 out of 10 UU-affiliated volunteers would prefer working at a UU venue. For this reason, the Office of Olympic Coordination will act aggressively to accommodate staff/volunteers. The OOC will also pursue other avenues of recruitment such as issuing a letter to members of the Alumni Association.

1/22/01 Olympic Planning Committee

Master Plan

The 2002 Campus Olympic Master Plan has been prepared for public release. The Plan is designed to serve as a comprehensive outline for the University regarding Olympic matters. The issues addressed in the plan will remain fairly constant, but modifications in how these matters are addressed will occur as contracts for space and parking are renegotiated, supplemental plans are finalized and departments proceed in their own unit-specific planning for 2002. Therefore, our constituents are advised to use the Web for current, accurate information.

Units will be responsible for determining the details of their own operation during the Games period of 2002. The Plan is a centralized look at universal concerns at a level of generality leaving detailed scheduling to each unit. It was suggested that this committee set a deadline for unit plans to be in place, and require units with vital roles in academic support to announce their plans as soon as possible so that others could react (e.g., include libraries, student services, food services, Dean's offices, etc). In discussion both with this committee and the Olympic Advisory Council, it was determined that only those support units which will deviate from their usual Spring Break schedules need to report their plans. Those reports should be in place by September 15, 2001 so that other units can adjust accordingly.

Emergency Operations Plan

Pete van der Have reported that there will be two separate plans that will serve as the foundation for implementation under the University's 2002 Olympic Operations Committee. The Emergency Operations Plan will be functional beyond the 2002 Games period and will be compatible for Games related purposes. For example, within the draft of the Emergency Operations Plan which was distributed at this meeting, the 2002 Games can be classified as a level 2 emergency. (see p.17) The Operations Plan provides the framework for departments to prepare their own unit plans for both the Games period and beyond. Mock exercises that simulate emergency situations may be preformed not only to prepare the campus community for such events but also to affirm to the public that plans are in place.

The University has sought a credible risk assessment for quite some time. This past week, security consultants were brought in from Stanford and the University of Illinois to examine campus conditions. Their findings will be submitted in written reports to UOPSC. It is possible their findings will stimulate federal financial resources.

Legacy Scholarship Fund

SLOC has agreed to our proposal to use the Ceremonies tickets as incentives for a student scholarship fund. Marc Day is the designated Development Office lead. Conversations are under way to clarify issues such as timing of payment, location of seats, and market analysis of reasonable pricing. A meeting between the University and SLOC set for January 24, 2001 will provide details.

Facility Rental and Cultural Olympiad

Official Cultural Olympiad events are under negotiation along with the rental of some facilities. SLOC will release a Cultural Olympiad brochure on Feb. 8. The University will be listed as the site for approximately 6 events across campus.

Festival Planning

President Machen and Vice-President Pershing have approved the concept of the 2002 Festival, subject to finding funding. President Machen will approve each specific element once details are

finalized. He is concerned about using general funds for promotional items; other resources need to be secured for these purposes. Loretta Harper and Barbara Snyder will head the development the festival; committee meetings and tentative plans are already in the works. It was suggested that the festival begin the last week of classes in order to extend the celebration to students.

Cost Allocation

We need a rational allocation of the costs of hosting the 2002 Games. Arnie Combe will lead an effort to work through a sensible cost allocation scheme.

Logo Usage

We need to clarify across campus that use of SLOC's protected marks is not only possible but strongly encouraged. Approval through 2002 OC has become easy and quick. Any commercial use, namely one that produces a profit, is not covered by the University current agreement with SLOC. Efforts are being made to secure a commercial use agreement so that unique merchandise may be produced for the University.

Press Event

January 26, 2001 @ 10:00 AM
Heritage Commons Plaza
*President Machen and Mitt Romney will be speaking

2/12/01 Olympic Planning Committee

Reports

- a. Legacy Scholarship
- b. Cost Recovery

Meeting has been rescheduled for the week of Feb. 19 - Feb. 23.

- c. Security & Traffic Issues

-Consultants' Report

The report prepared by security and public safety consultants has been submitted to the University. This document will not be widely shared, but UOPSC has received a copy.

-South Medical Drive

UOPSC and University planners have reached an arrangement for Medical Drive and South Medical to ensure that University access to upper campus is guaranteed throughout the Games period. Vehicle access will need to be restricted to those who need to pass the Vehicle Control Points, where car inspections are estimated to take 15 seconds each. Alternatives to ease congestion, may include shuttling University employees from park and rides to a clearance entrance.

- d. Cultural Olympiad

SLOC recently released a Cultural Olympiad brochure. The University is mentioned several times as an official host for many Cultural Olympiad activities. Copies were included in the Feb. 11, 2001 edition of the *Deseret News* and *Salt Lake Tribune*.

Winter Festival

The chair for this committee will soon be announced. Representation from various units, such as the Union Board, ASUU, Fine Arts, Academic Departments, etc., will be on the committee. Current ideas for the Festival include the following:

- Exhibit, Women in Sports
- Academics
- Fine Arts
- Competitions
- Athletes/Celebrities
- VIS
- Pin Traders
- Demonstrations
- Food
- Juried Art
- Sponsor Booths
- Alumni Association
- Bookstore Merchandise
- Interlacing with Cultural Olympiad
- Invitations to other Universities' employees

Commercial Logo Use (Uniforms)

The University may want to provide uniforms to employees who will be highly visible during the Games period. The uniform could include both the University and SLOC marks.

Hours of Operation on Event Days (2/6, 2/8, and 3/7)

February 6 (Dress-Rehearsal), February 8 (Opening Ceremony), and March 7 (Paralympic Opening Ceremony) all present possible transportation problems to University employees. In order to stay in compliance with current staff policies, alternatives for operation on these days are being explored by

Human Resources. For example, departments could consider altering normal 9 to 5 operations by working longer hours some days and releasing employees by noon on event days.

BYU Break

Brigham Young University has announced a 4-day break for all students, staff and faculty during the Games period in support of volunteering. The University of Utah although unable to release staff will provide options for employees to volunteer. Comp time, vacation time, and personal preference days may be used for these purposes. Also, a 6-6 program, where the University will match the number of vacation days an employee uses for volunteering, is a possibility. Overall, the University will aim to maintain high staff morale campus-wide.

3/19/01 Olympic Planning Committee

Reports

a. Contracts

Co-Branded Merchandise Contract: now in place allowing the production of 3-dimensional products with both the University and SLOC logos. This process will be facilitated by the University Bookstore, specifically Shane Hinkley, to ensure the University's logo and official Olympic vendors are utilized appropriately.

Archives Contract: no known issues.

UMNH Contract: near completion.

Marriott Contract: included in Cultural Olympiad, encouraging contracts with SLOC.

UMFA Contract: included in Cultural Olympiad, encouraging contracts with SLOC.

Kingsbury Hall Contract: moving towards financial resolutions, provided by the event's producer.

b. Cost Recovery

This issue will be addressed in the May 2001 meeting, post-budget cycle.

c. Security & Traffic Issues

Parking Allocation: Portions of the Ceremonies Agreement are being renegotiated to address parking during the months of January and March 2002. On-street parking will not be used due to security issues regarding the Village. UTA/LRT will be stressed as alternatives.

South Medical Drive/VCPs: Medical Towers' residents and employees who will require access to areas directly north of the Village may be issued passes and be required to undergo a "boot & bonnet" security check at the Vehicle Control Points.

d. PR (RFP)

University Relations is considering hiring an outside PR-firm for support during the Games. Possible prospects have had experience working with the Salt Lake Organizing Committee.

e. Olympic Torch Runners Nominees/ Route Proposal

Nominees will be selected by Chevrolet, Coca-Cola, and the SLOC. The University has the opportunity to submit nominees, such as major donors or student leaders. The torch route within SLC is undetermined at this time. Hopefully, University affiliated runners will be scheduled to run on/near campus.

f. U Web Page Links

The University of Utah's involvement with the 2002 Olympic Winter Games is now showcased on the University home website. The site language clarifying our role as the official site of the 2002 Olympic & Paralympic Villages and Rice-Eccles Olympic Stadium accompanies the SLOC snowflake on the page. From the U's home website, an interim page can be accessed, which directs users to other helpful sites, such as the 2002 Olympic Coordination website, Parking Services, the Office of Residential Living, etc.

Winter Festival

The Winter Festival Committee has held its preliminary meetings. Further discussion on their planning will be included in April's meeting.

Excused absences - student volunteers

Basically, three time frames have been identified as possible challenges regarding student volunteers. The first issue addresses students who are currently involved in pre-Games volunteer activities. These pursuits are optional; students are responsible for their involvement, thus excused absences will not be granted. Volunteer training sessions are available at a variety of times; students who are assigned to attend training sessions which conflict with their class schedules should contact SLOC to arrange attendance at alternative sessions.

The second issues addresses students who may be required to begin their volunteer positions in January while classes are still being held. These situations can be handled on a case by case basis. The third issue, students involved in Paralympic volunteer positions, will follow a similar policy. Since classes will resume after the Games, these students may be granted excused absences if faculty wish to do so. Establishing a policy similar to the athletic program is unlikely for these situations considering these requests for excused absences will be minimal and for a short duration.

Motto (brochure, printing services, poster)

Currently, 2002 Olympic Coordination is seeking ideas for a new motto, which exemplifies the University's willingness to welcome the world and showcases the institution's research, teaching, and services. All members are encouraged to brainstorm ideas for discussion in April's meeting. Ideally, the new motto will be used across campus on literature, t-shirts, etc.

Hours of operation on event days (2/6, 2/8, and 3/7)

It has been determined that early dismissal on event days is an administrative issue; HR and other appropriate departments will be responsible for determining the details surrounding this issue.

Accreditation of U staff

The accreditation process will begin this summer. Currently, lists of individuals who need to be considered for accreditation are being accumulated and submitted to SLOC. The credential granted to each individual will depend on the location and time they may be needed inside the fence. Naturally, the background check will include obtaining any felony conviction information from the State of Utah. One sensitive element of this process will be identifying University employees who are affiliated with noncriminal groups that pose a potential threat. Badging is an interior mechanism for ensuring that the appropriate people have access to areas of campus that may be "sensitive" during the games; badging may be required on individuals and vehicles in some instances. Guests of the University visiting the Village on day-passes should gain access inside the fence as long as SLOC is given proper notification of their arrival.

4/15/01 Olympic Planning Committee

This meeting focused on comprehensive updates on Games-related issues. Due to the detail of the updates, individuals wishing to review the information presented should contact the individual responsible for each issue as listed below:

-Dan Adams	Housing; Village
-Norm Chambers	Transportation; Parking; Stadium
-Pete van der Have	Security; Infrastructure
-Wayne McCormack	Events; Academic; Contracts
-Gwen Springmeyer	Volunteer; Marks Approval; Co-Branding
-Vicky Hoagland	Intern
-Holly Van Tassell	Public Information

Discussions led to the identification of the following issues for further review:

- Hours of operation 2/6, 2/8, 3/7
- Classes on 3/7
- Ceremonies reception
- Medals evening
- Distribution of medals evening tickets
- Softball season (end of March access Annex lot?)
- Event ticket availability (12 a day)
- Common apparel and premiums to staff.

5/21/01 Olympic Planning Committee

New State Personnel Policy

Handouts were provided summarizing the new Olympic/Paralympic Volunteer Policy for State of Utah Employees. The new Policy encourages State of Utah employees to volunteer for the Salt Lake 2002 Olympics and Paralympics in February and March 2002 by providing options to utilize flextime, compensatory time, personal preference days, or vacation days to volunteer. Employees may accumulate and carry-over their time from the current fiscal year (2001) into the next fiscal year (2002) to volunteer for the Games only. As always, each employee will need prior approval from the department supervisor before committing to a volunteer position.

Incentive Program (Tickets/Uniforms)

The Salt Lake Organizing Committee Corporate Team 2002 Incentive Program rewards institutions for their involvement in Team 2002, the volunteer and Games-Time Employees for the 2002 Olympic Winter Games and Paralympic Winter Games. The University of Utah with over 3,000 individuals participating in Team 2002 has earned the highest status (five-rings) available in the Incentive Program. The University is eligible for a variety of benefits, as summarized in the handout.

Included in the benefits package is access to buy 320 competition tickets, 12 tickets to the Opening Ceremony, and 12 tickets to the Closing Ceremony. These tickets must be purchased by June 1, 2001. This deadline creates some urgency in deciding whether or not to purchase tickets. Naturally, the option to buy tickets should be awarded to the 3,000+ individuals involved in Team 2002. However, the process would be highly complicated. Offering the tickets to key individuals across campus who have contributed an excess of time and energy into the Games is a possibility. Again, this process would be complicated. Despite difficulties in allocating the tickets, the right to purchase these tickets is an opportunity not available to the general public. The University may not want to forfeit their ability to access the tickets. The committee has deemed Loretta Harper, Gwen Springmeyer and Wayne McCormack to make the decision.

Campus Safety on Event Day

-Visitors (Gov's Reception & U Donors): Governor Leavitt currently has plans to host a reception in the Utah Museum of Fine Arts on February 8 prior to the Opening Ceremony. Donors contributing to the University of Utah Legacy Scholarship fund may be included in these arrangements. Other possibilities for the donor reception currently being considered include the Park Building or the Panorama Room.

-Athlete March: For the Opening Ceremony and possibly other ceremonies events, the Athletes will march from the Olympic Village to the Huntsman Center down the HPER mall into the Stadium. The March will require fencing for security and public safety purposes. The fence construction will happen in basically two phases. Areas surrounding the Huntsman Center, HPER complex, and Annex parking lot will be fenced beginning in January, about the same time SLOC begins their occupation of the Village site. The remainder of the fence lining HPER mall and extending past the Marriott Library will be constructed within a few days prior to the event and removed shortly after the event. Buildings located within the Athlete March corridor include the Behavioral Science Tower, Social Work, Fine Arts Museum, Marriott Library (SW corner), HPER complex, Huntsman Center, and Tanner Dance. It has been recommended that the University clear these buildings on event days for public safety purposes. The University is opting to declare Feb. 8 & 24 and March 7 as "snow days", requiring only essential staff to be on campus. By obtaining accreditation through SLOC, individuals may be permitted to enter the buildings inside the fence for operational purposes. For access to buildings "outside" of the fence, individuals can gain access with their University photo ID card.

-Building Security & Accreditation: Aside from the Ceremonies' event days, building security will operate normally. Decisions for increased security will be left at the departmental level; the University will not provide financial means for enhanced measures. A few buildings will utilize ID-swipe entrance technology already in place. Buildings housing multiple departments will need to coordinate their efforts. The 2002 Olympic Coordination office will facilitate negotiations as needed.

Accreditation will not be required across campus. Only individuals with Games-related assignments may be asked to participate in the SLOC accreditation process for access "inside" the fence of the Village, Stadium and/or Athlete March Corridor. If necessary or desired by the department, the University photo ID card will serve as the University employees' access card to buildings and other areas "outside" the fence across campus.

-Hours of Operation: To avoid complications, the University will most likely declare Feb. 8 & 24 (2002 Opening and Closing Ceremonies) as well as March 7 (2002 Paralympic Opening Ceremony) as "snow days". This decision is based on the following: 1) majority of University parking lots will be unavailable (current contracts allocate most lots to SLOC on event days), 2) some buildings will not be easily accessible due to the Athlete March Corridor fence, the Stadium perimeter and other public safety measures, and 3) vehicle mobility surrounding campus will be impeded.

Public Information

-Motto: As a result of a collaborative meeting held on May 1, 2001 involving individuals from the Bookstore, Printing Service, Public Relations, Residential Living, and 2002 Olympic Coordination, the following was selected as the 2002 Campus Motto: "Educate. Participate. Celebrate". The motto effectively generalizes the University's fundamental principles regarding involvement in the 2002 Games. The motto will serve as the foundation for the upcoming internal educational campaign which will include integrating the motto into brochures, web sites, presentations, merchandise, etc.

-Host U Program: In addition to the motto, the May 1 meeting also produced the following logo concepts: Host (Hosting) U 2002 and Heart of the Games. The Bookstore plans to offer a product catalogue based on these logos. Department's will have personalization options with pre-designed layouts. This process will streamline production, providing a simple and affective way for departments to obtain co-branded merchandise.

-Presentations: Presentations continue to be an important element of the current internal educational campaign. Thus far, the 2002 Olympic Coordination team has presented to over 60 departments campus-wide as well as several Community Councils in the area. This number is expected to double this Fall.

In support of this increase, the current PowerPoint presentation will be recreated this Summer. The process will collaborate information from several areas such as Parking Services and Residential Living into a refined product. The new and improved presentation containing all of the "need-to-know" facts of campus-life during 2002 will ideally be available to departments through a variety of means. Departments are encouraged to continue to schedule face-to-face presentations with the 2002 Olympic Coordination office, but the presentation will also be available on CD or on-line at www.utah.edu/2002. SLOC will provide a tool kit to the University in July, containing video clips, graphic images, and other exciting visual enhancements that should facilitate a positive exchange of information to the campus community.

Communication to students will be promoted through a "presenters bureau" supported by ASUU. The bureau will receive presentation training from 2002 Olympic Coordination before seeking audiences

with student groups, organization, Greeks, etc.

Parking Reallocation

Renegotiations with SLOC have produced some changes in parking allocation across campus. A majority of the impact will be seen in the West Stadium lot, East Stadium lot, Guardsman Way lot, and Annex lot. Generally, the University will retain about 70% of its current parking spaces. To compensate approximately 2/3 of the lost space, vacant fields in Research Park, areas South of the Cemetery, and temporary surface lots on main campus will be used; these areas will be serviced by the University shuttle system. Everyone coming to campus is encouraged to utilize public transportation (bus and light rail transit). The LRT station located on the edge of the West Stadium lot will be running every 15 minutes from 6 a.m. to 7 p.m. and every 20 minutes from 7 p.m. to 11 p.m. Monday through Friday. (The LRT east/west line will not operate on event days for public safety purposes.)

Celebrations

-Medals Evening: The University will receive tickets to this downtown celebration as designated. President Machen will be the honorary MC for the evening.

-Funding: Lane Beattie's office is receiving a \$2 million budget to allocate to communities in support of their Games-time celebrations. The University will lobby to receive a portion of the fund to support the Campus Winter Festival.

-2/7 Event @ Capitol: Before the flame rests at the City and County Building on the night before the Opening Ceremony for the 2002 Games, the torch-run will make its way through downtown. As it passes the State Capitol, a welcoming extravaganza will proceed under the direction of Governor Leavitt.

-Hosting: The University may want to consider hosting receptions for the following events, to enhance relations with international, national and local visitors.

“Keepers of the Flame”, Feb. 4, 12-14

National Holocaust Museum: 1936 (Nazi) Olympics Exhibit, Fall 2001

2002 Olympic and Paralympic Villages, tours/day passes

SLOC Relations

-Interns, Volunteers, GTE: 2002 Olympic Coordination will place approximately 300 interns by Games-time. Over 3,000 University-affiliated individuals have committed to volunteering during the Games. It is projected that at least 2,000+ students will participate as Games-Time Employees in 2002. Through the combination of these numbers, the University will easily meet its goal of having 5,000 participants in Team 2002. The number of University of Utah participants literally dwarfs the involvement in other institutions across Utah. (Please see handout for details.)

-Village Offices: The SLOC Village function has relocated from their downtown location to office space in Officers Circle in Fort Douglas. The Village Team will maintain residency in the area until Spring 2002.

7/9/01 Olympic Planning Committee

Building Security

Lieutenant George Foss and Lieutenant Sergio Palacios will coordinate with designated building managers on campus in developing a security plan for each building for the upcoming year. Beginning in September 2001, Foss and Palacios will meet with each manager to discuss security planning options for each building, ensuring building security planning stays compatible with general security planning and operations during the Games. The building manager will be responsible for coordinating with departments in their building. This process is intended to remain intact for post-Games, University activity.

HR-Hours of Operation

During the 2001-2002 Academic Year, policies regarding telecommuting, staff leave, comp time, and campus closures need to accommodate the unique conditions surrounding the University's involvement in the Games. Human Resources will issue memoranda on these topics as soon as possible.

Academics

Ann Darling & Slava Lubomudrov from Academic Affairs requested enhancing communication with faculty regarding the possibilities for integrating Games-related activity into the 2001-2002 curriculum. It was suggested that this process begin with the Faculty Fall Retreats and Department Head Training sessions, where 2002 Olympic Coordination or other entity would be involved in presenting this information to Faculty directly. 2002 OC will contact Susan Olsen to ensure academic planning issues are communicated appropriately.

Updates

-Festival: The Campus Winter Festival Committee is moving ahead with their planning. A general budget and event outline has been created. Basically, the Festival will be launched on November 12 with an internationally focused event. At this time, campus will begin to visually reflect a "festival" atmosphere with banners and other decorations. In January, some events are planned to create excitement for the February Games activity. In February, the festival will focus on live-feed from events which will be viewable on a large screen in the Union Building. Merchandise, food, entertainment, and other offerings will be available in the Union to enhance the selected live-feed events. The University's Medal Ceremonies Evening on February 20 will also be a highlight of the Campus Winter Festival, as well as the various Cultural Olympiad events taking place across campus.

-Contracts: The University's formal relationship with SLOC will soon be solidified as modifications to parking allocations are resolved and cultural olympiad venue contracts are secured. Most contracts will reach completion this Fall.

-Accreditation: University of Utah employees requiring access to SLOC secured areas of campus during 2002 will need to gain accreditation through SLOC. The accreditation process is based on a background check and other information provided by the employee. 2002 Olympic Coordination has identified areas with accreditation needs, asking each supervisor to distribute and collect accreditation forms from their appropriate employees. 2002 OC will accumulate the information from these forms in a database before submitting the information to SLOC. SLOC will contact 2002 OC [late Fall 2001] with the results of the requests. Individuals that are denied accreditation may challenge the decision if they wish.

Public Information

-Media & External Communication: Riesther Robb Harris & Love, an outside PR firm, has been contracted by the University in assisting with media contact and external communications.

-Brochures: Parking Services will produce a Commuter's Survival Guide early Fall to encourage the campus community to utilize alternative means of transportation and provide Games-time parking allocation information. Universityspecific, Games-time information will also be featured in publication produces by Salt Lake City, SLOC & UDOT.

-Presentation: 2002 Olympic Coordination, Residential Living, Parking Services, Plant Operations, Human Resources, ASUU and other areas will be collaborating resources this Fall to ensure a maximum number of students, faculty, and staff receive face-to-face, Games-related information briefings. PowerPoint presentations have already been consolidated into a central slide bank, wherein areas can create presentations that are consistent in information and format. On August 15, a Presenter's Training Workshop will be held to prepare those presenting the material with accurate information.

8/20/01 Olympic Planning Committee

University Night @ Medals Plaza

Recently, information from SLOC about the University's Night at Medals Plaza was sent to 2002 Olympic Coordination. The packet includes information about the planning and logistics for the evening event, as well as requests for a response to several areas, such as:

- community recognition 150 word statement
- designated representative 100 word greeting
- community cheerleaders for audience participation
- suite access [\$5000 + food (\$1625-\$3185)]
- transportation for community attendees
- promotional activity for community.

The committee elected to not pursue the suite option; all other requested elements will be satisfied by the appropriate bodies.

Festival

The 2002 Winter Festival Committee chair Whitt Hollis provided an update on the activity of his committee. Thus far, the following programs will be included in the festival:

- Winter Fest Festival (new name to be determined), Fall 2001 event (November 12th) with international entertainment and food.
- Torch Run, Spring Semester 2002 kickoff (January 3) doughnut torch-run in golf carts.
- Taste of Nations, Mid-Fall 2001 Chartwell's will feature menus from around-the-world with the assistance of Chefs working in the Olympic Villages.
- Live Telecasts, Showcase specific events with live-feed in the Union.
- Plaza Night, University Night at Medals Plaza highlighted with pre-events at Union, where attendees will gather to access University transportation to the event.

Marketing for the Campus Winter Festival will begin approximately at the end of September.

HR-Staff Policies

Currently, it has been recommended that the University pursue full-closure on February 6 & 8, due to public safety concerns. The closure will not apply to employees in the Health Sciences Area. Human Resources will official announce the closures in FYI on September 5, 2001, followed by a document explaining the policy. FYI will also feature the closure and policy information in the November and January editions.

Updates

-Campus Signage: Anne Racer currently has a task force from an outside architectural firm preparing a proposal for temporary signage. The proposal will require identifying 4-5 arrival points and 4-5 destinations and will cost approximately \$2000.

-Bannering: SLOC's current plans include decorating the Stadium and Village sites and minimally decorating the Athlete's March Corridor. The SLOC Arts & Culture is considering decorating the Cultural Olympiad venues. The University will provide its own banners to help supplement the minimal decorations around and in between the Cultural Olympiad venues.

-Parking Services New Brochure: The Campus Commuter's Survival Guide is now available. The brochure includes 1) Pre & Post Games commuter tips, 2) Semester Break conditions, and 3) UTA schedules and parking area maps.

-The Nazi Olympics Berlin 1936: The Marriott Library will host The Nazi Olympics Berlin 1936 exhibit from the National Holocaust Museum beginning on September 12, 2001 until March 22, 2002. More information can be found at www.utah.edu/2002 or www.lib.utah.edu/exhibition/1936/.

-HPER Use by Olympic Athletes: Amy Hackett and other members of the Athletics department are in negotiations with SLOC concerning Olympic Athlete access to the HPER complex during the Games. In a few instances, scheduling may be problematic and Olympic Athletes will not have access.

-Legacy Scholarship: The Legacy Scholarship has generated approximately \$540,000 for scholarships. Most of the Opening Ceremonies tickets made available for donors have been purchased (6 pairs remain) while 52 pairs are still available for the Closing Ceremonies. Donors for the remaining tickets must be secured and payments received by the end of December.

Future of Committee

Meetings WILL NOT be held in September, October or November. The Committee WILL meet on DECEMBER 10, 2001 in 411 Union at 3:00 p.m.

12/10/01 Olympic Planning Committee

Items discussed:

- Overview
- New Brochures, Publications and Information Resources
- Transportation & Parking
- Campus Safety & Security (Access to Secure Areas)
- Venue Site Development
- Games-Time Operation
- Event Days Overviews (Feb. 6, 8 & 24 and March 7)
- Closure Dates-HR Policy
- Bannering, Decorations, etc.
- Arts & Culture
- Visitor Information (VIS, Signage, etc.)
- Other Games-Related Activities

1/28/02 Olympic Planning Committee

Items discussed:

- Olympic Medals Plaza Tickets
- Contracts Update
- Event Day Operations
- Mail and Package Delivery

Appendix IB3c Olympic Operations Committee Minutes

9/17/99 Olympic Operations Committee

New Meeting Schedule

The committee will start meeting monthly in order to stay current with responsibilities. We will meet the 3rd Friday of each month at 12:00 noon - 2:00 p.m. (new start time) in USB. Next meeting is Friday, October 15.

Officers' Circle Update

-Previously, it was thought that the University would be able to write a change order to Evergreen to begin immediate refurbishing of Building 606 for potential use by SLOC. However, DFCM has instructed that all buildings will have to go through the normal procurement process, with construction slated for July 2000.

Action: Pete is asking SLOC (through Denise Lind) to produce a letter of intent on their desire to occupy the building. This letter of intent could possibly influence procurement procedures, enabling construction to start sooner.

-Telecommunications and electrical are on schedule.

-There is a funding opportunity for Buildings 618, 619, and 620, and possibly enough funding for all.

-Funding is also likely for rebuilding the Bandstand.

-New street lighting will be installed (same time as rest of site).

Housing Update

-Buildings 825, 826, and 827 (Ballfield site) are now occupied. Grass and landscaping are in progress.

-Building 456 is scheduled to open October 1. Curb and gutter are currently being installed. Contractors are having trouble making the 10 ft. driveway work.

-The Guest House will open October 1. The plumbing problem has been resolved. Certificate of Occupancy will be needed from Mike Halligan.

-Obtaining asphalt for parking lots of the additional housing may be a problem due to demand.

Telecommunications Update

-The occupied buildings are working fine. Buildings 4, 5 & 6 and the Guest House are on schedule.

-US West will provide phone bays, etc., for the Stadium. Telecommunications will work with them on some of the wiring needs.

Unit Plans for Utah Olympic Public Safety Command

The Command is requesting that the University produce a preliminary public safety plan on a very tight schedule (due the end of October). This preliminary plan will in the future become part of a larger campus-wide planning effort.

Action: Wayne McCormack assigned the committee members to come back to the October 15 meeting with a draft preliminary plan addressing their unit's public safety needs during the Olympics.

The preliminary plan should include:

- current level of service
- projected impact of Olympic activities on your unit
- resources needed to deliver existing level of service due to Olympic impact
- the extent to which existing resources can satisfy the additional demand

Committee's comments on other considerations:

- focus on public safety
- no students on campus during Olympics
- think of campus as at spring break with lots of visitors
- consider adverse conditions
- additional guests on campus due to Arts & Concerts programs
- staff will be expected to be at work
- plan only on information we have today—consider facts and assumptions
- consider what we will need to secure reservoirs, substations, etc.
- discuss the needs of Research Park with Charles Evans
- raise questions outside of your responsibilities
- we should try implementing security measures before event to see results

The committee requested that Wayne provide a standard format for the committee to work from. Marty Shaub, Earl McKee, and Mike Halligan will send Wayne examples of formats from committees they have worked with. Due to time constraints, Wayne requested the committee get started immediately on their planning and he will work on a standard format and distribute as soon as possible.

Olympic Opening Ceremony Public Safety Concerns

Earl McKee informed the group of the following concerns/questions from the Command:

- park and ride parking
- unauthorized ticket sales
- interrupters
- court facilities
- police vehicles
- public demonstration area
- tow lot
- streets closed
- information booths
- access to buildings for restrooms, phones
- first aid
- special needs for chemical, nuclear reactor, Animal Resources
- hospital security University Olympic Organization Structure

Wayne talked about the University's Olympic organization structure. The Operations Committee answers to Randy Turpin. Wayne will be stepping back from facilities issues and the Operations Committee will start working directly with SLOC

Action: Wayne will provide the committee with an University Olympic Organization Chart.

Contacting Members Not Attending

Committee members were assigned to contact unattending members in their respective areas of concern regarding the committee assignment.

10/15/99 Olympic Operations Committee

Fort Douglas Project

SLOC is unable to give the University a letter of intent on their desire to occupy Building 606 until their board meets. However, President Machen would like to keep the building available due to the possibility of a donor for its refurbishing. Therefore, we don't anticipate SLOC will need use of the building until the use period described in the Village Agreement.

The RFP for the minor restoration project for Officers' Circle is presently on the street. It includes new heating systems, new energy saving windows, paint, and telecommunications, which is the most costly piece at \$8,000 per building. Construction start is anticipated for January 1, with completion July 1/2000.

Anne Racer was not able to attend today's meeting, but sent an historic preservation update:

The Fort Douglas project has been designated as one of the country's "Save America's Treasures" projects. The designation gives the project validity, endorsement of the National Trust and exposure on national level. The hope is that this will lead to private and corporate funding. As part of this program, the project has been invited to submit a scale model to the White House for display in the holiday decorations.

University Olympic Planning Organization Chart

The chart was distributed to the committee. The Facilities coordination group is designated a separate group/function from the Olympic Planning Committee.

Wasatch Pedestrian Bridge Project

Funding will probably come from internal sources. A workshop is scheduled for October 21 from 8:00 a.m. - 5:00 p.m. at Panorama East/Union.

Opening/Closing Ceremony

Planning activities are moving along and will soon become part of our committee's discussions. SLOC has a new person on board for this venue.

The Fieldhouse may be used as the staging area for the Media, instead of for the athletes as originally planned. Public Safety will need a facility in close proximity to the event for their triage. The Tennis Facility may be a possibility. The Public Safety Command will let SLOC know their needs.

Paralympics Opening Ceremony

SLOC is projecting 50-60,000 in attendance for this event, many of them locals. Parking/transportation problems will be more complicated due to students being on campus. SLOC expect 2,000 people in wheelchairs. Public Safety will only have one day to sanitize the stadium after the Olympics closing ceremony.

Campus Public Safety Planning

The University's Public Safety Plan will focus only on the areas of campus not affected by Olympic venues; the venues will provide their own security planning.

Areas covered by department submitted plans:

- Hazardous Materials: Inventorying of hazardous materials needs to be at the top of the list and start now. The inventory will be used for evaluating situations in the event of an incident.

- Fire
- Police: Since typical criminal activity is down during similar events, it is expected the existing staff will be sufficient.
- Medical Services
- Parking
- Traffic Control: SLOC responsible for Village and Ceremony venues; University/City responsible for campus.

Campus boundaries defined as:
 Wasatch & Foothill
 Guardsman Way & 5th South
 13th East & 5th South
 Wasatch & South Campus Drive
 Wasatch & North Campus Drive
 North Campus Drive & Medical Drive
 Sunnyside & Foothill
 Arapeen & Sunnyside
 Wakara & Foothill

- Utilities
- Snow Removal
- Telecommunications

Campus Building Security

Buildings identified as needing additional security (electronic alarms, surveillance cameras, security personnel, sniffer dogs) resulting from their use:

- Chemistry, ARC, Merrill Engineering, High Temperature Water Plant, Regulate Waste, Reservoirs, Substations, and possibly some others.

Campus buildings of specific concern because of their population:

- Hospital, residential buildings, Bookstore, Union, childcare facilities.
 (Consider buildings where staff is working 24 hrs, all public facilities, residential areas)

Due to the visibility the games will bring, we will identify the buildings of specific concern to inform the Command that we are aware of potential needs/problems; however, we will emphasize that no funding is available. SLOC will be responsible for providing security for their exhibits and sponsors located on campus.

11/19/99 Olympic Operations Committee

Officers' Circle

We received an update on the infrastructure work behind Officers' Circle homes. It appears quite certain at this point that there will be some funding left over after the work is completed, although not as much as had been expected just a short while ago. Nonetheless, the surplus should allow us to start planning on similar work behind Stillwell homes. Dan P. indicated there could be some substantial VIK support in the wings for this new phase, as well, from SLOC and Olympic sponsors.

Tanner Dance Building

We next received word that SLOC may be interested in utilizing the Tanner Dance Building as a visitor processing facility. They are discussing that with the director of the Children's Dance Program, who apparently is willing to listen, especially if they can work together to find space to continue rehearsals before, and during the Olympics. Dan P. and Pete are concerned about availability of appropriate utilities in the area.

Public Safety Planning

Wayne led the discussion to review the Public Safety Planning document. Please refer to the draft of the document attached. Numerous excellent suggestions and comments were offered by members of the committee. Again, this is a document intended to be in constant transition. Action item: Bob and Marty are to get together to formulate and finalize their (and related agencies) transition to 800 MHZ., to be incorporated in the body of this plan.

Action item: Dan P. is to provide several paragraphs describing communication systems (voice and data) on the campus. (Done)

Action item: Earl to keep Pete up-to-date regarding discussions with the Secret Service group in early December. He is also to keep any and all key players involved in the appropriate discussions involving security of systems and facilities.

Transportation

Norm provided an update on transportation related issues. UTA has now accepted responsibility for the transportation of non-official Olympic guests and spectators. Norm has a survey out on campus requesting data on extra-ordinary parking needs during the Olympics. We need to be sensitive to special situations such as service vehicles, ADA, Reserved stalls, etc. SLOC continues to ask for additional parking for that time frame. Internally, we agree that we need to work with them as much as reasonable, but that it has to cut both ways. The good news is that, finally, Village rep's and Ceremonies people are finally starting to talk to each other, decreasing problems in discussions with us.

Supplemental Plans

Pete will attach to the minutes a list of supplemental plans which have to be developed, per agreements with SLOC. The individuals listed will be responsible for collecting information from other players on this committee, and others.

1/21/00 Olympic Operations Committee

800 MHZ Conversion Plan

Mike Halligan reported the University plans to patch into the Salt Lake City communication system through the Salt Lake City Fire Department. This system will be used only for emergency purposes. Action: Marty and Bob are to finalize the University's conversion plan. The Health Sciences area should be included in the formulation of the plan. Francis Van Stiphout and Bob Cook should be involved for awareness.

Secret Service Visit

The Secret Service wants information on building structures, telecommunications, utilities routes, etc. Action: Mike Halligan will coordinate a future meeting between them and the appropriate University personnel.

Public Safety Plan

No new news on the funding stream. There is a movement in the Legislature for \$20m for fire and public safety. A tax on ticket sales could bring a possible \$8m from SLOC. SLOC has informed the University that they will be funded for the extra hours spent on Olympic activities. Action: Marty & Pete will rewrite the plan to incorporate the Campus Emergency Management Plan. Marty agreed to take the lead.

Action: Kathy will electronically send the current update of the Plan to committee members and Chris Linio, SLOC.

Action: Bob is to work with UOPSC to complete the Risk Assessment. Marty needs to be included in this process.

Transportation & Parking

Norm gave the committee an update on plans for spectators' transportation. UTA will be responsible for spectators in the Salt Lake area. SLOC will be responsible for transportation of the Olympic family, media, and out-lying venue spectators.

We are expecting a large crowd, comparable to the a BYU/Utah game, for the dress rehearsals for the opening & closing ceremonies.

The understanding with SLOC/University will be revised since the University can't provide all of parking lot space SLOC needs. SLOC will look for some additional locations.

Norm is concerned about parking before and after the games due to school being in session. A development plan will begin 2001 to promote light rail and bus routes. UTA plans to expand express routes. The University will work with the City for parking along Guardsman and at Research Park. Parking Services is projecting a revenue lost of 5 % in permits and 15 % in pay lots during the Olympics' presence.

Polyclinic

Its location in the basement of the Guest House creates challenges due to cost and schedule issues.

Action: William will set a meeting with Keith, Dan, Pete, Bud Merritt and Mark Little to discuss issues.

Ceremonies Update

No new news. SLOC has verbally committed to a First Aid Station at the Stadium. William will be involved in the future discussions.

Arts & Culture Program

The program may not be as large as originally planned, which will make it much easier to facilitate.

Light Rail

A document of agreement is in place between the University, City, and UTA. The federal grant funding is still pending--March deadline. If funding is received, construction will start in May. South Campus Drive will be impacted this spring. The construction schedule will come from the Design/Build process. Graduation and Stadium events will be important consideration in the schedule.

Action: The Committee is to let Ann know of any major campus events that may impact the schedule.

Wasatch Bridge

There is a question on the proposed funding process that may cause delay to the project.

Action: Ann will meet with Randy Turpin for discussion.

The three final designs were arrived at through discussions at workshops and historical input. The bridge will be placed on a 90 degree angle to Wasatch Drive. To meet ADA requirements, the ramping will require a lot of space and will impact one-half of the parking lot by Tanner Dance. Future design development of area will consider a possible bridge access from the south and the proposed Light Rail Station.

Construction Projects

Eccles Broadcast expansion will impact the area south and east of the site. Pedestrian traffic to the south will need to be accommodated. An Athletics Academic Center planned by the Natatorium will be two levels and only 11,000 sq. ft. It will be used as a study hall for athletes. The Housing project is still plagued with contractor issues. The Chiller Plant project is scheduled to be completed by April/May. The Hospital expansion will probably not be started until after the Olympics. The Fort Douglas/Officers' Circle renovation should be completed by May. Funding for Stillwell Field intra-structure is being made available.

Campus Olympics Coordination Office

The office has moved to 408 Union. The new facility will provide space for Wayne and Gwen and the support staff to be housed in the same area. Telephones and e-mails will stay the same.

Intern for Committee

A BYU student in Facility & Construction Management is interested in becoming a volunteer. Pete will tell him to contact Gwen.

2/18/00 Olympic Operations Committee

Review of Previous Action Items

Marty and Bob indicated that SLC Police is now on the 800 MHZ system. There will likely be no further information available on this until after 7/1/00.

Earl was not available to report on the Secret Service visit in December.

Mike H. was not available to report on any information flow between the campus and the Secret Service. We will hold further discussion on this until after 7/1/00.

Marty presented the revised version of the Public Safety Plan. A lengthy discussion ensued regarding the purpose of the plan, how it fits into the campus Operations Plan, and how that in turn fits into the overall Olympic planning scheme. Apparent consensus was reached on at least one point: this plan will reflect how the campus will operate because of the Olympic presence, not how the Olympics will operate. When completed, it will be the campus plan on how it will function during the various stages of the Olympic presence on campus. It will also provide a natural bridge to being able to deal with unanticipated crises and emergencies, by marrying it to the Campus Emergency Operations Plan. We must also remain aware if the emergency is of a security nature (e.g. a terrorist attack) agencies besides our own will take over, but will hopefully still interface with our Campus Emergency Management Team. This plan will be in continuous state of flux and evolution. However, Gwen is meeting with the President's Cabinet to discuss this plan. She senses that our general planning should be completed within several months. Dan P. suggested that we try to get our arms around what the strategic plan is for the campus. (Action Item: Pete will take that up with Randy and Arnie.) Gwen offered use of her suite of offices, or Wayne's old office and possibly Rm. 411 in Olpin Union as a location for our Operations Center during the Olympics. We may also want to consider an "Information Center" where concerned or interested individuals can call during that time frame.

Bob shared his impression that SLOC may be planning on erecting a fence clear over to and around PMT, in order secure the Fieldhouse and Rice-Eccles during the many rehearsals and ceremonies. Action Item: Pete/Norm to contact Kirk Middaugh to get a clarification.

Transportation

Norm presented an update on the Transportation planning process. UTA will provide spectator transportation. UDOT is starting to zero in on snow removal requirements at the different venue sites, and is looking at shifting equipment from other areas in the state. The valley-wide traffic management computer system is being enhanced, which will help with electronic signage on the freeways as well as with traffic management within the city. Parking on Guardsman's Way may be negotiable with SLC, during the Olympics, but no one is budging on the use of Research Park streets or vacant lots. The use of Sugarhouse Park may also enter the picture. Gwen mentioned the Greater Avenues Community Council is extremely concerned about university parking reaching clear into the upper avenues during that time.

Polyclinic

William mentioned there will be a meeting regarding the build-out of the Polyclinic next Thursday. Pete will attend. Keith Bennett, the architect on the Guest House, has finished initial documents and estimates for the build-out.

Ceremonies

Norm provided us with an update on the Ceremonies. There is still nothing concrete, other than they

are firmly anticipating light rail will not be east of 9th East at the time of the Olympics, which means they can use the entire Stadium Parking Lot, and can more easily erect some sort of temporary seating structure over South Campus Drive. We still don't know where the cauldron will be.

Staff/Volunteer

There is continuing discussion regarding how the campus will deal with staff issues and the desire to volunteer during the Olympic period. William pointed out that there may be a disparity between the way the campus as a whole is approaching this question, vs. how Health Sciences will have to address it in the Polyclinic. Action Item: He will work with John Stillman, who is Meg Jones' designee to develop a campus policy on this item.

5/19/00 Olympic Operations Committee

New Meeting Schedule

The committee will now meet at 8:30 a.m. every third Friday of the Month.

Action Items

- Track Discussions on PMT security fence. Find out if the Field House will be open.
- Dan and Pete met with Randy and Arnie to discuss bidding process for polyclinic contractor.
- Refer FBI to UOPSC/Bob concerning Heliport issue.
- Guesthouse detail design to William/Polyclinic ASAP, and then to Rick L. @ SLOC.
- Discuss Polyclinic contractor procurement issue (Dan and Randy).

Public Safety Plan Update

- Craig Dearden will reimburse us for expenses out of the \$15 million Olympic Security Fund
- These funds can only be used to reimburse for UPD overtime related to the Olympics.
- The question was raised again about “security” costs outside the venues. Bob Wilson’s response was, “Would this be necessary if the Olympics weren’t coming?” → then it should probably be considered, get the information to Bob or Earl and track the costs. Also, these issues should also be incorporated into our Public Safety Planning document.
- Please bring issues related to the Olympics and security to Bob/Earl and the Committee first!!!

Paralympics television/Filming

- Closing Ceremony March 16th (as per Ceremonies Contract)–possible filming.
- Public Safety (Mike and Marty)
- Working on a Public Safety Plan, should have revised drafts available before next month’s meeting. (Action: Marty)
- Heliport–FBI wants a spot to land their choppers. Also looking for a space to hold ~30 people in case of an emergency situation. They asked about the practice field west of tennis center, but area is not available, already taken. Determined that they should talk to UOPSC and Bob if they come back again.
- Also, all of us need to remember the 3 mile airspace restriction. (Note: in case of a real emergency, the FBI and Secret Service will shut all such traffic down anyway.)

Rumor Mill

- Beware of talking to anyone about Olympic related issues. It is best to route them or go through the proper channels.

Transportation/Parking

- Probable impact of lightrail:
 - There are 11,000 spaces on main campus right now.
 - SLOC has reserved 3,400-4,000 spaces, with rights to more.
 - There are maybe 5,000 spaces available for spectators etc.
 - 60,000 people are expected
 - Trax can bring in 5,600 people per hour.
 - Possibility of a 13th east drop off even if Trax isn’t completed.
 - Problem loading only on west side of Trax–requires crossing track. This requires some consideration.
- Ceremony and Dress rehearsal transportation:
 - 5th south, Foothill, and Guardsman significantly restricted
 - 13th east and University –limited access

- (official family and media—blocked off to civilian traffic)
- Research park, Guardsman lot, & South Huntsman lot
—designated spectator pick-up points
- UTA park and ride points (for spectators as well as University staff):
 - Sugarhouse Park area
 - Liberty Park area
 - Pioneer Park area
 - Research Park
 - Franklin Covey Field area
 - Others TBD

Ceremonies Meeting

- See attached agenda (“Ceremonies Meeting Summary 5/10/00”) (Action: Aubrey—incorporate dates into outline)
- Issue: retaining legacy stuff (electronic locks, video board, CCTV, cameras, kitchens) —Work with SLOC on this to save money and not duplicate investments. (Action: Dan A., Dan P., Norm, Pete, Wayne, Others?)

Polyclinic

- September 15, 2001—>SLOC to take possession of guesthouse
- May 2, 2002—>back to Residential Living in original state
- Working to get specs for equipment needed.
- Need a detail design soon. (Keith Bennett to provide to William)
- GIS map should be available soon—as soon as Keith gets all of the info, hopefully by the end of July.

Arts and Culture

- Diminishing likelihood of significant hospitality issues, don’t really fit
- Fine Arts Museum—exhibit
- PMT—play
- Gardner—planning something
- Kingsbury—maybe, still scraping for ideas
- UMNH—small exhibits
- Marriott Library—small exhibits
- Maybe some Huntsman Center event depending on Basketball/Gymnastics schedule
- Jay Leno issue—>show on campus?

Extended Construction Plans

- Modifications and agreements on lightrail, which MAY still happen before 2002.
 - Funding—pending
 - Design—proceeding
- Bridge design—>into construction documents.
 - As soon as funding comes, ready for bids
 - ***Probably not completed by Olympics, construction after Games
- Hospital expansion—>80,000-90,000 square feet for critical care units
 - desired completed Summer 2002
 - traffic problems likely during games
- Huntsman Cancer phase 2

UOPSC security fence on Medical Drive

- Possible new lane on north side of building to accommodate traffic and fence

-Want partnership with SLOC for funding etc. (Action: Pete)

Staff Leave Policy

-No special leave/consideration during Olympics, business as usual as per President Machen
-Polyclinic staffing may require unique considerations. William to follow through with UH administration.

7/21/00 Olympic Operations Committee

New Meeting Schedule

The committee will now meet at 10:00 a.m. every third Friday of the Month in USB 241.

Review of Action Items

- No further developments on PMT security fence. PMT parking lot is in the fence, but there must be access to the building for delivery, maintenance, business, etc.

**This is not really a security issue except in that it involves the fence. It is more about the impact the fence will have on the U.

- Polyclinic Construction: Dan and Pete met with Randy and obtained permission to surpass the normal construction procedure and go straight to Evergreen to set up a contract for Polyclinic construction and deconstruction.

-Good work referring FBI to UOPSC/Bob. FBI promises to give us notice before proceeding with security investigations. September 11-15: tentative date for FBI stadium survey.

Emergency Management Plan

Unable to discuss due to absence of Marty, however, finalizing the plan is a top priority and must be finished soon.

Transportation and Parking

-Transportation has a tentative plan for the U finished and is now working on the plan for the city and county. Upon completion of this plan they will begin working on the coordinated plan.

At this point, the plan essentially says there will be no spectator parking on campus and encourages patrons to use park and ride locations.

Our own plan may turn certain roadways on campus will be turned into parking lots. UTA said additional park and rides would be possible, but we would be responsible for costs. The city is not supportive of the idea of using research park roadways for parking lots. We can use Sugarhouse and Liberty parks for park and rides, but there needs to be some alternative parking on campus for people who are unaware of the situation/fail to plan.

-With our plan, about 70% of the parking taken by SLOC has been replaced. This should be adequate for the February periods due to the lack of classes on campus at this time.

-Norm and Alma are visiting concerned departments to answer questions and keep up PR for the situation.

-Concern about Paralympics Opening Ceremony, which is on a Thursday night. Classes will be in session, which creates a potential parking problem which needs to be addressed. Many evening students are non-traditional students that must coordinate work and school schedules, so rescheduling the evening's class is probably not a possibility. Plan to block-off and/or issue permits to assure some available parking for students and faculty. Possibility of encouraging instructors' creativity for this class period including meeting off-site, individual project time, and so forth. **Regardless, it will be imperative to encourage games participants and spectators to use the park and ride system for this event.

E. Medical Drive South issue is not dead, still exploring additional ideas.

- (Action: Norm) Need to work harder with UTA on park and ride idea to minimize number of streets used as parking lots. There will be additional busses in the valley. We may have to explore ways of recruiting drivers for those busses.

Ceremonies

- Plans should be more concrete by the end of the Summer. Many of these issues must be resolved by Fall due to SLOC's deadlines.
- SLOC has expressed interest in using the Fieldhouse as a media subcenter for the entire Games period. This is a contractual issue that needs to be addressed. There is a similar issue with the Bubble for use as a ceremony practice area. (Action: Norm/Pete)
- Nothing is finalized on the Guardsman vs. Stadium parking lot issue. (Action: Norm)
- Tennis Center->make sure the athletics department is monitoring usage etc. for possible SLOC usage payment. (Action: Norm)
- Bob would like to be involved in discussions of new areas requested for use by SLOC.

Polyclinic Status and Schedule

- Target date of August 15th for finalization on this issue.
- Current hang-up is with Radiology. There are two possible equipment scenarios; one requires a darkroom, the other does not.
- Also a Kodak pricing VIK issue.
- Need to be sure that all new equipment will interface correctly with existing hospital equipment.

Arts and Culture

- No sponsored events as of yet. There will likely not be a large-scale Cultural Olympiad due to lack of funding and interest.
- Phyllis is meeting with the chairs of her college next Tuesday to discuss this further.
- PMT has playwrights working, but no funding as of yet.
- Some community events have been proposed and make sense (i.e. Holocaust exhibit, Multimedia globe fountain)—currently being considered.
- A concert is planned for each evening before the medal ceremony downtown. This will likely be the major entertainment event each evening.

Construction Projects

-The plans for the bridge are being finalized, but due to a lack of funding they will go into the drawer until funding is available.

- Three potential projects in the hospital area during games:
 - Huntsman Cancer Institute Hospital
 - North Hospital Expansion
 - Emma Eccles Jones Research Facility
(South part of complex, above South Parking Terrace)

- Eccles project could be a huge problem. Discussions about the Olympic conflict are occurring and are a hot topic. (Action: Ann—please keep Pete in the conversation loop about these issues)

-Lightrail:

- Map shows project divisions
- August 1, 2001—Deadline to decide if the project will be completed by the Olympics or if work

needs to be suspended until after the Games.

Security/UOPSC

- Approval for perimeter fence CCTV funding obtained.
- Working to develop a technical team to help assess where the fence and cameras should be located. (Action: Gang of 4–find person(s) to work with this team)
- Department of Defense has become a last resort for providing the fencing. Nobody else has the resources on hand.
- Apology for the FBI situation. Next time we'll plan better. This is an important piece of the project that must be done to ensure success and safety.

Volunteers

- Introduction of Vicky, who will be helping Gwen with intern and volunteer recruitment.
- Presence or absence of arts and culture events will impact University's volunteer needs.
- Two types of volunteers:
 - Official SLOC provided volunteers (Greater time commitment, Uniform, background checks, SLOC training, etc.)
 - University provided volunteers (We determine how service will be rendered etc.)
- Gwen proposing a database for our own volunteers. This could be a sub-part of the SLOC master database, or something separate.
- Worry about upcoming advertisements for SLOC temporary employment-may take away potential volunteers.
- Security (Bob) interest in using some University volunteers to help out with security.
- (Action: Gwen–be prepared to discuss this issue further at next meeting including potential avenues for volunteer usage and the database issue.)

Housing

- Everything seems to be coming along on schedule in terms of the Olympic time line.
- One building of Sagepoint is not ready for Fall student move-in.
- Need to start formulating transition plan for moving students in and out of the old student housing during the usage periods.
 - Potential problem: not sure of expected enrollment for semesters effected.
 - Potential problem: Eccles Broadcast expansion may affect usage of VanCott, but that is more Broadcast's problem than ours.
- Need to get Levels of Service projects done. (Action: Dan/Ted)

Operating Plans

- 75% of all campus plans have been received.
- Human Resources is the biggest missing chunk due to their current lack of a VP. Interim VP is working on something.
- All missing units have been contacted.
- Currently identifying key Olympic resources.
- Plan to have a draft by September that the planning committee can review. Hope to have a version suitable for public consumption by January.

Planning and Activity Chart

- It is important to bring significant dates and events to this committee to keep the chart and list updated and therefore useful. (Action: All)
- Aubrey will bring a updated version of chart to each meeting. (Action: Aubrey)
- Need to work on finding other ways of making this more accessible to other committee members (i.e.

website, viewers, etc.).

Requests for plans and drawings by Olympics related agencies

All agencies asking for drawings need to first go to Denise (SLOC) to see if they are already on file. These plans cost us, and are particularly expensive on short notice. Our only obligation is to provide them to SLOC; other agencies need to use the proper channels.

SLOC's Planning Schedule

SLOC has a November/December deadline to present their plans to the IOC. That means we should have more concrete information soon!

16. Other Business

-(Wayne) Problem with misinformation fed to the public/campus community. Ray Haeckel has been appointed as the Olympic-related public information flow person. (Action: Aubrey/Kathy—make sure Ray is provided with a copy of the minutes from committee meetings, and all other relevant information pertaining to the committee).

- (Rick L.) The Master plan is a top priority. Hopefully the site plan (which will include transportation routes, checkpoints, etc.) will be available by late August/early September.

-(Bob) Security plan power-point presentation for next meeting.

-(Jerry A.) Risk Management has no insurance for visitor compensation of accidents on campus. Please don't make promises we cannot or will not keep! There will be a central place and procedure for filing to avoid finger-pointing.

-(Norm) Parking power-point presentation for next meeting.

9/15/00 Olympic Operations Committee

Review of Action Items

-Norm: UTA Discussions:

- If sales tax increase goes through, there will be an increase of UTA service. If it does not, there will likely be no increase in service unless we pay. (No further action required)
- Question raised: Can we use SLOC drivers and busses to shuttle from the Lightrail stop to the hospital? We are planning to do this with our own shuttles and drivers, so it might not be necessary. If it does become a need/want, Tom Halleran is our SLOC contact.(Action: Norm)
- Hospital wants more increased service from outlying areas directly to the hospital from January to March 2002. (Action: Norm)

-Norm/Pete: SLOC Fieldhouse use prior/during the Olympics:

- We should have more info in the next month or so as the plan is fine tuned for IOC consumption. (Action: Pete/Aubrey)
- They are showing less interest in use of the Tennis Center and the Bubble. (Action: Pete/Aubrey)
- The Bubble will be in a firework fallout zone. This means that the Bubble needs to be down if fireworks are to be used. It takes time to bring down and store the Bubble, and this is a particularly difficult process in freezing weather. (Action: Pete/Aubrey)

(Introduction to Ray Haeckel, the “Olympic Mouthpiece” for the campus. He works in Public Relations, and will be dealing specifically with Olympic issues in the coming months.)

-Norm: Athletics Department use of Bubble:

- We need to keep this on the active Action Item use.
- Wayne mentioned that we need to make sure that Athletics is monitoring their use of the Bubble this season for reimbursement purposes. (Action: Norm)

-William: Polyclinic Plans

- Still fighting the equipment battle. Details to come.

-OOMT-UOPSC’s electric security workgroup participants:

- Looking for a high-techie sort of person to sit on the committee. Probably looking for someone from Steve Hess’s Operation. (Action: Pete)
- Also form a University-based support committee with a group of persons from various operations on campus that can give perspectives and input from their experiences and expertise. (Action: Pete)

Volunteer Update

-Currently have ~1100 of the 5000 people SLOC challenged us to get, so it’s coming along nicely. Most of the current volunteers are staff. Final recruitment will happen in about a year, and will be primarily directed towards students. Committee should note that meeting the SLOC challenge gives us various incentives as well as an overwhelming sense of pride in our campus community.

-Volunteer Information Services (VISIC):

- These volunteers will be organized by the Salt Lake Convention and Visitors Bureau and will primarily provide spectator services. SLOC will assist their recruiting efforts by referring to them volunteer applicants unable to fulfill the SLOC time obligations. This is also a good potential place for University people since the time obligation is less demanding and more flexible (4 hour

shifts), and most University people know the campus (our venues) and would therefore be naturally good at providing this kind of informational service. There will probably be one of these volunteers inside of the fence at each venue, some in a booth outside of the venue area, and a number of roving volunteers around each venue.

-Venue Management for Games time:

-SLOC manager from each venue.

-High profile volunteer chairperson for each venue.

-Paid Human resource person (hired by SLOC) who will manage all staff for the venue.

-One "Team 2002 Representative" (volunteer manager) for each venue to oversee volunteer needs and activities (more for the village, probably Gwen, Diana Thomas, and Gretta Peterson)

-There will also be a Village Mayor at the village venue. This person hasn't been chosen yet. It will likely be a high profile person as well. There might also be a few people sharing this responsibility one after another.

-Gwen and Vicky will be putting together volunteer "wish list" to submit to SLOC in the next few months. Part of this process will involve working out volunteer "hours of operation" for University venues.

Parking and Transportation

Handout: Rice-Eccles Stadium portion of the Olympic Transportation Plan Draft.

-There will be no parking near the stadium, so spectators will be encouraged to use Park and Ride and other public transit options.

-We don't know the Lightrail station configuration yet, so there are still questions.(Action: Anne)

-Media, sponsors, and Olympic family to be picked up and dropped off with controlled entrance.

-How will private vehicles be controlled? UOPSC to be working on this issue.

-Still working on the plan for Paralympic events.

-Superimposing traffic plans should happen by October 1st—using a new GIS system. (Action: Norm)

Public Safety and Security

-"Everyone is in Australia, so there's really no news!"

-Power Point presentation for next month by Sgt. Curtis. (Also from Norm's group)

-Looking for funding to attend a multi-unit task for Utah training about riot situations and to upgrade to a 800 MHz radio system. We need to involve HSC and EH&S in this process. There will be some wiring issues for dispatch, USB 241, etc. (Action: Bob)

Public Safety Plan

-There are 7 campus agencies involved in this plan with 28 separate operating issues that need to be worked out. Currently, the groups are in the process of identifying those issues.

-Interested in being involved in a Coordinating Scenario to take place in March.(Action: Bob/Marty)

-How and what should be communicated on a web-based information system.

-Currently conducting chemical inventories with various groups on campus.

Campus Construction Projects

-Eccles Broadcast expansion: scheduled to be done by November 2001, so this shouldn't be too much of an issue.

-Emma Eccles Jones project: construction could begin at the beginning of the games, maybe after.

-Hospital expansion and HCI: will likely be under construction.

-Campus interior:

-UMFA (old) interior renovation–Spring 2002

-LDS Institute–scheduled to be finished Spring 2002, hopefully will primarily be interior work by Olympic period.

-We might be able to persuade various projects that it will cost more if they start construction before the Olympics due to no-build days (i.e. Ceremony days).

Standard Levels of Services in Fenced Areas

This will hopefully be worked on in the next couple of months.

Insurance Questions

-Number of persons in and around campus (not fenced areas)?

-Number of persons in each category?

-Kent Curtis, Rick Linio, and Richard Tyler are all good possible resources.

10/20/00 Olympic Operations Committee

UOPSC/Security–Presentation

- List of potential cultural event sites
- Significant dates (note: UOPSC would like to use MAGs for pre-dress rehearsals)
- Projected venue numbers
- Planning goals
- Traffic concerns
- Parking
- Medical facilities
- Plan for medical centers
- Potential threat areas
- Rice-Eccles Olympic Stadium venue
- Athlete parade route and stadium configurations
- Staffing

VA–Presentation and Issues Discussion

- Need to convince/educate Washington of proximity, safety, and security needs
- Will be building a steel and stone fence, security cameras, locks, ID badges, lighting, signage, and pay for coordination and AE oversight
- Impacts worry
- Need to stay open for medicine and education needs
- Paralympics issue—even greater influx of veterans into the area

Parking and Transportation

- Map with proposed paths of travel
- Parking on streets during January and March to help alleviate shortage
- We get back 300-400 more stalls with new proposed Ceremony plan
- Need a discussion about placement of East Stadium MAGs and resulting traffic implications on Guardsman Way

Ceremonies

- Redesign of venue plan—opens up area, moves fence far enough away from structures, provides enough room for MAGs, and makes an area for “festival atmosphere”
- 2 entrances—one in West Stadium lot, one in East Stadium lot.
- Action: Make sure plan is being worked out from the most recent TRAX map.

Polyclinic

- No Critical Update

Festival Plaza/Atmosphere Ideas

- Would primarily be for Staff members with the intention of helping morale during Olympic period.
- Fine Arts and Marriot Library plazas would be the festival corridor. Also, consider using the corridor down to Presidents’ Circle.
- Need to consider the parking and law enforcement considerations and needs.
- Festival open during business hours, but not on ceremony days.
- What if the public decides to come?
- Possibility of using shuttles for employee park and ride to TRAX stations for downtown cultural/festival night events.

Infrastructure Support Sub-committee

–Tabletop presentation exercise on November 28th–want to involve Uof UPD, VA probably involved through Federal groups.

–Action: Bob and Kent: Please help Marty in planning/involving proper people for the terrorist prevention/task force activity.

12/15/00 Olympic Operations Committee

Mike Halligan, University Fire Marshall, reported on his visit to the Sydney 2000 Summer Games:
(His report generally pertains to Fire, Police and EMS)

Fire Protection/Prevention Planning

- Planning effort was tremendous; hence, few mistakes.
- No problem with working relationship between Fire and Police, since they were already one agency.
- Prevention plan was very strong.
- Our proposed plan is very similar to Sydney's.
- Final analysis document from Sydney should be here soon. Action: Mike will share the document with Pete.

Venues

- Village housing consisted of townhouses in a very large space. The area was a EPA reclamation project.
- Technology was very heavy in all venues.

Live Event Sites

- Three main areas.
- Number of people attending events was underestimated.
- EMS had a difficult time accessing the injured, due to the large crowds.
- Sydney had a security perimeter. We will be dealing with a more open area.
- Operating guidelines were very simple—only 13 pages. We will produce a similar plan to avoid confusion with training, etc.
- Overtime exceeded total allocations during the first week.
- Employee morale was a problem—issues with site preferences, etc.
- Village fire brigade had no issues, since they had a permanent assignment, own fire truck and services.

Volunteers

- Volunteers in secure areas had no flexibility and were not able to make judgement calls in unpredictable circumstances.
- Outside venue volunteers were more flexible.

Site Planning

- Planning for outside sites will require the same planning as the secure sites.
- Plans for EMS access will be a priority.
- Action: Pete will make sure that the EHS department plan will be incorporated into the University's Public Safety Plan.
- Crowd control was generally not a problem. Minor misbehavior was generally ignored.

Employee/Volunteer Accreditation

- Their accreditation process was a problem. The process was so poor that staff was prevented from performing their jobs at times. We definitely need to improve on this process. A one-part pass would be best.
- Accreditations will start at the University March 2000.

Building Relationships

- SLOC/Venue relationships should start immediately.

-Action: Kathy will send Ron Cameron a copy of the University's 2002 Olympic Planning Organization Chart.

Emergency Contact Numbers

- All international emergency call numbers were programmed into their emergency system.
- Action: Dan Patterson to determine how this pertains to us. Could be SLOC action item.

Training (EMS, Fire Protection, Police)

- Existing plans were expanded on and put in writing.
- Groups were trained by authority level.
- Each venue had its own training manual, which was produced by at the venue command level.

Equipment/Technology/Communication

- Equipment purchases were kept at a minimum. Extras were eliminated.
- The newest technology was in place, but it was not always used or necessary.
- One standard technology should be adopted by all agencies.
- Acronyms should be avoided. Keep communications simple.
- Recommend keeping U staff, volunteers & workers updated on schedule, etc. Sydney published info frequently.

Fire Related Info

- 150 calls were received (excluded EMS). Village: 3 calls, Stadium: 18 calls.
- Incidences were decreased by prevention efforts.
- Life safety issues were identified and dealt with on a daily basis.

Sydney's Formula of Success

- People—teamwork.
- Right equipment to perform job—kept staff happy.
- Site preparations—staff was trained and knew their role.
- Support—had plan, process & backup plan in place.
- Good transportation plan.

Sydney's Medical Services

William Holt will update the committee on his observations of medical services at the next meeting scheduled for January 19, 2001.

Permitting

A meeting will be scheduled soon. This is in Roger Black's court.

Accreditation

We will start looking at the process for official badging in Spring 2001.

Procession of Athletes from Village to Stadium

- Will take approximately one hour.
- Traffic flow—suggest publishing a time frame to alert public to lessen traffic congestion.
- Visibility/security is a concern.
- Road closure a issue.
- : A copy of the University's position statement will be given to Ron Cameron.

Volunteer/Staff Training

- Coralie Alder will help with training process.
- A rep from HR has been assigned to 2002 Olympic Operations Committee.
- A separate Training Subcommittee will be formed.

University Public Safety Plan

- Our plan will be meshed with UOPSC plan.
- EHS, transportation, facilities, etc., each have a critical role.
- A communications tree will be built.

Black Ice Exercise

- UOPSC's Infrastructure Protection Subcommittee recently sponsored the exercise to look at the impact of utility system failure.
- A similar exercise will be scheduled for our University group—possibly Spring break.
- SLOC & Health Sciences area will be invited to be involved.
- Action: Aubrey Arnell will work on scheduling the exercise.

Steiner Ice Sheet

- A practice event will take place 12/21/00 at 9:00 a.m.
- Guardsman Way parking lot will be used.
- Kellie Elliot is the contact.

SLOC Venue Team

- SLOC Venue reps, Ron Cameron & Michelle Thornbury, were welcomed to the committee. Their names will be added to the committee's email list
- Venue Team meetings will start in January 2001.
- SLOC is also in the process of developing a Public Safety Plan.
- Deadline for events happening on campus to SLOC. Action: Wayne McCormack

University Communications Rep

- Coralie Alder, Communications Department, was welcomed as a committee member. Communications is an essential part of organizing the 2002 Olympics on campus.

1/19/01 Olympic Operations Committee

Welcome and Opening Business

- New Person: Julie Freestone is here to help us with our HR needs.
- We are just over 1 year away from the Olympics, time to get busy!
- Media Event for T-1year Village opening anniversary January 26, 10:00.
- Factoids and Rumoroids “newsletter” full of tidbits to keep everyone abreast of things that are happening which may not require discussion at this time.

Medical Services Presentation

- IHC and UUHC will be working together for the 2002 Olympics. The two networks are competitive for patient care, but have and continue to cooperate in research and education arenas. During the games, IHC will provide health services at all competition venues, media first aid, and the doping function. UUHC will provide on site care in the village polyclinic, for the ceremonies, and for the Olympic Family at the Hospital.
- The polyclinic will be outside of the fence for the Paralympics, and will also be open for business on the upper levels during the Paralympics.
- The polyclinic will be staffed by volunteers as well as through paid assignments from U clinics. Assignments to the polyclinic will be an incentive for good employees. For wage purposes, the polyclinic will be treated as a U clinic. Physician assignments will be treated differently and are being worked out among the doctors in question.
- Patients requiring care not available at the polyclinic will be transferred and treated at the U hospital. Also, care for the Olympic Family will be available at the hospital. Currently, William and his team are working on how to best provide care to the Olympic Family without placing excessive demands on the hospital staff. Urgent and emergency care will need to be provided to them at no cost. We can opt to charge for elective procedures, but this becomes a touchy political situation that needs to be dealt with. All charges for Olympic-related care will be charged to a designated Olympic or Paralympic insurance carrier code to keep the books running smoothly and accurately at the hospital.
- William and his team are emphasizing Planning, Communication, and Patience as the way to most successfully get through this opportunity and challenge.

Operations Plans

- The Public Safety Operations Plan is currently on the list of urgent projects.
- Action: Everyone-Please get busy revisiting and updating or creating your piece of the plan. The final plan cannot be complete without your part and its important that we get this done ASAP so we can begin educating everyone on how it is to be carried out.
- Pete is also updating the Emergency Operations Plan (this is different than the 2002 Olympic Operations Plan) so that it dovetails the Public Safety plan. This will eventually become part of the 2002 Olympic Operations Plan, so time is of the essence, but this plan will also survive the 2002 Olympic Operations Plan, so there are some enduring topics that must be addressed and worked out well.
- How to transport people in case of various incidences-shuttles may need to be a part of the plan.

–How to and who gives the order if evacuation becomes necessary.

–Ceremonies has a document that would be helpful to this effort; Action: Ron–get this document to Pete.

–Action: Pete–email the most recent draft of the plan to committee members.

Initial review from Security Consultants

–There are quite a few areas on campus that are a security risk. The recommendations have been sent to Arnie for consideration. We will work on the situations as best as possible, but time and money are huge considerations. A written report is following which will have a preface that states that the recommendations are given with a realization of finite resources and funds. If we track our search for funds, this should cover us from a liability standpoint.

–A lot of the security risks that were identified, we already knew about, so it wasn't all new, shocking information.

–UOPSC had a seat in this process, so maybe they understand that some of these issues are great candidates for federal monies.

–We have a number of issues that could be helped if not solved by in-house cleaning issues. For instance, we need to lock doors and enable the security measures that are already in place.

Badging and Credentialing

–We need to start looking at our staffs to see who might need to be credentialed and badged during the games, either because they will be involved with the games, or because they will need access to secured areas for their University functions.

–We can “force” a SLOC credential if it is an absolute business need.

–We need to emphasize to employees that the status of their SLOC credential generally cannot have bearing on their University employment. There could be some exceptions in cases of single-person specialties, but we should emphasize the separation of the two to invoke cooperation and good feelings among employees.

–A separate U credentialing process to allow critical staff into secured necessary buildings and areas should not be a problem.

–We need contingency plans if our planned staff does not pass the test.

–Action: Pete–bring credentialing levels for various areas and buildings to the next meeting.

–Action: Julie–find out how to handle/obtain photo badges for critical staff, and how much it will cost.

–What about guests in the med towers apartments?

–We need to start identifying soft security spots now and start enforcing early to allow for a “grace period” and avoid shock problems.

Security Fences

–The Village fence-line is essentially identified.

–The Stadium fence-line should be identified by late February/early March.

Security Officer Meeting Places

- Kent needs some spaces near the Stadium for briefings and for break rooms.
- Carlston Hall auditoriums or east side is a possibility.
- Action: Kent–give Wayne some numbers and time needs so he can look for an appropriate place.

Updates

- Telecom: Dan Patterson–voice, data, video, etc. will be SLOC property. Need to know the needs, especially for the Polyclinic.
- Housing: Dan Adams–the website is up to communicate with residents.
- Public Safety–working on a plan with William to provide security in case of an Olympic Family visit to the hospital.
- Risk Management: Jerry Allred–wants to make sure all IHC volunteers are insurance covered.
- Health Services: William Holt–working on a 1-year out meeting (January 29, 6:30 @ Guest House) to help the Health Network see the big picture of the Village and the 2002 Olympics. Wants to give information to staff that will allay fears. Wants to include main campus. Plans on highlighting the webpage and drawing attention to the parking segment.
- Auxiliary Services: Norm Chambers–Ceremony planning is moving into high gear. The planners are going to the IOC in early February. Parking arrangement meeting planned to fine-tune parking issues. Parking page has been established to help patrons see parking info. The page includes a “speaking tour” available to help with communication with the campus community.
- UOPSC: Kent Curtis–wants to know where to park an/or how to transport for snow removal and security on Ceremony days. Is it possible to reserve some lots, use shuttles, and/or use golf carts?
- Facilities Planning: Anne Racer–still hopefully anticipating the bridge. There is a possibility that some of the hospital area projects will be downsized or postponed until after the games.
- Olympic Coordination: Wayne McCormack–Cultural Olympiad events planned for Fine Arts Museum, Marriot Library, Natural History Museum, and possibly Gardner and Kingsbury Halls. We will also likely have stuff in the Union Corridor. The Alumni House, Business Buildings, and Kingsbury Hall all have leasing possibilities. The 2002 Olympic Masterplan is being given a final tune and OK Monday, then will be prepared for distribution in departments and libraries. It could possibly be posted on the website. A Chronicle press release is scheduled for January 29. Please think creatively about using logos and such, but please come to Gwen for permission. SLOC wants the logo to be used, but only with proper permission.
- Olympic Coordination: Gwen Springmeyer–thanks to Ted, who helped arrange for an athlete to do some filming on short notice.
- Radiological Health: Jim Thompson–the International Radiopharmacy in Research Park raised some security issues from an FBI visitor and inspection. He called it a “security nightmare.” He will send a written report to Bob Wilson, then we need to work together to find some solutions for this area.

–UOPSC/RES: Dan Stanton–addressing issues such as ARUP and Regulated Waste etc. including plans for forgotten security passes.

–SLOC Stadium: Ron Cameron–focusing on operational compounds for the Ceremonies so they can finalize parking lot plans and so forth by the end of February. Ceremony plans are being finalized, but will likely still be kept fairly secret to maintain the element of surprise. The “Look” department is considering a giant banner for the Behavioral Science building, similar to the one downtown.

2/16/01 Olympic Operations Committee

Badging and Accreditation

–This issue is now one of our top priorities. The official process will begin in June or July, which means that we need to identify people who must be inside of the fence by name and/or task now. (Action: Everyone-begin formulating lists, bring any problems and issues to discuss next month.)

–(Julie)-If there is a “one and only” staff member to perform a certain obligation, that person can be required to undergo the accreditation process and fulfil the duty. It’s a little bit more difficult when we have a group of people who are able to fulfil the task. Julie recommended ideas such as volunteering, seniority, performance evaluations, and so forth to select which staff members can/must be accredited and perform the service in these situations.

–(Bob)-UPD has a list from FBI of University affiliated people who pose a potential threat. We need to decide if this list should be consulted before submitting a person to the security checks, or if it should simply be a part of the check. (Action: Pete, Bob, Wayne, and Julie-meet and discuss the most proper way to handle this issue.)

–Badging is an interior mechanism for ensuring that the right people (and only the right people) have access to areas of campus that may be “sensitive” during the games. Vehicles as well as persons should be badged.

–We shouldn’t have to worry about badging students since there are non-secured routes to the housing.

–There might be an issue with people who will need expedited access to and through Research Park if Ceremony Spectator parking is allowed on their streets and/or parking lots. (Action: Wayne/Norm-discuss issue with Charles from Research Park Associates to determine what promises have been made, and what impact they will have on the University.)

–Badging design and options: We need to consider what information needs to be on vehicle tags, and how they can be designed to maximize visibility and security. Person badges could be tied to the U-card (\$3-10/card), a separate photo card (~\$1.40/card), or could involve a list or card supplemental to the U card. These options need to be discussed further. (Action: Aubrey/Pete)

Licencing and Logos

–Non-Commercial usage of logos: “Go for it!” Just ask Gwen for guidelines and permission first. SLOC wants us to use the logos (appropriately) and be excited about it.

–Commercial Usage is still pending a co-branding agreement. It should be finalized soon.

–Co-branded items must be procured through SLOC vendors. A catalog of these vendors is available.

–Earl and the Bookstore (this is our supply line) are working on a standard logo/t-shirt design to be shared with all staff during the games. William reminds us to please remember the Health Sciences people in this issue.

–Action: Gwen-work on providing decals for all U vehicles.

Procurement and other Legislature Issues

–A bill is being introduced into the legislature that would bypass standard procurement requirements during the Olympics. This would allow us to purchase items SLOC brings onto campus and makes them available without getting other bids for the item. (Note: Bill Passed)

–Another bill is proposed that would allow UDOT to “commandeer” road in the state. (Note: Bill Passed) Also, there are rumours of legislation that would declare bodies inside of Olympic venues as belonging to the state.

–We all need to keep our eyes and ears open for issues that might affect us. Please forward any interesting news you hear to Pete.

Black Ice Exercise and Interdependencies Issues

–UOPSC is hosting an exercise in March to learn about incident management. There will be a follow-up State exercise in April. The University wants to do a tabletop activity at this event. Due to these two events, it will be best if we procrastinate our University version of the Black Ice exercise for now. The end of Summer is probably a good time to pick this back up as we begin to do final training and preparation for the Olympic presence.

–Pete is planning to distribute the interdependencies task force document to help us identify critical areas on campus and how they rely on one another and need to work together. (Action: Pete/Aubrey)

Traffic, Vehicle Counts and Deliveries

–A vehicle count was done on upper campus in the areas that will be affected by the vehicle checkpoint. Much of that traffic won’t be there during the Olympics, and a lot of people traveling on those routes now could use an alternate route to reach their destination. The situation can be workable, but it will require planning and education.

–Med Drive will likely be open, but with restricted access. Details are forthcoming.

–The closure of Connor Road between the Hospital and Research Park will also affect the traffic situation.

–There will likely only be the Hospital expansion and Huntsman Cancer construction happening during the games. The absence of the other projects will help the situation.

TRAX update

–The project is on schedule.

–The LDS Institute has requested that the station be moved further East to the intersection of South Campus and Campus Center Drives. President Machen has tentatively agreed.

–The east expansion could start in June 2002 and the project could be complete by 2003.

Ceremonies

–There have been some 1-year out tests that went well. There was a good variety of weather in the test period.

–Team is in the process of finalizing venue design and maps.

–The athlete’s march is also being finalized, and a meeting is planned with Chris Hill to discuss how the fence for the march will affect the Basketball games.

EOP

–The EOP is nearly finished.

–The Olympics won’t significantly change the plan. However, while the response will be the essentially the same, there will need to be some adjustment in the communication that takes place during and concerning an emergency event or situation on campus. (Action: Pete, Kent, Kirt, Bob,

Marty, and Wayne-need to discuss these alterations.)

–Everyone needs to work on their individual plans. Marty cannot prepare a valuable practice exercise without our instructions!

Regulated Waste Security:

–Security System--4-6 people regularly access the building. There has been a loss of tribal knowledge of how to operate the security system since it has been turned off. The best idea is probably to turn it on and re-train necessary individuals, then leave it on and keep up with the training after the games. (Action: Marty/Pete)

–Since closing the building for the games period isn't really an option, the building will need to be included in the fenceline. (Action: Pete-arrange a discussion of this matter with Randy, Marty, and Jim)

Updates

–(Anne)-Engineering building might not happen before the Olympics. We should probably plan that it will, but expect that it won't.

–(Michelle)-SLOC Ceremonies group is working on their emergency plan. The Fenceline should be finalized soon as well. The Stadium architect is on the team to work with venue design.

–(UOPSC)-Manholes will not be welded shut, but there will be some other sealing system for them.

3/16/01 Olympic Operations Committee

Review of Action Items

- Norm Chambers to meet with Charles Evans next week to discuss parking and transportation agreements that have been made by Research Park Associates.
- Gwen to obtain Olympic vehicle decals for Police and other University vehicles.
- EOP and Regulated Waste security issues still pending.

Accreditation

- Handout from SLOC: Background check criteria for 1st-level criminal history check.

-Procedure: We will assemble lists of people who will need various types of access (regular, day pass, guest) for both venues. The Venue teams will then work with us to evaluate, assemble, and prepare the lists for the SLOC Accreditation team. The Accreditation team will prepare and issue all passes.

-Huntsman Center accreditation is a part of the Ceremony venue. Don't forget who will need to be in that area.

-Communication and Coordination with staff: We need to be sure to make all necessary information available to potentially volunteering staff. (Don't overemphasize the security check, especially at the cost of information such as possible odd hours and no vacation during the period.)

Make the information upbeat and simple, but provide sources for additional and specific information that individuals might require. We should try to make working inside of the fence a perk as much as possible.

"Non-volunteering" staff will need to be handled on a case by case basis. They cannot refuse to try for SLOC accreditation without being insubordinate, but they can not be terminated based on a denied accreditation.

-UOPSC and Public Safety need to be seen as separate from the University and U Human Resources. Individuals should be made aware that the background check is not a condition for long term employment. Also, HR should not be made aware of the conditions for an individual's rejection of SLOC accreditation. (That means that the FBI list Bob has needs to be kept confidential, not used for "pre-screening" within the departments.)

It would be useful for us to know UOPSC's denial procedure and response so that we can formulate our own response that would refer individuals to UOPSC/Public Safety for more information and therefore keep the information away from our eyes. (**Action: Bob to research that process and any associated phone numbers that could be given to interested parties.) Wayne's office will be the contact point and final filter for the accreditation process.

-Be aware of the possibility of 11th hour needs, but plan and formulate lists of employees potentially needing accreditation as comprehensively as possible now.

-There will be a "daily task list" each day showing who should be in any given area on a given day. People not on the list requesting access will need to be verified through the same process. This will be somewhat of a hassle, so once again, planning is essential.

-Vehicles that need to be behind the fence will need to be coordinated ahead of time to make parking possible.

–Badging of vehicles is being coordinated through UOPSC. We need to make sure that we keep the numbers of vehicles requiring badging to a minimum. (**Action: UOPSC to begin working on a template of vehicle zones.)

Security Sub-Committee

--Venue Commanders and Assistants, Bob, Wayne, Pete, Norm, Dan, Aubrey
–To work out specifics of fencing, badging, and other security-related issues.

Training Sub-Committee

-- Julie (Chair), Coralie, Norm, Vicki, William (or delegate), Ben, Jerry
–“Customer Service” training for University employees.
–Other opportunities or issues related to the Olympic presence on campus.

Updates

Dan: The next big issue for housing is the move to the old residence halls. Formulating plan now. Stay tuned for details.

Norm: Currently fine-tuning the parking for the Ceremonies Plan. Parking on the street won't work, so other solutions are being explored. Alma is working on a brochure or 2 to help with parking issues on campus. The idea of temporarily removing the island on North Campus Drive by Federal Heights to alleviate some traffic congestion is being discussed.

Bob: FEMA group will be back next week. TRAX will not be running after 1pm on Ceremony days.

Kyle: Bringing barricades into Village tonight. (Note: This creates a noise issue for residents. In the future we need to be more diligent in sharing information with ORL in a timely manner so that information can be shared with residents.)

William: Kodak and Contractors indicate that they can work in the given timeline for the Polyclinic. There is some concern about cost, and an X-ray is require to check post-tension slabs to see if the current plan is possible.

Ron: Has some concerns about the new legislation regarding the State's ability to check bodies. It's a post-mortem kind of issue. (**Action: Gwen to check if bill passed.)

Aubrey: Please let me know if you are still having email or attachment issues. Keep working on badging issues and ideas.

Anne: Hospital expansion will begin around early summer. Huntsman may begin in fall.

Kirk: New Vil lage perimeter map. E-transfer to Denise. Please keep this information secure, it should only be shared on a need to know basis. Also, please try to control the rumour mill, particularly in the medical area. We are the first source of PR and education. Try to foster good feelings and accurate information!

Gwen: The co-branding agreement for retail goods is nearly in place. Shane Hinkley in the Bookstore is the co-branding contact.

4/20/01 Olympic Operations Committee

Training Sub-Committee Report

- “What do staff need to know, and how can we best get that information to them?”
- Please see Handout of training issues for staff discussed at sub-committee meeting.
- Should possibly include an “unusual stuff” subject that could include how to recognize and what to do in case of a bomb situation, suspected terrorist, etc. (The VA is working with the Red Cross on a mental health staff training, “Critical Incident Response Teams”. This will likely take place in November; we could possibly partner on that.)
- Should possibly include a bit on student and staff services—what will change and what will stay the same (i.e. housing, student life, Human Resources service, etc.)
- (Wayne)—Need to discuss funding. Can possibly receive some monies from PR for printing and training materials.
- Sub-committee had 2 ideas for training presentations:
 - large offerings with pre-set times at which the “expert” would explain and train in a particular subject to any number of employees from the entire campus who could attend.
 - presenter, power-point presentation and handouts covering all topics that could rove around from function to function training employees in their own element.
 - in reality, we may use some combination of these two ideas to get the information to as many people as possible.
 - Plan to work with existing information and available materials. The purpose of the sub-committee and trainers would be to collect it and share it in a way that would be useful and understandable to all staff.
 - A take-home packet or training manual would be a nice supplement. However, it needs to be seen as a supplement to a face-to-face training environment, not a replacement for it.
- How long should the training last? Could possibly vary between groups.
 - A basic “canned package” that could be adjusted through QA etc. for various groups?
 - Separate modules of each type of training?
 - Presentations should probably no more that 2 hours.
- The Olympic Coordination office is already doing some informational presentations about the Games and their impact on the University. The training sub-committee should probably either borrow from this presentation, or complement it. That would help assure that everyone is receiving the same information.
- It might be useful and worth the expense to compile all of the presentations into one CD-Rom, or even into a video format with voice-over. (The VA is working on a patient information video that will include some ariel shots of the campus and surrounding area. We should consider working with them to obtain this footage and control costs for both parties involved. However, this decision would need to be made quickly as the VA is shooting for a July/August distribution date. Also, the U hospital might be interested in the specific video project that they are working on in that it would be useful for their patients as well. Action: William to coordinate between U hospital and VA, Julie to stay involved.) A video format could be digitized and distributed in an MP3 format via websites.
- Dan recommended that we could perhaps print some “instant information” cards that could hang on

employee badges during the Games.

**–Please forward comments and ideas (or a note indicating your lack of comment or idea) to Julie (julie.freestone@nsc.utah.edu)

Accreditation

–We have received accreditation templates and background check forms from SLOC.

–Pete, Wayne, and Julie are currently drafting a memo that each supervisor could distribute with accreditation forms. The forms would then be sent to Holly in the Olympic Coordination office, and questions would be directed to Julie in the HR department. They are still discussing the best way to distribute the forms.

–Expect the accreditation process to really kick off around mid-May and to be essentially finished by August/September.

–Once the accreditation database is submitted to SLOC, the Accreditation Team and Venue Managers will work out the final list of who needs what access in any given area or level of accreditation.

–William’s Question: are medical equipment contractors and staff to be handled through the SLOC Medical or Village team? (Action: Wayne to find an answer and report.)

Athletes’ March/Badging Needs

–Map–Shows all security areas for both Venues as well as the Athletes’ March.

–Any group that is in a fenced or secured area will likely need some kind of badging to access the areas on event days (3-5 days). This is different than accreditation, it is just identification of people and vehicles that belong to the University and have business in particular areas of campus during sensitive periods.

–The Athletes’ March fence will go up in January. There will be gates on the sidewalks to permit access to all areas until the security sweep immediately prior to the event.

–By May/June, SLOC traffic plans should be complete. These plans will help us further identify which people and vehicles may need to be badged for access to their areas.

–Some of our “neighbors” might also need to do some badging, or at least be informed about the security measures that will go on near their operations (i.e. BoyScouts, VA, Wasatch Clinics, etc.) (Action: Everyone, please let Pete know of any groups that might need some kind of access or information as you consider the maps and think about the issues.) There will be an Open House at Rice-Eccles Stadium arranged through PR. This could be a good place to explain transportation, security, and other issues to the neighbors. (Action: Pete to get information to Coralee’s office)

Co-Branding/Insignia Wear

–The Bookstore and Olympic Coordination office are currently working with groups on campus to make a single logo and a catalog of available merchandise available for purchase. Individual departments could personalize this merchandise somewhat by adding the department name on the item. Expect this catalog of products to be available and distributed around June.

–Approvals for use of logos still needs to be coordinated with Gwen through the Olympic

Coordination office.

–The Bookstore (Shane Hinkley) will do the coordination with vendors, royalty agreements, and actual purchasing of products.

–Loretta Harper has been asked to identify a guideline to be used by departments as they wish to purchase these products.

Table-Top Emergency Exercise

–A State-wide emergency tabletop exercise was held Wednesday, April 18th.

–2 feet of snow, traffic accidents blocking 1st South.

–Ceremony dress rehearsal day—extra 20,000 people on campus.

–Bomb scares, chemical spills, vandalism, mob, maintenance situations

–7.7 earthquake and accompanying fires

–More Olympic presence would have been nice, particularly since communication with Venues and UOPSC became an issue.

–How to transport injured to the hospital became an issue that needs to be discussed.

–Overall, the communication around the table was really good. The flow of information and decision making is basically working.

–A similar activity with the Olympic Operations committee before the Olympics would be beneficial. (Action: Pete, Marty, and Mike to arrange this event.)

Updates

–Pete: FBI site survey of Housing is scheduled for May 17-30. On May 7th, Questar will begin running the gas line from Guardsman and 5th South to the High Temp Plant. UDOT will also begin re-paving State roads on campus soon. Be prepared for some disruptions! Also, the PX is apparently planning to move back in after the Games.

–Ron: A “turf-trading” meeting is scheduled for Friday to finalize and formally request use of University facilities. The Ceremony Venue footprint is basically done.

–Norm: UDOT is in the process of establishing an RFP for a traffic management firm. This firm would help with public information including brochures and possibly signage. An outline is expected in May.

The Ceremonies Transportation group is discussing the possibility of using TRAX on dress rehearsal days—specifically the 6th—to create traffic into the sponsor areas. This idea has not yet been presented to or signed off by the Ceremony Venue team or by UOPSC. Stay tuned for details. The Ceremony group is requesting street closures for the Monday dress rehearsals. They are planning on doing two complete rehearsals on this day, one in the afternoon and one in the evening. This would basically mean 10 am to 10 pm road closures. Norm has requested more information including impact maps before agreeing to the plan.

There is discussion about using the Bubble again. This still creates firework problems, and therefore needs to be discussed before any agreements or arrangements are made.

-Gwen: Vehicle Decals—(see handout with information including designs and contacts.) The make and model of the vehicle the decal is to be placed on is an issue. It is necessary to keep the decals as far away as possible from any emblem (except the Chevy emblem.) (Action: Pete to get approval from Randy/Arnie)

-Michelle: Free-Speech Zone—a letter with the City to UDOT will be issued soon outlining the proposed zone (on 5th South, between 13th and University Street). It appears that the city might administer the permits and manage the area. We need to work on a protocol/standard response to those seeking permits that would encourage use of this area.

-William: Air space issue with Air Med/Life Flight and the Village—at one time, there was discussion about a identifier beacon issued by the Feds to identify these vehicles. Still waiting for an answer/information. (Action: William to talk to the aviation sub-committee about the issue, Kyle to talk to Paul about the issue.)

-Kyle: Please keep maps and fence lines sensitive. This information should only be shared on a need to know basis. Call him if you have any doubts about whether information should be shared.

-Ann: FYI newsletter is a good way of keeping staff and faculty informed about issues. Please email her with issues that could be shared in this format (floor@ucomm.utah.edu). (Action: Pete to get Ann on Project design notification list.)

-Mike: The firework people are looking for parking lots. The parking website can give some good information about this. (Action: Pete/Norm to get current parking lot plans to Mike and keep him updated as discussions occur.)

-Jim: Wants a copy of the FBI report on the Intermountain Radiopharmacy. (Action: George to find out why it hasn't been distributed and if selective distribution is now possible.)

-Scott: VA would like to coordinate vehicle placards with the University. (Action: Kyle to get group together to work on this issue.) VA needs to be kept up to date on the torch-run issue. If it does go on Foothill, that's an issue for them. The VA campus is getting their fences on the 15th of May. They will begin getting cameras, locks, etc. in June. The tower will be build during the games. There are some shuttle questions. (Action: Scott and William to work together to answer these questions.)

-Anne: Self-guided walking tour of Fort Douglas is completed. The booklet includes sources of information, a website, and lots of information. Spread the word! Anne's office can provide additional copies and holders to put in your office if you feel that patrons would be interested.

6/9/01 Olympic Operations Committee

Accreditation

- We have almost finished assembling the accreditation lists for both venues.
- All areas outside of the Village will be covered through the Ceremony venue.
- We are still working on zones and access rights.
- We are nearly ready to send the staff memo and accreditation forms to individuals. This process will help us to finalize the lists. As we receive responses from individuals, as well as from SLOC security, we'll be able to see gaps that need to be filled in our lists.
- Types of Accreditation passes:
 - One-Part Pass: a full pass with personal identification and venue information which allows full access to an individual to a specific venue or portion of a venue.
 - Two-Part Pass: the personal identification portion of the accreditation is issued to the individual; the venue information and permit portion of the accreditation is attached to make a full permit as needed. This style of pass would allow us to allow individuals into all areas of both venues on an as needed basis. The venue portion of the passes could be kept in a central location for check-out as individuals left to work in a venue area.
 - Day Pass: this pass generally requires a 24 hour advanced notice to SLOC Accreditation. It allows an individual into a designated venue or part of a venue for 1 day only.
 - Guest Pass: this is a non-accredited, chaperoned, 1-day access.
- Handout: Accreditation process
 - We are currently at #2 in the process.
 - We negotiate needs with each Venue Manager. We tell them what we think we will need, and they tell us what we can have. SLOC accreditation mediates if necessary.

Badging

- Sending out a memo soon to buildings adjacent to the Athletes' March corridor.
- Groups not adjacent to the march may elect to do their own internal badging. This can be coordinated through the UPD security visits. We are willing to facilitate, but not pay for these elective badges.
- Lanyards are being ordered soon.

9/28/01 Olympic Operations Committee

Security

- Monitoring the situation.
- Not a lot is changing at this point (Fencelines, etc.).
- Policy statements will be shared at the Stadium Open House.

Accreditation

- Lasts call for accreditation stuff.
- October 8 deadline to SLOC.
- Part time employees do not have a free U ID card.

Building Visits

- We need to add ID to staff presentations–See Julie.
- (Action: ID needs to be a security meeting issue.)

Parking

- Ceremony plan is nearly finalized.
- 1/3 of the East Stadium lot is gone on Monday. Users will be referred to Guardsman.
- South Campus Drive (by the Stadium) closes on November 12.
- Full SLOC takeover of Stadium occurs on November 25.
- 150 spaces in Sagepoint close for Dining tent construction on October 15. Users are referred to the East Connor lot.
- Light Rail is on schedule to open on December 15th.
- Waiting for zoning issues to be resolved for Mt. Olivet 8.5 acre temporary lot. University meets with City Council on Tuesday @ 6:00. SLOC/SLC has an interest to support the issue so they can use the area for spectator parking/Trax park and ride parking in February. Maybe they can offer some funding to help the project along. A contractor is informally lined up to do the work upon resolution of zoning/City Council issues.
- Parking presentations are proceeding. Notifying students is becoming more important. Public meetings in the Union are planned to target students.
- Creative alternative transportation plans: U Vehicles, Carpool resources, etc.

Stadium Takeover Schedule

- October 20–SLOC move to venue
- November 12–Stadium Field, South Campus Drive, Concourses, Tunnel, etc.
- November 25–Stadium Tower

Bomb Training for Mail Handlers

- September 11th discussion
- USPS to screen mail in certain areas.
- Campus groups encouraged to learn how to notice and deal with package and letter bombs.
- Plan to set up training for November/December, need to identify areas that should be involved.

Look and Campus Decoration

- Banners–Our design and SLOC provided.
- Burma Shave
- Hardware–We're buying. Possibility of purchasing from the Village?
- Health Sciences–Meeting needed
- VA–Doing some decoration, around 10 banners.

Updates

William: Question: On ceremony day, can people leave on Wasatch Drive without restrictions? Security-wise, this is okay. It should probably be discouraged between 3 and 4 p.m. from a traffic standpoint to avoid overwhelming congestion.

Julie: The content for staff training is nearly complete. Still some discussion about how to present. The two formats being discussed are large, open forums and smaller visiting presentations to individual departments. Overall, response to the departmental idea has been more favorable. Is it possible to reach everyone in around 1 month in this format? The proposed start time for presentations is Mid-October.

Karen: Currently working to minimize what they have on site. Would like to minimize what is transported in and out of the storage area during the critical period.

Kent: Road Closure Meeting—information should be as final as possible at this point.

February 6th - 9th : 5th South Closed for Olympics

March 5th - 8th : 5th South Closed for Paralympics

Information presented at Open House.

Holly: 3 new publication will be available starting Tuesday:

–Key Dates List

–Reference Card (3 x 5 with websites and dates)

–Arts and Culture brochure

Not planning on anymore publications. Some information will also be in the 2nd edition of Peak Experience, which will be coming out soon.

Scott: Planning an Olympic Fair for October 10th to inform VA employees etc. Results of September 11th: increase police officers by 25 as well as other Federal Agents; only 1 entrance (at Foothill and Wasatch); Sticker and ID needed beginning February 1 - February 25.

*Schedule Change: October 12 1:00 - 2:00, then every 2nd and 4th week of the month.

10/27/01 Olympic Operations Committee

Security Update

Wayne: Need to define non-speech areas on campus. Kent/Aubrey to work on the map to define these areas. Some information has been passed on by alert employees, the plan seems to be working.

Pete: Need to tightly control access to drawings of campus buildings (i.e. must have a contract or a letter from the dean). Floorplans have been removed from website. Stadium security plan has been implemented. Attendant is in the lobby and requires ID and rational for visits.

Dan S.: A car was spotted taking videos of the fence. This is suspicious. Please be aware.

Kent: Browning Building issue–worried about it becoming a target. Also concerned about racial profiling (there are many Middle-Eastern employees/students in this building). There are some questions about information filtering down from building managers properly. How do we get a consistent message out to the people?

Security Fences

–Village: Fence is going up on Wasatch Drive a little bit earlier than expected. Fabric will go up in mid-November. Hopefully, Med Drive South jersey barriers can be postponed until later due to the narrow road in the area.

–Stadium: Probably will be going up soon after November 25th.

Payroll

–February 7th payday may be changed to February 5th to prevent people from coming to campus just for payday. This is still just a proposal, but it will be sent up the line for approval.

--May also adjust the second February Check and first March check as well. Payroll/Campus Mail will need to know what buildings can be accessed and which cannot to help plan for buildings that will be in lockdown on payday.

--Continuing to push direct deposit option.

Training

–Sub-committee has been waiting for stable information, but that's probably not going to happen before training need to begin. Therefore, planning to start sessions in November.

–The new HR policies and Customer Service recommendations are being published in the Pulse and FYI. Additionally, HR representatives are inviting themselves to staff meetings to discuss the changes.

Updates

VA: Have worked out a shuttle route with Parking Services.

Ron/Stadium: Thank you for the help. Team has moved into Stadium (645 and Suites).

Pete/Aubrey: Have a new assignment from Arnie to create a weekly “What to Expect” document.

Linda/Health Sciences: Need some help figuring out how to deal with daycare issues.

November 13th @ 7:00pm Union–daycare meeting with Norm’s organizations Research Park facilities should be okay, that area is still open to traffic. This issue might need a side meeting. Also, around 150 truck loads of dirt will be moved in the next 60 days as part of the Hospital construction projects. (Action: Pete to discuss with Randall Funk)

Rick L./Village: Trailers will start moving on site in a couple of weeks.

Reminder: if press comes looking for SLOC/UOPSC information, please send them to SLOC/UOPSC media relations. Don’t talk to them! Refer to Paula: 257-2744 Tammy: 257-2745

11/9/01 Olympic Operations Committee

Fences

- Final lines for fences nearly drawn. Currently on hold while Pres. Machen discusses issues at his level.
- Ceremony projects including fences are on hold until Monday when the agreement will hopefully be completed.

Health Sciences

- Clinics have not scheduled appointments after noon on critical days. This is not a closure, and has not been published, just a decision to help alleviate congestion in the area and minimize patient frustration.

South Campus Drive Closure--Monday

- Additional parking on South Campus Drive west of the stadium (A permit) and in the Business Loop curbside (U permit)

Village

- The fence is a continuing issue.
- Working on student morale
- Adequate parking, doing okay in this regard.
- Website has been updated.
- Ready to move, students are picking up new housing assignments.
- Officers Club, Building 620, Chapel, and the Bandstand are all coming along nicely.
- December 21: target completion date for student move.

Public Safety

- Feels like every possible thing is being done to make sure that things are safe and secure.

Department of Health

- Still some concern about access to back parking lot.

Payroll

- Looking at the earlier payroll option for the first February paycheck, and probably also for the first March check as well.
- There are new concerns with the second February payday. Need to know what's planned.

Road Closures

- Awaiting city and state closure information.
- Critical egress portion of South Campus Drive can be kept open until 6 or 7 pm on the 5th of February to allow staff to leave campus.

HR Presentations

- Things are starting. Some presentations have already been done and many more are scheduled as information is posted in FYI, Pulse, and by word of mouth.
- Presentations are 60-90 minutes.
- Reminder to work with Sally in the Olympic Coordination Office to keep these presentations coordinated and tracked.

Environmental Health and Safety

- Campus way-finding tours for firefighters have begun again.
- Lots of emergency preparedness training is going on around campus.
- Send Anthrax information seekers to Marty please.

Parking

- 370 additional spaces in the Wasatch Drive/Golf Course temporary parking
- 500 additional spaces on Guardsman (November 26 - December 14)
- 30 additional spaces on the wide shoulder of Wasatch Drive
- 148 additional spaces in the Business Loop
- 100 additional spaces on South Campus Drive (west of Stadium)
- Some other options include Sunnyside Chapel, Franklin Covey Field, off-campus apartment complexes, University Student Apartments.

11/30/01 Olympic Operations Committee

Behavioral Science Tower

- Cityscape Wrap: Timeline for installation and reimbursement; installation specifications
- 3 Radio transmitters to be installed on roof

Roof Keys

- Plant Operations will begin to rekey all critical roofs in January.

Payroll

- The first March payday will be on the 6th, not the 7th.

Badges and Placards

- Plans are proceeding in sub-committee
- What about Madsen Clinics?

Village Fence Discussions

- The portion of the fence bisecting Lot 66 is still being discussed. Early installation of this area with no gate creates a problem for Health Science Parking.

Package Deliveries

- The UPS/FedEx screening is probably changing. More information to come as it is received.

HR Training

- Has been assigned to HR specialists in each department.

12/14/01 Olympic Operations Committee

Oxygen Tank Update (Chemistry)

- Tank can be filled prior to sweep.
- If tank needs to be refilled, UOPSC will need to escort the truck through the fence.

Events Chart

- www.utah.edu/2002/uevents02.html
- All games time or games related events.
- Holly is the keeper, please forward all comment or additions to her.

Radiological Health

- Question of access with materials into facility has been re-raised with UOPSC.
- Need to finalize earlier concepts and details such as where to park the truck, which vehicles will need access, etc.

HR Presentations

- Going well, receiving lots of positive feedback.
- About 30 presentations have been completed so far.
- A huge number of presentations have been scheduled for January.

Browning Building

- Non-accredited media may not use the site on event days. Creates a security situation.

Paralympic Opening

- On March 7th, campus will close at 2:00.
- Non-essential staff should leave at 12:00
- Final class/academic block is over at 1:45
- SLOC will be in operational mode at 2:00
- In return, temporary seating and all but 200 parking spaces must be operational and returned to University by April 1, 2002. Additionally, Guardsman will be shared use in January - March.

Health Sciences Deliveries

- How to get vendors to necessary points on Health Sciences campus?
- Dan and Linda Amos would like this to be a topic of discussion or sub-committee in January

Badging

- Action: to be discussed in G-4

Traffic

- UPD working on how to deal with traffic flow.
- There will be some delays. Campus needs to please be patient, particularly during the initial adjustment periods.

Screening and Construction for Village

- Begins December 29th.

Olympic Closing Ceremony:

- What is the sweep date and schedule?

1/11/02 Olympic Operations Committee

Stadium Security

- Fences are going up.
- Free speech issues are coming together
- Some issue with World Olympians Association, need to work with Wayne.
- Media Parking will be at the Stadium
- Need to work through permitting and access to Stadium issues.

Village Security

- Soft shutdown of Village is in effect, load-in pass is required.
- There are some issues with fence damage that need to be addressed.
- Changes in the Medical Checkpoint area
- (Action: need to email pyro test schedule to all)

Other

- January 17th is University day at the Village. Details coming. No cameras please.
- February 20 is University night at the Medals Plaza.
- Mexican art exhibit in the old Fine Arts Museum.
- Browning Building deal-need to coordinate key control.

1/25/02 Olympic Operations Committee

Hospitals (UMC, PCMC, VA)

- Need information to distribute to trauma teams.
- Need to work out Shuttle issues.

Events and Contracts of Interest

- Mexican Art Exhibit; Old Fine Arts Museum
- World Olympian Association; Christensen Center
- Governor's Reception; UMFA on February 8th
- Canadian OC; Union on February 6th and 23rd
- Non-accredited Media Roof; Browning Building
- Mayor's Reception; JCC on February 8th, Point Restaurant on February 24th
- USOC Training; Dee Smith Center and Bubble
- Red Butte Opening Event; Red Butte Garden on February 8th
- USOC Event; Red Butte Garden on February 12th and 23rd
- NPR Broadcast; Red Butte Garden on February 17th
- Pyro Closing Party; Red Butte Garden on February 24th

Sweep

- January 29th – HPER mall manhole sweep
- February 8th – Athletes' March area sweep

Placards

- January 29th – Start security procedures

Next and final meeting to be held March 1st at 12:00.

Appendix IIAI Human Resources Memo to Staff

To: University of Utah Staff
From: Human Resources
Date: 11/18/01
Re: Staff Scheduling Options for FY 2002

As access to many areas around the campus become restricted or closed with the final preparations for the 2002 Salt Lake City Winter Olympic Games, the Human Resources Division encourages employees to plan ahead. Employees are urged to work with their supervisors to utilize some of the following scheduling options to take time off during the Olympics.

Olympic Closings:

The University will be closed for Opening Ceremonies Rehearsal on Wednesday, February 6, 2002 and Opening Ceremonies on Friday, February 8, 2002. Exempt and non-exempt staff will be paid at their regular rate for their normal work hours for these closings. Non-exempt employees who are required to work on these closing dates will receive overtime compensation at the rate of time and one half. Exempt employees who are required to work may take time off at a later date with approval from their supervisors. Please note that these closings do not apply to temporary or Hospital/Clinic employees.

Converting Overtime Hours to Compensatory Time:

As a not-for-profit organization, non-exempt employees have the opportunity to convert overtime hours to compensatory time each pay period. For example, for each hour of overtime worked, the employee would be able to receive an hour and 30 minutes of time to be taken off at a later date. This time must be tracked in the University's time and attendance system. Information on how to track these hours on the University's time and attendance system will be provided in December.

Tracking Additional Hours for Exempt Employees:

Exempt employees will also have the option to track additional hours worked during fiscal year 2002 (July 1, 2001 to July 30, 2002) in preparation for and/or support of the Olympic games. Additional hours worked by exempt employees are not paid out or converted to compensatory time at an overtime rate. These hours should be monitored within the department and used to allow employees time off during the Olympics or at a later date.

Carry Over of Excess Vacation Accrual Amounts:

Employees will also be allowed to carry over excess vacation accrual amounts for calendar year 2001, which will be available for use during calendar year 2002. Normal policy guidelines and accrual limits will be reinstated for calendar year 2003.

Flexible Scheduling and Telecommuting:

In addition to the options listed, increased utilization of flexible scheduling and telecommuting programs will be available to you and your supervisors for managing operations during the Olympics. Further information on flexible scheduling and telecommuting will be sent to your supervisor.

We also encourage staff to utilize the above options for the Para-Olympic Opening Ceremonies on Thursday, March 7, 2002. University offices will remain open during this event.

It is important that we continue to follow the guidelines of the Fair Labor Standards Act (FLSA). Employees who must work more than 40 hours per week will be paid at an overtime rate of time and one half. Employees who do not work their full time equivalent (FTE) percentage are required to submit some form of accrued leave time or compensatory time. Non-exempt, hourly employees will still be required to submit all hours worked each pay period via the University's time and attendance system.

Please take the time to review these options and discuss them with your supervisor as we gear up for the 2002 Salt Lake City Winter Olympic games. If you have any questions, please direct them to your Human Resources Service Team.

Appendix IIA2 Accreditation Notice

To: Supervisors
From: 2002 Olympic Coordination
Date: July 16, 2001
Subject: Accreditation for the 2002 Olympic Winter Games

The 2002 Olympic Coordination Office has received preliminary lists from areas with possible accreditation needs during 2002. The process of completing necessary background checks for each listed employee needs to begin now, even though it is anticipated that these lists have and will continue to change over the course of the next several months. Please review the enclosed Excel document, which lists employees from your area that are currently on the accreditation list. If changes need to be made, please notify Holly Van Tassell at holly.vantassell@utah.edu.

To facilitate the accreditation process, supervisors are asked to do the following:

- 1) personalize the release memo to their area [*Refer to attached document Employee Memo]
- 2) distribute the memo along with the security waiver to each of their employees on their accreditation list [*Refer to attached documents Employee Memo and Security Waiver]
- 3) collect signed and completed forms
- 4) return forms to 2002 Olympic Coordination in 408 Union.

*NOTE: Supervisors will need to repeat the above process for all employees added to the list in later months.

Departments will be notified of the outcome of accreditation requests by 2002 Olympic Coordination. Employees who do not receive accreditation may challenge the outcome. [Refer to attached document Appeal Process.]

Accreditation lists need to be semi-finalized and personal information release forms need to be completed by July 20, 2001. If you have questions, please contact Holly Van Tassell at 5-7180

Your time and cooperation is appreciated.

**Recommendation of Olympic Oversight Committee
re
Calendar for Spring Semester 2002**

The University Olympic Oversight Committee adopted the following resolution at its meeting on April 7, 1997:

Because the University needs clarity of direction in contract negotiations with the Salt Lake Organizing Committee (SLOC), but the University may also need some flexibility during those negotiations, the Oversight Committee recommends that the appropriate University officials or entities adopt in principle a calendar for Spring Semester 2002 that includes classes from January 3 - February 1 and from February 27 - May 3. This recommendation is contingent on the availability of 1) adequate parking or alternative transportation, and 2) the HPER Complex for normal use. It also contemplates that students otherwise planning to live in dormitories will be placed in homes reasonably convenient to the campus from early January through the end of February.

Summary and Context

The question of an appropriate calendar for Spring 2002 is intertwined with the questions of what facilities will be made available to SLOC for use before, during, and after the Games. If SLOC used so many of our facilities that we could not hold classes during January, for example, then we would be forced to a very different calendar. Conversely, if we could live with a calendar that delayed the beginning of the Spring Semester until after the Games, the negotiations with SLOC could be conducted very differently. Having studied this question over the past two years, the Oversight Committee is convinced that a delayed calendar is undesirable. The Oversight Committee began its study of this question in October 1995. A subcommittee assigned to the task assembled a number of questions whose answers would facilitate our understanding of the issue. Some of those answers began filtering in over the next year, and a new subcommittee went to work in Fall 1996. The campus conversion to the semester system had begun to take shape by then and the subcommittee used that information to construct three calendar options, with some variations. The three options were a) to continue business as usual, b) to begin classes in January with a break for the Games, and c) to begin classes after the Games. The subcommittee then set out to sample campus opinion through a Web site and through meetings with student leaders. Finally, the subcommittee met in March 1997 and recommended that only two options, the "break" option and the "accelerated semester" option be explored further.

Meanwhile, negotiations with SLOC focused in February 1997 on a contract for use of Rice Stadium for the Opening and Closing Ceremonies. A contract for the Stadium use must be completed by early June 1997 so that the rental amount can be included in revenue projections for bond rating purposes. Those negotiations disclosed a desire by SLOC to occupy substantial segments of the West Stadium parking lot and the Guardsman Way parking lot from about December 20, 2001 (the end of Fall Semester) through the month of February. The Oversight Committee's initial reaction to these requests was that accommodating SLOC's needs would make it impossible to hold classes until sometime in March 2002. As further information

developed, however, options began to emerge for conducting classes in January through early February, taking a break of only three weeks for the Games, and still finishing the semester by early May. The Committee has concluded that this is much more desirable than delaying classes until after completion of the Games. The reasons for this conclusion are spelled out below.

Standard Semester

A standard semester generally has 70 - 75 class days. Although most accrediting agencies rely on the good faith of the institutions to construct an acceptable calendar, some specialized accrediting agencies (e.g. law) have rules about the number of class days in a semester. Some specialized agencies also count the number of weeks in a semester, the norm being about 14 weeks for classes and one week for examinations.

Based on the calendar for 1998-99 that was recently approved by the Academic Senate, we can see that a standard semester in 2002 would begin on January 14, have holidays for Martin Luther King Day and Presidents' Day, a Spring Break of one week in March, and conclude classes on May 2, thus yielding 72 days of class time. Examinations would occur on Monday, May 6 through Thursday, May 9 with Commencement on Friday, May 10.

The principal reason for not attempting to run a standard semester in Spring 2002 is simply our belief that it will be virtually impossible to expect either students or faculty to concentrate seriously on academics during the hustle and bustle of Olympic activity both on and off campus. We hope that a significant number of our students and staff will have volunteer or internship prospects with the Games. There should be some significant arts and cultural activities on campus related to the Games. And the amount of traffic to and from the campus could seriously impede normal operations even if we have protected parking lots.

Accelerated Semester

An "accelerated" semester could start after the Games are over and run for 12 weeks to June 1, either using Saturdays or expanding classes from 50 minutes to 60 minutes. There are significant problems with any of the variations on this theme that we have explored.

First, if we try to use Saturdays, there are some existing Saturday programs that would have to be foregone (such as the Executive MBA program and some DCE courses). Both students and faculty could have serious family issues and commitments on Saturday, as well as likely religious objections that should be accommodated. It is difficult to schedule classes on Saturday. We could designate the first Saturday as Monday, the second as Tuesday, and so on. Or we could try to find courses that would meet only on Saturday, such as lab courses or seminars, but moving those does not provide additional class time in "regular" courses. Finally, as mentioned earlier, some specialized accrediting agencies mandate the length of time that a semester must run in terms of weeks. On the positive side of this proposal, the approved Summer Term 1999 runs for 12 weeks using Saturdays, but it is not clear how much of a corollary this is to a regular semester.

Similarly, attempting to schedule classes on a 60-minute rather than a 50-minute basis ($50 \text{ min} \times 14 \text{ weeks} = 700 \text{ minutes}$ while $60 \times 12 = 720$) causes serious issues for some people. A class day that would ordinarily begin at 8:00 and end at 5:00 would now run to 6:20 or so. Many

students would have child care and transportation problems that late in the day. DCE and evening cultural activities could be heavily impacted by use of classroom space late in the day. And the accrediting agencies may have the same objection as above.

The “Fundamental Principles” adopted in Academic Senate and Board of Trustees resolutions and written into the letter of understanding with the Olympic Bid Committee state that “no student shall be delayed in the receipt of his or her degree.” It could be argued that receiving the degree in June is not really a delay because students received their degrees in June until 1998 when we switched to the semester system and because they still receive the degree in the same year anyway. As a practical matter, however, students will perceive June as a significant departure from May 10 for Commencement, affecting their employment and summer activities.

Running the Spring Semester into June also impacts the Summer Term, which ordinarily would begin May 17. Under the delayed schedule, Summer Term could begin no earlier than June 3, the Monday following Saturday Commencement. Even eliminating any time between Summer and Fall Semester, the Summer Term would run only 10 weeks rather than the 12 currently contemplated.

Beyond these scheduling difficulties, there are even more important pedagogic problems with the “accelerated” calendar. Writing and laboratory courses in a standard semester system would be designed to allow a full 14 weeks of classes plus a week of spring break for students to complete their work. A truncated semester of 12 weeks would cause difficulties with those course requirements that are time-intensive. There may well be other pedagogic problems of an unknown nature.

Finally, we speculate that this calendar could dramatically affect enrollment at the University for Spring Semester. An undergraduate student might well decide that it would be more convenient to take courses at another institution in the state for that semester and transfer the credit back to the U. Although some of this will occur under any circumstances, the “delayed” calendar seems most likely to heighten the negative impact on enrollment.

Early “Break” Semester

The third option that we have considered is beginning classes in early January, taking a little more than 3-week break for the Games, and concluding in early May. By meeting classes on what would otherwise be holidays and eliminating the 1-day “reading period” at the end, this schedule actually concludes with examinations and Commencement at the same date as would the standard semester. This is the Oversight Committee’s recommendation, subject to some contingencies.

For this approach to work, we must have adequate parking or alternative transportation during January and the early part of February. The Olympic Village’s International Zone also needs to be changed from its projected location in HPER to renovated buildings in Fort Douglas. These contingencies must be clearly negotiated with SLOC so that our preferred calendar can work. We also need to be able to place dormitory students in local residences or homes in the Salt Lake Valley in such fashion that they can reach campus conveniently.

The most significant pedagogic drawback with this schedule is the possibility that students

would “forget” some of the early substance in a course over a 3-week break. There are two principal methods that we have identified for addressing this possibility. One is to use this “bifurcated” semester to experiment with “mini-courses” in addition to standard courses. The first 5-week period could be used for short, intensive courses in some departments. Another approach is to assign some sort of student project to be completed during the break. This need not be a significant research or writing project, but just something that the student does for a couple of days during the break to “refresh” on what was covered during the first 5 weeks. There may be other creative approaches that draw on electronic methodology during the break as well.

Conclusion

All constituencies need to recognize that hosting the Olympic Village and the Opening and Closing Ceremonies may have some negative effects on our educational program and enrollment no matter what we do. The positive benefits can be expected to outweigh those negative effects, but we must plan and structure our relationship with SLOC so as to minimize the disruption to academic efforts. Of the three available options for an academic calendar, the early start with a long break appears the least disruptive.

The decision to adopt an academic calendar for 2001-02 should be made soon, to facilitate both contract negotiations and academic planning. This decision, however, can hardly be considered irrevocable. As events unfold over the next few years, the University will need to monitor the calendar in tandem with all other aspects of Olympic planning.

Appendix IIB1b 2002 Academic Calendar

SUN	MON	TUES	WED	THU	FRI	SAT
DECEMBER 2001						1
2	3	4	5	6	7 FALL CLASSES END	8
9	10	11	12	13	14 FINAL EXAMS END	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUN	MON	TUES	WED	THU	FRI	SAT
JANUARY 2002		1	2	3 SPRING CLASSES BEGIN	4	5
6	7	8	9 SLOC POSSESSION	10	11	12
13	14	15	16	17	18	19
20	21 HUMAN RIGHTS DAY	22	23	24	25	26
27	28	29 VILLAGE OPENS	30	31		

SUN	MON	TUES	WED	THU	FRI	SAT
FEBRUARY 2002					1 CLASSES BREAK	2
3	4	5	6	7	8 OPENING CEREMONY	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 CLOSING CEREMONY	25	26 VILLAGE CLOSES	27 CLASSES RESUME	28		

SUN	MON	TUES	WED	THU	FRI	SAT
MARCH 2002					1 PARALYMPIC VILLAGE OPENS	2
3	4	5	6	7 PARALYMPIC OPENING CEREMONY	8	9
10	11	12	13	14	15	16 PARALYMPIC CLOSING CEREMONY
17	18 PARALYMPIC VILLAGE CLOSES	19	20	21	22	23
24	25	26	27	28	29	30
31	*Paralympic Closing Ceremony held at Olympic Medals Plaza.					

SUN	MON	TUES	WED	THU	FRI	SAT
APRIL 2002	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUN	MON	TUES	WED	THU	FRI	SAT
MAY 2002			1	2 SPRING CLASSES END	3	4
5	6	7	8	9 FINAL EXAMS END	10 GRADUATION	11
12	13	14	15	16	17	18 LAW & MED GRADUATION
19	20 SUMMER CLASSES BEGIN	21	22	23	24	25
26	27 MEMORIAL DAY	28	29	30	31	



Classes in Session



No Classes



Final Exam Periods

To: Deans, Directors, & Chairs

Date: October 3, 2000

From: David Pershing and
Wayne McCormack

Re: 2002 Curriculum Planning

The 2002 Olympic Winter Games need to be factored now into academic planning for the 2001-02 year. The Games' presence on campus has already required that we modify the academic calendar for Spring Semester 2002 to provide a three-week Spring Break from 2/2/02 - 2/28/02 (see www.utah.edu/2002). This schedule has implications for course development to which all faculty are encouraged to give serious thought.

An extended Spring Break should be viewed as unusual but not unprecedented in higher education. (Remember the old 3-week break at Christmas followed by examinations?) We believe that arrangements are in place for Spring Semester 2002 to allow students to continue with their normal academic programs. Even parking will be adequate when classes are in session, although perhaps not as convenient as some would like on certain days. All of us, including individual faculty and department curriculum committees, should think now about how to make our educational offerings as valuable as they can be for our students by responding to the concerns and questions they may raise about the operation of the Olympic Village and the Ceremonies in Rice-Eccles Stadium.

Some guidance, if not concrete rules, is in order to avoid confusion and perceptions of unfairness among students. Toward that end, the following guidelines should be observed during the 3-week break in February 2002:

1. No regular classes should be conducted on campus or at off-campus sites during the break, although special classes created just to take advantage of this extended Spring Break period or the Olympic presence may take place.
2. Courses may be taught that include off-campus components such as field work associated with a regularly offered course (e.g., internship and clinical offerings that require meetings between faculty and students).

A variety of ideas have surfaced that could actually use the Olympic presence to enhance the attractiveness of our academic program. Some of these include:

1. A department might increase the number and significance of course offerings during Summer 2001 and Summer 2002. Even if we experienced a shortfall in tuition based on enrollment during Spring 2002, the difference could be made up in summer offerings. The trick with this strategy is to ensure that required sequences and prerequisites are offered during Spring 2002.
2. January 2002 could be a time to experiment with mini-courses. Each department and college would need to determine whether to complement the mini-course with another complete offering in March - May, and determine the level of teaching commitment with which to credit the instructor teaching a mini-course. In other words, the mini-courses would have to be coordinated with other offerings during the same semester.
3. Substantial self-study projects could be assigned over the extended Spring Break so that students have the opportunity for detailed application of course content.
4. Special service-learning courses could be developed to take advantage of the Olympic presence on campus. These courses could emphasize international sports events as a topic of social significance or they could involve students in some experience that feeds back into the classroom. For example, language classes could be designed to require service as a volunteer interpreter at an Olympic venue.

5. Special credit-bearing experiences unrelated to the Olympics are also possible, although planners should account for the prospect that such experiences, particularly if they involve travel abroad, may be constrained by students' personal resources.
6. Online courses can run throughout the break period. In addition, noncredit courses could be designed to make full use of faculty time, energies, and interests. Both of these are mechanisms for enticing student interest in the University.

A mechanism has been developed that will allow us to pool resources and ideas for how best to take advantage of the Olympic presence and an extended Spring Break. Members of the Undergraduate Council have offered to synthesize and organize the plans produced by the various academic units on campus and make these available for review. To facilitate this process, I am asking each department chair to forward any changes from their normal course offerings to the Undergraduate Council through John Francis, Associate Vice-President for Undergraduate Studies.

Appendix IIB2c Games-related Courses

Games-related courses offered at the University of Utah, Spring Semester 2002.

- Undergraduate Studies 3360: *Leadership, Service and the 2002 Olympics*

The intent of this course was to capitalize on the 2002 Games as an enriching and valuable occasion by providing students with the opportunity to become directly engaged in the campus community. Students will be involved by imparting the student perspective, offering assistance and guidance to campus visitors, reflecting on the impact of the 2002 Games at the University, and documenting relevant activities and impacts of the Games experience. Students were required to meet prior to the December holiday break, as well as weekly during January 2002. Students offered volunteer services during the 2002 Olympic Winter Games; 50% of the final grade was based on Olympic Service.

- Art History 4110 : *Greek Art and Architecture*

This course included the examination of works of art from ancient Greece and discussions on how art was folded into its rich culture. Students worked on projects designed to reveal the original intent of the architecture, sculpture, and painting and to connect the artifacts with later perceptions of this artistic heritage.

- History 2500: *The Olympic Games: Ancient and Modern*

The history of the Olympic Games in both their ancient and modern settings were discussed within this course. Course topics spanned from the foundation myths and realities surrounding the beginning of the Games in both the ancient and modern periods.

- Tanner Lecture Series

University of Utah Professor of History Larry Gerlach and Obert C. and Grace A. Tanner Humanities Center hosted a series of public lectures (August 2001 -January 2002) by internationally renowned scholars on the Olympics. The University of Utah Press plan to publish the lectures shortly following the series in 2002. The lectures were available to students and non-enrolled citizens for optional credit. The sponsors (current April, 2001) of the lectures were: Tanner Humanities Center, Utah Humanities Council, and the Office of the University of Utah Vice President for Research.

All lectures will be held on Thursday evenings at 7:30 p.m. in Orson Spencer Hall WPR A at the University of Utah. The Olympics Lecture Series featured the following speakers on the topics noted:

Aug. 30, 2001: David C. Young, University of Florida, Gainesville: The Origins of the Modern Olympic Games

Sept. 13, 2001: Roland Renson, Katholieke Universiteit, Leuven, Belgium: The History of the Winter Olympic Games

Sept. 27, 2001: Kari Fasting, Norwegian University of Sport and Physical Education, Oslo, Norway: Women and the Winter Olympics

October 11, 2001: Kevin B. Wamsley, Director, International Centre for Olympic Studies, University of Western Ontario, London, Ontario, Canada: North America and the Winter Olympics

October 25, 2001: Richard Gruneau, Simon Fraser University, Barnaby, British Columbia, Canada: Amateuism and the Winter Olympics

November 8, 2001: Stephen R. Wenn, Wilfrid Laurier University, Waterloo, Ontario,

Canada: Commercialism and the Winter Games

December 6, 2001: Jeffrey Seagrave, Skidmore College, Saratoga Springs, New York: The Politics of the Winter Games

January 17, 2002: Robert K. Barney, Director emeritus, International Centre for Olympic Studies, University of Western Ontario, London, Ontario, Canada: Olympic Symbols

The first question faced in beginning to enhance student internship opportunities was whether there was a difference between an intern and a volunteer. Both SLOC and students wanted to know what ~~was meant by these terms, and it became important for our office to understand what we were trying to accomplish.~~ The answers turn out potentially to be one of the legacies of the Games to the campus.

We appointed a committee to explore what our policies should be in dealing with internship opportunities. To understand what was current policy, we contacted every academic department to obtain their policies on internships. With regard to the key question of defining an intern, it seemed that all departments viewed an internship as consisting of activity for which the student would receive credit, although many departments did not provide credit for off-campus work and thus did not have internships. For those that did grant credit, the consensus requirement was that the work needed to relate to the student's academic program.

With regard to the difference between an intern and a volunteer, we found that some departments required that an intern be paid by the outside agency, some departments did not allow a student to receive credit for paid work, and yet others had hybrid arrangements in which the employer paid the department for the student's time. The rationales for these different approaches were interesting in themselves. The departments who required that the student be paid asserted that the employer would take the placement more seriously and provide a higher quality experience for someone whom they were paying. Those who did not allow credit for paid work, some of which cited rules of their national accrediting agency, believed that the student should not be allowed to "double dip" by getting credit and pay for the same effort. And finally, there were those who took the money into the department as a demonstration of employer and university solidarity in conducting the program.

The committee first reached the conclusion that we should not try to tamper with existing departmental policies in the context of Olympic opportunities. This left a great deal of uncertainty around what should be the office's policy in trying to place interns until another option came to light: there is a credit-granting internship within one department that can be used by any student who "volunteers" with an organization in an activity that enhances the student's career options. Because most departments viewed internships as being connected with the academic program, we combined these two approaches to determine that we would promote an "internship" listing with SLOC or a related organization if the opening would be considered "credit-worthy" as an enhancement either of academic program or the student's career options. What this policy excluded were requests for nonchallenging work such as assistance with clerical tasks or mundane routine assignments.

At first, we were uncertain that SLOC and its related organizations would accept our limitations on the definition of an intern. It meant that we would not assist them in locating students to perform menial or mundane tasks and would monitor the quality of the work experience. This turned out to be extremely compatible with SLOC's interests because they did not waste the talents and diligence of university students on tasks for which they could hire inexpensive labor.

Both for legal reasons and to facilitate the interests of SLOC and our students, we chose not to be a "placement agency" but to be a "referral service," meaning that we would advertise an opening, assist students in making a strong application, and refer applicants to the employing department at SLOC which made the final choice from among the applicants. As this approach began producing benefits for SLOC, it became clear that it was a valuable service to an organization that did not have much time to spend on initial screening of applicants.

Finally, we paid close attention to legal matters and risk management. At the "employer" level, we developed a form for agreements with sponsoring (employing) entities acknowledging the sponsor's obligations to provide an academically sound experience and to provide a safe working environment.

For the students, we used a form to acknowledge potential risks and waive liability claims against the University.

Appendix IIE1 Contract List

Subject	Other Party	Type
Co-Brand Merch	SLOC-Brand	branding
Marks Approval	SLOC-Brand	branding
Kingsbury Hall	Treble V/SLOC	cult olympiad
Architecture	SLOC-A&C	cult olympiad
UMFA	SLOC-A&C	cult olympiad
UMNH	SLOC-A&C	cult olympiad
Nazi Olympic	SLOC-A&C	cult olympiad
Tanner Dance	SLOC-A&C	cult olympiad
Gov'r - UMFA	State of Utah	facilities
Mexico Exhibit	Mexico	facilities
Union - SLOC dinner	SLOC	facilities
Union - CPA	CPA	facilities
Alumni - CPA	CPA	facilities
PMT	StanSmith Events	facilities
Business School	WOA	facilities
Reception	Ukraine NOC	facilities
Alumni - German	German NOC	facilities
COA Concert 2/23	COA	facilities
Red Butte-Australia	Australia NOC	facilities
breakfast	General Mills	facilities
COA - Opening	COA	facilities
Office Lease	SLOC-OV	facilities
Ceremonies	SLOC-CER	facilities
Village	SLOC-OV	facilities
Parking & Bldgs	SLOC-CER	facilities
Red Butte	USOC	facilities
Medical	SLOC & IHC	medical
Research Park - Lots	SLOC	park & ride
Telecomm Equip	SLOC	purchase
Videoboard	SLOC & Panasonic	purchase
Archives	SLOC	service
Meteorology	SLOC	service
Olympic Opportunities	SLOC	service
Pharmacy	SLOC	service
Chronicle - Village	SLOC	service (wo)
Village Shuttle Bus	SLOC	supp requis
Training - UGH	SLOC	supp requis
Training - Language	SLOC	supp requis

**THIS SUMMARY IS PROVIDED FOR INTERNAL INFORMATION FOR THE
UNIVERSITY OF UTAH. IT IS NOT TO BE CONSTRUED AS AN INTERPRETATION OR
MODIFICATION OF THE AGREEMENT DESCRIBED**

Executive Summary

Ceremonies Agreement between SLOC & UU

(dated 7/28/97, amended)

1. Overall Effect

The Ceremonies Agreement sets out the basic terms and conditions under which the University of Utah leases Rice-Eccles, along with associated parking lots and related facilities, to SLOC for use as the Olympic Stadium in 2002. The period of SLOC's occupancy is to run from 11/25/01 - 4/15/02 for the Stadium with a variety of shorter periods for various parking lots. In return, the U will receive \$8.3 million payable on January 2, 2003.

2. Location, Uses and Restoration of the Site

The Leased Premises consist of different locations at different periods of time. In general, the Stadium and the West Stadium parking lot are to be in exclusive possession of SLOC for the entire period from late November to mid April, the six parking lots closest to the Stadium (including Lot 40 at the corner of Guardsman Way) will belong to SLOC for the period of 2/2/02 - 2/27/02, and SLOC will have more limited rights of access to other parking lots on campus during the Games. Similar arrangements will cover the closing ceremonies for the Paralympics on March 17.

The effect of these dates is to present challenges for parking and transportation during January and early March, when classes are in session but some of our parking is in Olympic use. The most difficult challenge is likely to be March 7, the date of the Opening Ceremony for Paralympics, which is a Thursday with a full slate of classes.

Restoration of the site will begin immediately upon closing of the Parlympics. All facilities are to be returned to the University in their original condition minus reasonable wear and tear. Some restoration may continue into the spring but is to be completed no later than early June.

3. Services and staffing

The University will provide electrical power and other utilities to the full capacity of our systems in the Stadium. Snow removal will consist of completely clearing facilities and parking lots at the time they are turned over, and then following ordinary and customary practices (except that on event days,

SLOC will designate priorities for assuring access to the Stadium area). Maintenance of the Stadium “in good repair and working order” is to be provided by the University with some dedicated staff, but SLOC is responsible for unusual needs occasioned by its uses.

The University agrees to provide a “clean venue,” which means no visible advertising or trade marks, either on the Stadium or the rest of campus. Trade names throughout the rest of the campus are permitted to the extent that they represent our normal and customary identification of goods and services, such as in the Bookstore or food service facilities.

4. Miscellaneous

The only mark licenses granted in this agreement are for SLOC’s use of UU names and logos for identification, advertising, and promotional purposes. (The parties contemplate a separate agreement for cross-licensing of logos and marks. By existing guidelines, UU is able to identify itself as “Site of the 2002 Olympic Stadium.”)

Dispute resolution is to be by nonbinding mediation. Specific performance is provided in the event that mediation is unsuccessful.

THIS SUMMARY IS PROVIDED FOR INTERNAL DISCUSSION BY OFFICIALS OF THE UNIVERSITY OF UTAH. IT IS NOT TO BE CONSTRUED AS AN INTERPRETATION OR MODIFICATION OF THE AGREEMENT DISCUSSED

Executive Summary

Olympic Village Agreement between SLOC & UU

(6/12/98)

1. Overall Effect

The Village Agreement sets out the basic terms and conditions under which the University of Utah leases the Fort Douglas site, with to-be-constructed student housing, to SLOC for use as the Olympic Village in 2002. The period of SLOC's occupancy is to run from 1/9/02 - 3/4/02 for the entire Village and 3/4/02 - 3/26/02 for the portion used for the Paralympics. In return, the U receives the proceeds (estimated at \$22.9 million) of bonds to be issued in June 1998 with a value of \$28 million as of 4/1/02 but payable in May 2004. The Agreement contemplates a series of "Supplemental Plans," in which the parties will agree to details regarding such matters as staffing, construction of temporary improvements, and restoration of the premises.

2. Location, Uses and Restoration of the Site

The Olympic Village Site will be all the area within Fort Douglas owned by the U, the Block 200 portion to be received from the Army by September 30, 1998, the parking lots to the east of HPER, and the planned bridge across Wasatch from the Fort to the campus. Within the Village, there will be a Residential Zone and an International Zone.

Most of the Village Site will be designated for Exclusive Use by SLOC. A few buildings will be "Shared Use," meaning that they will house UU functions related to service and maintenance of the facility during the Games. A few others should be designated as "vacant" and available for storage by either entity.

The Exclusive Use period will be preceded by "reasonable, nonexclusive access" for SLOC to conduct planning and inspection activities. Access for initial construction of the security fence can begin by October 1, 2001, so long as there is no significant disruption of university functions. Some preliminary work toward temporary construction may also begin early with the same constraint.

The University will vacate all areas except those designated for shared use. Furnishings left behind may be used by SLOC subject to the Restoration Plan or may be moved and stored at SLOC expense.

Restoration of the site will begin immediately upon closing of the Village. It is anticipated that

students can return to the residences by March 4. Some restoration may continue but is to be completed no later than early June.

3. Construction & Olympic Requirements

University agrees to provide space for at least 4,000 “Olympic Beds” as defined by agreed criteria. (The intended occupancy for students is just short of 2,200.) Anticipated completion date is August 2000. (This allows time for student occupancy 1 ½ years before the Games. The University plan for displaced students in Spring Semester 2002 is to make housing available in the old residence halls and University Apartments for those who desire it. Some students will likely live with friends and family in January and February, returning to the new residences in March.) [Current architectural programming provides for 3948 Olympic bed spaces, leaving 52 to be placed in yet-to-be-designed new construction or in existing buildings. SLOC is aware of the issue.]

University will provide food service space and common spaces pursuant to design documents, allowing SLOC to expand those spaces through temporary construction. UU will also provide a Village Polyclinic facility. [A separate agreement with Intermountain Health Care, which is the Medical Services Provider for the 2002 Games, projected for signing contemporaneously with the Village Agreement, will deal with the provision of medical services and NOC medical facilities.]

In addition to the new construction, UU agrees to perform a specific list of repairs and improvements on the houses on Officers’ Circle without spending more than \$3 million. These items will bring those houses up to code requirements for our residential use; SLOC agrees to do whatever additional work is needed for their anticipated use of these buildings in the International Zone of the Village. The remaining historic buildings in the Fort will be provided in “as is” condition, unless outside funds can be found for renovation. UU and SLOC will “jointly use their best efforts to obtain funding from third-party donors, sponsors, or benefactors” for full renovation, placing first priority on the houses on Officers’ Circle.

4. Supplemental Plans (Temporary Structures, Security, Utilities, Maintenance, Staffing, Keys)

A series of Supplemental Plans will need to be developed. Most are to be prepared by SLOC subject to UU approval insofar as they affect UU interests.

A construction plan will detail the temporary structures and modifications that will be placed on the premises. U will have a right of first refusal to purchase furnishings and temporary improvements if available for sale. (If U knows in advance that it will want to keep certain temporary improvements, parties can agree in advance that SLOC will construct them in permanent fashion with negotiated financial arrangements.)

The security fence will be placed according to a Security Plan developed by SLOC and the State Olympic Public Safety Command, but the U must approve placement of the fence. The University does not provide security for the Village but retains its law enforcement jurisdiction. (The U Police Chief will be a member of the Olympic Public Safety Command.) Vegetation is not to be disturbed without U consent, which will be given if satisfactory assurance of restoration or other acceptable arrangements are made.

UU will provide routine maintenance and utilities service at the level it would provide when students are in residence during a comparable period. Any needs above those levels can be obtained by SLOC either from outside contractors or from the U on a set price schedule.

A Staffing Plan will be mutually agreed by SLOC and UU. UU employees providing services in the Village will be under the direction and control of a University Venue Representative, who has the responsibility of carrying out University obligations under the contract.

5. Financial Matters

SLOC agrees to pay the State Building Ownership Authority the amount necessary to retire bonds that SBOA will issue for U's benefit. The bonds may be issued in June 1998 with a value of \$28 million on 4/1/02. (The effect is to provide UU with 1998 cash while giving SLOC the benefit of an extended payment schedule to match its revenue stream. These arrangements are contained in SJR 14, adopted by the 1998 Utah Legislature.)

If the University falls short on bed count, maintenance, supplies, or staffing, SLOC can obtain what is needed and offset the cost first against payments due under the contract for utilities or additional services, and second against the \$8 million payable for the Stadium rent. In return, the \$8 million is being secured in escrow as part of the SJR 14 financing structure.

SLOC indemnifies U from third parties arising out of SLOC activities and agrees to maintain liability insurance of \$100 million from 1/1/02 - 4/15/02. Each party bears the obligation of insuring its own property.

6. Miscellaneous

The only mark licenses granted in this agreement are for SLOC's use of UU names and logos for identification, advertising, and promotional purposes. (The parties contemplate a separate agreement for cross-licensing of logos and marks. By existing guidelines, UU is able to identify itself as "Site of the 2002 Olympic Village.")

Dispute resolution is to be by nonbinding mediation. Specific performance is provided in the event that mediation is unsuccessful. In the event of performance shortfalls in bed counts, maintenance, or staffing by UU, SLOC can "cure" and offset against amounts due under the Ceremonies Agreement.

7. Paralympics

The Paralympics will be housed on the 11-Acre site, also using several of the historic buildings but returning the new dining and service areas to University use.

Executive Summary
Medical Services Subcontract
University of Utah and Intermountain Health Care

May 3, 1999

Purpose and Background

Intermountain Health Care (IHC) is the medical services provider for the 2002 Olympic Winter Games. To achieve that status, IHC agreed with SLOC to deliver medical services to all the competition and noncompetition venues at no cost to SLOC. In short, IHC is willing to provide free medical services for all Olympic activities in return for the networking, name recognition, and volunteer opportunities associated with being the official medical provider.

The University of Utah Medical Center (Hospital) believes that the same considerations impel it to be the provider of medical services for any Olympic activities that occur on the University campus. The proposed subcontract with IHC obligates the Hospital to provide services in the Athletes' Village, Rice-Eccles Stadium, and at any other Olympic events held on campus. The major components of this obligation are the Polyclinic, NOC Medical Offices, and first-aid stations.

Village Services

Polyclinic. The Polyclinic in an Olympic Village is a primary care facility which is free of charge to all athletes and officials. The scope of services consists principally of general care, ophthalmology, dental, X-ray, physical therapy, and drawing samples for gender and drug testing. (Laboratory work is done elsewhere.) The University is already obligated to provide a suitable Polyclinic facility as part of the Olympic Village Agreement. By internal arrangements, the Hospital has agreed to pay half the cost (about \$400,000) of finishing space in the basement of the new University Guesthouse. Student Housing will bear the remaining cost and will have good conference facilities after the Games.

The Medical Services Agreement further obligates the Hospital to equip and staff the Polyclinic. Equipping and supplying the Polyclinic could cost as much as \$1 million if half the equipment and supplies were donated or loaned, but the Hospital will work toward finding these materials at virtually no cost. Staffing the facility will be accomplished mostly by use of volunteers, although some clerical staff may need to be paid.

NOC Medical Offices. One of the IOC Medical Code requirements is that every national team is entitled to an office and examining room for use with its own athletes and officials. As part of the negotiations with SLOC, the University has obtained an assurance of "best efforts" to locate these spaces within the new student housing or existing buildings on Fort Douglas. If these spaces were to be placed in temporary structures, the cost would be about \$1.3 million, but SLOC is being actively cooperative in planning for location of those spaces in available buildings.

First-Aid Station. There will be first-aid stations in both the Residential and International Zones of the Village. These will be staffed by EMS personnel from the University or other volunteers, and will be stocked with supplies through the same system as the Polyclinic.

Stadium and Other Events

The Agreement obligates the University to provide first-aid stations at the Stadium for a period of about two months during rehearsals and ceremonies. In addition, if there are other Olympic events on campus (such as concerts and exhibits), first-aid will be provided for those as well. The staffing and supplies for these should be either donated or of minimal cost.

Cost - Benefit Summary

The basic outline of this arrangement was the subject of an informal agreement among University Medical Center, IHC, and the Salt Lake Bid Committee at an early stage. The costs to the Medical Center as this arrangement was originally conceived could have run as much as \$5 million (\$1.5 million for Polyclinic, \$2 million for equipment and supplies, and \$1.5 million for NOC medical spaces). Through a series of refinements and cooperative arrangements with SLOC and IHC, the Polyclinic facility is now set at approximately \$400,000, a substantial amount of the equipment and supplies are expected to be donated, and at least some of the NOC medical spaces should be located in existing buildings. A realistic estimate of the costs for performance on this contract is now closer to \$1 million. As stated above, the University Hospital will obtain immediate exposure, bragging rights, and substantial volunteer opportunities. The Medical Center and Health Sciences should obtain significant subsequent benefits from the contacts and information exchange that will occur with the international sports medicine community.

February 2002 Building Operations

This memorandum sets out general guidelines. For detailed planning, contact the persons listed below.

Building Security

Every building on the University campus should now have a building manager identified and listed with University Public Safety. The responsibility of the building manager includes coordination of decisions on hours of operation with the locking of doors and access to the building. The Security Division within University Public Safety will monitor the locking of doors and maintain contact with building managers on these matters.

It is up to the units in each building to decide whether to keep the building accessible to the public during the February 2002 break period. If the decision is made to lock the doors to the building during what would otherwise be normal business hours, then the building manager needs to take three steps: (1) provide notice to visitors on how to contact units within the building, (2) make arrangements for mail and package delivery, (3) provide information to Public Safety at the fax number below.

[Suggestions if buildings are to be locked during business hours include: posting a notice on each door with a phone number for students and visitors to reach someone inside the building or leaving one door open with a staffed sign-in desk.. The latter technique will alleviate many of the problems with mail and deliveries.]

Mail & Deliveries

With the exception of three distinct zones within the University, or if the building is to be locked and inaccessible by choice of the units in that building, all buildings can expect to have normal mail and package delivery throughout February 2002.

Ordinary Buildings: For all buildings on campus, both Campus Mail and the Postal Service (USPS) are providing an option. The building can receive mail delivery as usual if the door to the building is open as usual. If the building manager elects, USPS will place that building on "vacation" schedule, meaning that mail will be held at the Foothill Station for pickup by departmental representative. Campus Mail will provide the same service for pickup at the Mailing Bureau. With respect to package deliveries by private carriers (UPS, FedEx, etc) a department that will be closed during normal business hours will need to make special arrangements (call 1-8169 for assistance).

Health Sciences (see Zone maps) The front door of the Hospital will remain open during normal business hours and small deliveries can be made through that route. Mail deliveries in the HSC are being arranged building-by-building.

HSC Zone 1A (Skaggs, Nursing): Deliveries cannot be made by vehicle. Park in Zone 2E or 2W.

HSC Zone 1B (CVRTI, RMOEHS, Medical Towers): Anyone entering this area must have a Personal Access Pass (PAP) or be escorted by someone with a PAP. Deliveries must be hand-carried or carted from Zone 2E or 2W. A telephone is located outside the entry points to contact personnel inside the buildings.

HSC Zone 2E (BioPolymers, Eccles Genetics, Animal Resources): Enter Zone 2E from the north via east side of Hospital. Vehicles entering this zone will need a special placard.

HSC Zone 2W (Pharmacy, Nursing, Hospital Loading Dock): Deliveries in this zone will require a special placard for the delivery vehicle. Vehicle must enter from North Campus via West Medical Drive through a special checkpoint.

Southwest Campus (Carlson, Law, PMT, Chemistry, Fieldhouse, Bldg 44, Marriott Dance, Bookstore, Marriott Library, Social Work, Soc & Beh Tower, Art & Architecture): This zone will be accessible for normal deliveries except from 2/5 - 2/8. The University is closed on 2/6 & 2/8, so arrangements need to be made for deliveries on 2/5 & 2/7. On those days, the driveways will be closed to the public, but deliveries can be made by special arrangement. USPS will hold mail from those days at the Foothill Station. Private delivery service vehicles (UPS, FedEx, etc) can be escorted through the secured zones to the buildings if the delivery service is willing. The building manager will be given a phone number to call to arrange for escort service.

Contacts for Assistance

Building Security: Victoria Pearson-Buckmiller (5-1187) or Mark Rounds (5-1204)

Mail: Tammi Judd (1-6721)

Package Deliveries Campus: Barbara Reeves (1-8169)

FAX building schedules: Campus Security (5-9312)

Package Deliveries HSC: Richard Lee (1-2742)