

## AGENDA

### Reservations Advisory Committee

1:00 PM – 2:00 PM

Tuesday, October 1, 2019

1. Introductions and call to order
  - a. Romeo, Pam, Amanda, Sam, Matt, Mike, Jake Styles, Michael (student senate)
  - b. RAC Overview
    - i. Facility and Use Policy
      1. Keepers of policy
      2. Discuss changes and submit to committee and senior leadership
    - ii. Partner Client Process
      1. Review based on client categories
      2. Four categories currently
        - a. University client
        - b. Partner client
        - c. University
        - d. Non-Profit
    - iii. Space allocation and event related issues
2. Old Business
  - a. None
3. New Business
  - a. Partner Client Application Reviews
    - i. Waukesha Civic Theatre
      1. Historically a partner through the president's office
        - a. Holds monthly executive board meetings
          - i. Formerly sponsored by former President's office until two years ago
          - ii. Lend equipment back and forth
      2. Looking for formal partnership agreement
        - a. Mutual opportunities for growth
        - b. Recommendations listed but looking for more agreement on what they will do for Carroll
      3. Amanda will follow up on revisions to application
    - ii. Waukesha Area Symphonic Band (Probationary)
      1. Looking for formal partnership agreement
      2. Recommendations listed but looking for more agreement on what they will do for Carroll
  - b. Partner Client Annual Review Process
    - i. Music Partners:
      1. Jazz Express
      2. Waukesha Area Symphonic Band (Probationary)
        - a. Didn't get formal approval last year
        - b. Working out a more specific partnership plan

- c. Will need to reapply
    - 3. Waukesha Choral Union
    - 4. Youth Wind Orchestra of Wisconsin
  - ii. Athletics Partner
    - 1. Waukesha Parks, Recreation and Forestry
      - a. Mindiola park project no longer happening
      - b. City secured money to make investments/improvements to Frame Park based on partnership with Carroll University
      - c. More benefit coming
      - d. Will be considered priority partners, if all works out.
  - iii. MISC:
    - 1. Plowshare Center
    - 2. School District of Waukesha (Probationary)
      - a. No updates
      - b. Amanda to follow-up with Theresa/Cindy regarding status
  - iv. Look at reviewing the status of these partnerships and reapplication if needed
    - 1. Organization are aware there needs to be a mutual benefit for the formal partnership to exist (explained on application)
    - 2. Community partner should be on board with University Department
4. Open issues or concerns
  - a. New language will be incorporated into the policy
    - i. 2.1.3 revised to reflect change in admissions and higher education
    - ii. This change no longer prohibits recruiting on other institution's campuses
    - iii. New language specifies recruitment is prohibited
  - b. May need to revise the Facility Reservation and Use Policy to be policy-only language (based on possible changes to follow with ERP process) – current policy also has procedural language that may need to be documented elsewhere.
5. Questions/Comments
6. Next meeting: Tuesday, November 5<sup>th</sup>
  - a. Will begin review process for current partners