

## MEETING MINUTES

### Reservations Advisory Committee 1:00 PM – 2:00 PM

November 22, 2016

1. Introductions
  - a. In Attendance: Matthew Olson, Jason Noyes, Elizabeth Brzeski, Pam Watters, Eileen Baldwin, Mike Schulist, Nancy Ferguson, Josie de Hartog, Matt Sirinek, Mark Erickson, Ryan Corcoran, Aliya Zouine
  
2. Fundraising events for student orgs
  - a. Productive meeting with Student Senate
  - b. Proposed Options
    - i. Waive all fundraising fees related to all student org events
      1. Remove lobby table fee of \$37.50 for orgs and internal events if using existing tables in lobby.
      2. Fees still apply for any additional tables that are requested.
    - ii. Outdoor spaces
      1. Waive facility fees for fundraising/organization sales
  - c. Move forward with Policy Update
  
3. Discussion regarding statement of facility use
  - a. Policy includes timeline and scheduling but not for situations when academics need to bump an existing reservation for internal events.
    - i. What is priority level?
    - ii. Nothing in policy says it can/cannot be done.
    - iii. Benchmark to operate with to lock in time period.
  - b. Seems to be happening more often that in the past due to building construction
  - c. Language exists for external clients.
  - d. Alternative may be to send out reminders about room and technology needs instead of trying to tie a date to a policy.
    - i. Per Nancy, reminders are already sent and generally ignored until classes start.
    - ii. A follow-up conversation with Ann would be beneficial.
  - e. Matthew has had conversations with the Grad Center and Athletics about space usage and what is or is not available.
  - f. Address space needs by adding an item to the all employee meeting agenda.
  - g. Matthew prefers to do in conjunction with academics.
  - h. There are issues with when a faculty member does not like an assigned space and switches it to a different space.
  - i. Overall, this group feels senior staff would not approve a formal policy change.
  - j. Suggest taking smaller steps first.

4. Pioneer Hall space rebranding
  - a. Matt mentioned that Student Senate has an interest in making common space more accessible and inviting for students.
    - i. Rebranding around that
    - ii. Underutilized currently
    - iii. Make it more attractive for lounge seating and collaboration tables
  - b. Is that a good direction?
  - c. No one has jurisdiction or owns that space.
  
5. Tailgating policy update
  - a. Reviewed existing copy of Tailgating Policy
  - b. Eileen will review with Scott and Matt to work out specifics and additional areas in question
  - c. Further discussion needed from an institutional standpoint
  - d. Follow-up about Chartwells component and with athletics and Public Safety.
  - e. Hoping to have a policy to approve by next meeting.
  
6. Open issues or concerns
  - a. None mentioned
  
7. Questions/Comments
  - a. Let Matthew know if there are specific agenda items for February.
  - b. Performance Institute preliminary talks
  - c. Space is one of the issues – repurposing
  
8. Fundraising
  - a. Will write into policy unless anyone wants to see differently.
  - b. Is there a plan to talk to student orgs about changes?
    - i. Elizabeth feels the Events office can better communicate the changes rather than Student Activities.
  - c. Review client categories that mention fund raising language.
  
9. Tailgating policy was outdated.
  - a. Are there other appendices that need revamping?
    - i. Possibly ITS and Chartwells.
  
10. Next meeting February 28, 2017