

MEETING MINUTES

Reservations Advisory Committee

1:00 PM – 2:00 PM

Tuesday, November 5, 2019

1. Introductions and call to order
 - a. Jake Styles, Sam Hushek, Romeo, Pam Watters, Amanda Schellinger, Isaac Reiter, Michael Fenney

2. Old Business
 - a. Waukesha Civic Theatre
 - i. Follow-up with feedback on application
 - ii. No longer going to be using CU facilities and will not be renewing partner agreement
 - b. Waukesha Area Symphonic Band
 - i. Senior leadership approved
 - ii. Moving forward with updating application
 - iii. Will review specifics in spring

3. New Business
 - a. Partner Client Annual Review Process
 - i. Review/Edit Rubric and Process
 1. Feedback
 2. Use the Rubric to determine partner benefit
 3. If scores are lower than a reapplication may be needed
 4. As long as partnership is deemed mutually beneficial then application will continue to be honored as originally specified
 5. Use additional comments for further information
 6. Application will be included as attachment
 - ii. Amanda will update/reformat and send out for final review
 - iii. Hoping for December to start sending out to clients
 - b. List of Partners
 - i. Music Partners:
 1. Jazz Express
 2. Waukesha Area Symphonic Band
 3. Waukesha Choral Union
 4. Youth Wind Orchestra of Wisconsin
 - ii. Athletics Partner
 1. Waukesha Parks, Recreation and Forestry
 - iii. MISC:
 1. Plowshare Center
 2. School District of Waukesha (Probationary)
 - a. No update from senior leadership

4. Open issues or concerns
 - a. Policy language change
 - i. Policy posted to web site
 - ii. 2.1.3 revised to include language about active recruitment of Carroll Students from other institutions
 - b. Working on EMS upgrade
 - i. Change to virtual landing page
 - ii. Changes to forms
 - iii. Looking into ways to allow for last minute requests
 - iv. Need to examine existing processes: ex. Registrar approval process
 - v. Submit feedback on virtual EMS to Amanda
 - c. Space Updates
 - i. Bookstore area being remodeled
 - ii. Ratzow conference room will go away with a replacement space designated in Main Hall Rm 210
 - iii. Adding eSports
 - iv. Equipment and podium solutions
 - v. Boardroom
 1. Electrical work
 2. New table will fit in gap of existing table
 3. Softer seating with tablet arms for additional guests
 4. Spring timeframe
5. Questions/Comments
 - a. Can we use EMS to reserve parking?
 - i. Hesitant since the Campus Center lot is designated for guest-only parking
 - ii. Overnight guest parking goes to overflow lots
 1. Requires permit from Public Safety
 2. Guests should register for approval to park overnight
 - b. Can EMS integrate with Outlook to show room reservation?
 - i. Has been discussed
 - ii. Additional module and work required
 - iii. Not all clients have Outlook
6. Next meeting: Tuesday, December 3rd
 - a. May change and reconvene in spring if not new topics need discussion