

MINUTES

Reservations Advisory Committee

1:00 PM – 2:00 PM

Tuesday, December 4, 2018

1. Introductions and call to order
 - a. Tyler Ratkowski, Elizabeth Brzeski, Matt, Sirinek, Zachary Staszewski, Sam Hushek, Amanda Schellinger, Josie de Hartog, Pam Watters, Lauren Brandmeier
2. Old Business
 - a. Partner Client Criteria and Application – see attached handouts
 - b. Communication Plan
 - i. Phase one is Internal Communication
 1. Proposed language
 - a. Announcement in the Buzz to be a summary
 - b. Provide full draft as needed
 2. Info available on portal for Carroll University Partner Clients
 - a. Link to Application
 - b. House Partner Client List
 - ii. Phase two is email to Organization contacts
 1. Spreadsheet of current contacts
 2. References specifics and who may be listed as a current contact
 - iii. Phase three is to communicate change with current partners and contacts
 1. Phone call to external partner
 2. Follow up with email and link to application
 - c. Application Revisions
 - i. Organization section with contact information and specific content
 - ii. CU Department contact
 - iii. Partnership Application Form
 - iv. Confirmation email after submission
 - v. Annual review process by RAC
3. New Business
 - a. Partner Client Communication Plan - above
4. Open issues or concerns
 - a. Ballroom shutting down starting Monday for new ceiling and lighting
 - i. Move existing bar
 - ii. Adding stage lighting
 - iii. Hoping to add additional electrical outlets, and remove wall panels.
 - b. Oakroom is getting new lighting
 - i. Offline beginning 12/12

- c. Campus Center Bathroom remodel in process
 - d. Shattuck new lighting TBD
 - e. Summer working being done in Berg Halls
 - i. Consider different location during this time
5. Questions/Comments
- a. None
6. Next meeting: Tuesday, February 5 @ 1pm – VO 311