

MEETING MINUTES

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

September 27, 2016

1. Introductions
 - a. In attendance: Matthew Olson, Amanda Schellinger, Jason Noyes, Tyler Ratkowski, Elizabeth Brzeski, Pam Watters, Eileen Baldwin, Mike Schulist, Nancy Ferguson, Josie de Hartog.
2. Fundraising events
 - a. Discussed briefly in May and held follow-up meeting in August.
 - i. Policy for any event that generates revenue on campus.
 - ii. Previous policy not updated since 2011.
 - iii. Sub-committee members have not contacted Matthew.
 - iv. Need a decision as to how to move forward.
 - b. Met with members of Senate.
 - i. Senate is trying to write a resolution requesting a release.
 - ii. Will wait for Senate draft and bump to November agenda.
3. Tailgating policy
 - a. John Harbeck, guest.
 - i. John was involved with initial writing of policy.
 - b. Review with group to determine tweaks as needed.
 - i. Policy was a collaboration with Athletics but meant to cover all events.
 - ii. The only part of policy enforced is that tailgate must decrease two hours after event ends.
 - c. Matthew has been speaking with Eileen in Alumni Engagement about Tailgating policy for the last 3 months.
 - i. Current policy dated 2007 does not align with HC activities or home football/basketball games.
 - ii. HC uses Tennis court lot. Goal is to reserve for handicapped parking for home games.
 - d. Mike S. – Safety has agreed to help monitor lots.
 - i. Want to avoid visiting tailgaters mixing with campus tailgating.
 - ii. Assign a visitor lot. Visitor information guides will include assigned lots for tailgating.
 - iii. Pioneer Tailgating will have signs posted.
 - e. Sports that tailgate are mainly football.
 - i. Good to incorporate more sports like soccer or lacrosse.

- ii. Current policy states for High School games tailgating is not permitted. What about Waukesha Youth Football?
- f. Food service in general.
 - i. Chartwells has exclusive rights as our dining provider. Need to review/approve.
 - ii. HC specifically Eileen owns events.
 - iii. Different campus groups rent tents and should be ordering food/drink from Chartwells.
 - iv. Eileen is fine with alcohol coming from Chartwells.
 - v. When looking at other campus groups who choose to cater only some use Chartwells and some use outside catering.
 - vi. Current Policy only includes Chartwells and Eileen suggests that the changing the policy to allow for other catering.
 - vii. We have never enforced the policy if groups had outside food. There needs to be clear communication from the start.
- g. Two things on table:
 - i. Non-HC events that tailgate
 - ii. HC events and groups – what are exceptions?
- h. Revisit timeframe for tailgating hours.
 - i. Hard to assign a time if lots are not closed.
 - ii. Would 4 hours before game be acceptable? (So for 1pm game tailgating can start at 10am.)
 - iii. Advocate for 4 hours before and 2 hours after.
 - iv. Biggest issue may be with parent groups. Visiting team tailgate leader gets an email from Mike.
 - v. Hard to lockdown lots. Parking lots listed are not inclusive.
- i. Where is the policy distributed?
 - i. Visitors do not see the actual policy but guidelines are there for campus to enforce and provide appropriate actions.
- j. Who owns the policy?
 - i. RAC approved the tailgating policy in 2007.
 - ii. Affects more than just people on Advisory Committee.
 - 1. Should there be more than just Athletics and Public Safety?
 - 2. Eileen’s group, Chartwells, Matt S.
 - iii. List exceptions and what will be enforced for external groups.
 - iv. May boil down to who is enforcing the policy.
 - v. Suggest sub-committee meeting with parties that should be involved.
- k. Have new policy in place effective Fall 2017.
 - i. Need final decisions by spring 2017.
 - ii. Incorporate key points of policy into marketing materials.
 - iii. Currently listed as an Addendum for Reservations.

4. EMS implementation
 - a. Live, people using, training was provided.
 - b. Feedback has been positive.
 - c. Amanda attended conference two weeks ago.
 - i. There is a new release but Amanda recommends waiting until next academic year. Release will make the user site even easier to use.
 - ii. New apps are being rolled out. Mobile app automatically comes with it.
 - d. How do we feel about people booking certain spaces without going through an approval process?
 - i. There are book onsite options and ability to use QR codes.
 - e. EB brought up that she has to sign on twice.
 - i. Eileen had that issue previously but not anymore.
 - ii. Amanda will follow-up with new Tyler.
 - f. Is there going to be capability to view schedules?
 - i. Looking at other calendar features for long-term solution.
 - ii. Short-term solution is to install desktop client with generic login to allow access to schedules.
 - iii. A few outliers do not have access to EMS. One example is the Library Classroom.
 - iv. Initiative is to have one system on campus to schedule and view all events.
 - g. Any feedback on invoicing and estimating functions?
 - i. From reservations standpoint the timeliness is better and process is automated.
 - ii. Invoices are billed monthly to coincide with business office.
 - iii. EB doesn't recall being invoiced for preview days in July.
5. Open issues or concerns
 - a. Should be receiving student assignments for committee.
 - b. EB will follow-up with Senate.
6. Questions/Comments
7. Next meeting November 22, 2016