



**PALM BEACH STATE
COLLEGE**

**AGENDA/MEETING MINUTES
Eissey Campus Coordinating Council
Thurs, Sept 8, 2011 at 2 p.m.
Smith Conference Room**

ITEM 1. Event Planning Form

Discussion: Changes to the Event Form:

1. Box added in front of Flyer
2. Change Rene Milici to Lisa Averill for PGA Sign, add to distribution at the bottom
3. Change Theatre Digital Sign to new link to CRM Event/Sign Request Form

Data/data source: Event Planning Form

Action: Sue will update the Event Form with these changes

ITEM 2. Process for Event Planning

Discussion: Process for Event Planning was reviewed. The following changes will be made;

1. Step 1 – add Wellness Center ext. 25098
2. Step 2 – delete two items with dots by them
3. Step 3 – after College Café add (unless they are unable to provide)
4. Step 3 – add if you provide your own catering you are responsible for clean-up
5. Step 5 – add that two work orders are needed – one for installation of the tent and one for inspection of the tent
6. Step 8 – change the link to the Event/Sign request form
7. Step 8 – delete electronic sign info
8. Step 8 –Rene to Lisa
9. Step 8 – add that banners require work order 7 days in advance and placement is to be approved by Facilities.

Data/data source: Process for Event Planning

Action: Nancy will revise the procedures and create an allusernorth email to remind about the new event form and procedures.

ITEM 3 Amphitheater

Discussion: New procedures and technical specifications for the Amphitheater were reviewed. We will add that anything that goes on the stage must be approved by the Theatre Technical Director in advance.

Data/data source: none

Action: none

ITEM 4 Campus Calendar

Discussion: No format change was recommended for the monthly campus calendar.

Data/data source: none

Action: none

ITEM 5 New Committee Members

Discussion: Magdala Ray has joined for PTLC. Nazare has gone off the committee.

Data/data source: None

Action: None

ITEM 6 Next Meeting

Discussion: The next meeting will be in February 2012.

Data/data source: None

Action: Nancy will call the meeting in January 2012.

Attendance:

Sue Levine	Nancy Denholm	Michelle Balik
Angela Allen	Frank Atkins	Ken Badaracco

Submitted by:

Nancy Denholm, Scribe

cc. Sue Levine, Karla Walter, David Pena, Magdala Ray, Michelle Balik, Jean Wihbey, Ken Badaracco, Frank Atkins, Angela Allen