



**PALM BEACH STATE
COLLEGE**

**AGENDA/MEETING MINUTES
Eissey Campus Coordinating Council
Wed, Sept 22, 2010 at 2 p.m.
Smith Conference Room**

ITEM 1. Event Planning Form

Discussion: Suggested changes to the Event Form were as follows

1. Change all websites to palm beach state from pbcc
2. Delete Broadcast Message, District Alluser as publicity options (not available)
3. Delete Open Room Time (not used)
4. Change Press Release and Web Announcement to the CRM link and phone number
5. Delete *requires online form* under Theatre Digital Sign and add the actual link for the LED sign request <http://intranet.palmbeachstate.edu/forms/SMguidelines.asp>

We also agreed to send out an alluser email that emphasizes to remind event planners about using the form in a timely fashion.

Data/data source: Event Planning Form

Action: Sue will update the Event Form with this information
Nancy will design an allusernorth e-mail including the revised event form and the updated event planning procedures

ITEM 2. Process for Event Planning

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

1. Step 1 – add all other rooms in BR to contact Patty Grande to schedule
2. Step 1 – Wellness Center contact Wellness Center Coordinator
3. Step 1 - Change Student Activities Director to Coordinator
4. Step 1 – add Pavilion to Student Activities Coordinator
5. Step 2 – add IT, Receiving and Teresa Woolfe for form distribution
6. Step 3 – add under room set-up - work orders *seven days notice required*
7. Step 3 – delete 25450 extension for Computer Resources
8. Step 4 – add emails for Teresa Woolfe, CCTV and Theatre Director
9. Step 4 – change posters to comply with the new rules – approved at Student Activities Office and posted on the 1st and 15th on campus

Data/data source: Process for Event Planning

Action: Nancy will revise the procedures and include these changes on the alluser reminder email along with the revised event form.

ITEM 3 Campus Calendar

Discussion: It was agreed to eliminate the online Outlook Campus Calendar since no one seems to use it anyway. Instead Nancy will contact the Student Activities Coordinator, Sue, Karla and David for calendar listings on the 15th of each month for the next month. Then send a reminder to the Student Activities Coordinator to post the calendars on campus.

Data/data source: October Campus Calendar

Action: Nancy will get Jean’s approval to deactivate the Campus Outlook Calendar.

ITEM 4 Special Event Permitting

Discussion: New college policies being developed for special events especially for tents, canopies and signage

Data/data source: None

Action: Tabled until our February 2011 meeting.

ITEM 5 New Committee Members

Discussion: Patty Grande was suggested as a new committee member

Data/data source: None

Action: Nancy will ask if she would like to join us

ITEM 6 Next Meeting

Discussion: The next meeting will be in February 2011.

Data/data source: None

Action: Nancy will call the meeting in January 2011.

Attendance:

Sue Levine	Nancy Denholm	Michelle Balik	David Pena
Ken Badaracco	Colleen Courtney	Carrie Pasquale	

Submitted by:

Nancy Denholm, Scribe

cc. Sue Levine, Karla Walter, David Pena, Colleen Courtney, Michelle Balik, Nazare Feliciano, Jean Wihbey, Ken Badaracco, Frank Atkins, Carrie Pasquale