



Cleveland State University

Division of Business Affairs & Finance

Department of Conference Services

December 6, 2011 - MEETING MINUTES

Conference Advisory Committee

Rick Gropitch	Director, Conference Services
Clare Rahm	Asst. VP, Campus Support Services
Virnette House-Browning	Sr. Assoc. Athletic Director
Dr. Mary Myers	Coordinator of Student Organizations
Scott Warren	GM, Wolstein Center
Bob Holub	Facilities Coordinator, Recreation Center
Derek Koenig	Student Representative, SGA

In attendance: Rick Gropitch, Clare Rahm, Mary Myers, Scott Warren, Derek Koenig

MINUTES:

- Conference Services Advisory Committee Function:
 - To increase the quantity and viability of conference events on campus.
 - Through dialogue and insight from a variety of event planners, we will be able to refine current administrative and operational functions on campus.
 - Focused cooperation will lead to improved campus events.
- Campus Support Services Update:
 - Construction on campus is nearly finished
 - Campus Village—off campus project that will have some effect on parking
 - Middough and Allen Theater—space requests through Dr. Maldin
- Conference Services Update:
 - 14,000 events last year
 - Request system for rooms and support is on-line
 - Wolstein Center events to be posted on R25 when the event is posted on website, no sooner
- Conference Services Web Site Review:
 - Discussions followed about the substantial information regarding event planning, policies, facility descriptions, and affiliated costs.
 - Suggested that an additional link to the Parking Department home page be added. A link to the Parking Department was activated on December 9th.
 - Suggested link for Athletic Events
 - Calendar of Events—shows everything scheduled on a given day:
 - Current: MBASKETBALL V AKRON
 - Suggested: CSU MENS BASKETBALL V. AKRON
 - Description field on calendar listing has no corresponding field on the space request form. Pursue connection.
 - Purpose of “Description” Field is for any additional needed information such as tickets, contact information etc.
- University Facility Use Polices:

- Pricing
 - University organizations—no rental fee
 - Partnering with external groups—50% discount
 - 501C3 groups—50% discount
 - External Groups pay full fees
 - There is a discount for university and partnered events on campus but not in auxiliary facilities like Wolstein.
 - Student organizations—would like discount on set up of AV equipment

- Percentage of use by groups
 - University Organizations—75%
 - Partners and 501c3 groups—20%
 - External Groups—5%

- Late Arriving Requests
 - 15 day advance notice is optimal
 - 10 day advance notice is okay. Police NEED at least 10 day notice
 - Large events have sometimes filed forms late—just a couple of days before the event, all efforts are made to accommodate event, letter needs to be sent and late fees assessed in such events
 - By sending notices to departments on procedural reminders and assessment of fees, hopefully reduce the quantity of late requests and further improve successful campus events and alleviate current staffing concerns
 - Follow up in Spring Meeting on above items

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NEXT MEETING AGENDA

- Update on how successful the reminder process is working on late arriving facility requests.
- How to increase external programs on campus
- Increase quantity and impact of summer camps
- Other items/suggestions?

NEXT MEETING

- Spring Semester – Date and location are TBD