Cleveland State University

Division of Business Affairs & Finance
Department of Conference Services

November 1, 2013

Conference Advisory Committee
Rick Grospitch	Conference Services
Clare Rahm	Campus Support Services
Virnette House-Browning	Athletic Department
Bob Bergmann	Student Life
Jamie Johnston	Student Life
Matt Herpich	Wolstein Center
Nick Froelich	Recreation Center
Mike Weaver	Recreation Center
Ben Rogers	Parking & Transportation
	SGA Member

Regular Guests:
James Razzante	Campus Dining
Wendy Densmore	Campus Support Services

In attendance: Rich Grospitch, Clare Rahm (via phone), Nick Froelich, Jamie Johnston, Bob Bergmann, Ben Rogers, Matt Herpich, Rodolfo Pagsanjan, Shaquille Azir (SGA), Wendy Densmore

Meeting
- **Introductions**
- **Discussion on investigating consolidated service for external rental programs**
    - Participants thought that generally it was a good idea because then there would be a consistent message to the community and there would be a pooling of resources and all contracts would have the same message—therefore the message would be consistent and accurate across campus.
    - Also, this would centralize ticketing and legitimize programs, help with the "gray" areas of whether an event is external or internal, provide uniformity and this would in turn protect the University.
    - Deliverable—those present were to forward their standard contract to Wendy – this would be the Rec Center, Conference Services, Parking, and Wolstein.

- o Question was raised about departments like Music. Thought there needed to be a strategy with Provost and Senior staff backing so that everyone understood the purpose of having a consolidated service.
  - o Athletics was not present at the meeting.
- **Ad Astra**
  - o Discussed some of the problems relating to Ad Astra.
  - o Rodolfo feels more at ease in working with the program after attending the User's Conference.
  - o For Student Affairs to fully implement the system, it was requested to wait until August 1, 2014 with the new student leaders. For now they will continue with how it is working with Orgsync. Did not want to change mid year.
  - o Explained that there is no support for R25 and that three years worth of information was lost. So, if someone calls and states that they want the same thing as last year, it needs to be rebuilt because they do not have the information electronically from the previous years.
  - o IS&T let them know that some events did not get ported to the new system but there was no way of finding out which events didn't get ported.