Events Advisory Council
April 5, 2019
MSU 322 - 2:00 pm

Committee in attendance: Leah Cassellia, Jason Garcia, Stacey Green, Nassir Grigsby, Michelle Gober, Clyde Killebrew, Greg Kokolus, Amy Sandt, Amy Walton, Bryan Zellmer

Guests in attendance: Amanda Garcia, Brenda McCauley, Honey Svoboda,

Absent: Elizabeth Rogol, Dan Neuenschwander

Welcome

Jason Garcia, Director of Conference and Event Services, opened the meeting.

Early Reservation Process

Jason explained the process of EAC, any requests entered after the deadline of 3/8 at 12 noon will be 1st come 1st serve after EAC events have been confirmed.

There are approximately 1,000 more EAC requests this year vs. last year.

It is very important that all events have a specific name of the event, since the Central Calendar will pull events directly from EMS into the calendar, beginning with the new calendar program in the Fall.

There are several blanket hold requests that will not be honored, if other events are requested in spaces that are open to anyone.

The Protection of Minors process was reviewed for internal groups.

Honey took over the review of all EAC conflicts with the committee.

Line Item 841-PASSHE Board of Governor and Council of President's Meeting was discussed, along with several conflicts for this request. Discussed adding all of MSU for this event.

Old Business

Amanda brought up the topic of MSU priority list. This discussion has been tabled until the EAC Committee Meeting in the Fall.

New Business

Reviewed EAC requests from line item #1 – line item #942.

The committee decided to change the next meeting time, on Monday, April 8, to begin at 1:00 PM, in MSU 322, beginning with line item #943.

Meeting adjourned.