

Minutes of Committee on Community Events (BCC)

February 11, 2020, 12-1:15 pm (NL 136)

Attendance: Grisel Acosta, Carlos Cruz, Vaso Thomas, Barbara Thomson

The minutes of the December 10, 2019 were approved.

Sibongile Mhlaba, member of this Committee, is on medical leave. We might meet with her via conference call.

Reviewed and approved draft of the proposed changes to the governance plan to allow the Director of Administration Services and Events Management to serve as a proxy vote in the absence of a representative from the Office of the President.

Barbara Thomson informed us that Resource 25 (system that manages booking of events on campus) will be replaced with Coursedog on June 30. Staff and faculty training is planned.

The handout, *Events: A How to Guide for BCC Faculty and Staff*, needs to be updated given new system changes (Coursedog) and unified with pictures of the campus spaces and copy. Barbara offered to find pictures and bring them to our next meeting; we will decide on what pictures to use and write the copy at our next meeting.

Grisel Acosta spoke with Roni Ben-nun, who forwarded to Luis Montenegro, a question about whether we have a budget for our committee. For now, we will make copies in our departments.

We discussed how we need more AV technicians on campus to support faculty using technology during their events. It was suggested that work study students might be used to do this work and that we speak with Frank Giglio about the idea since he manages the AV equipment. Grisel Acosta suggested bringing up the issue at Senate.

Our next meeting will be held from 12-1:15pm in NL 136 on March 10, 2020.