President’s Quality of Life Committee
Meeting Minutes for
Thursday, November 19, 2013
12:00 p.m. – 1:15 p.m.
Conference Room, 7th floor of Crawford Building

In Attendance: Monica Baloga (Chair), Catherine Cook, Cheryl Davis, Ulreen Jones, Eric Kledzik, Jackie Lingner, Bill Macom, Vitalis Okafor, Daniel Otero, Dylan Polasko, Jon Shenker, Sharon Stanfield, Kristi Van Sickle, Cookie Young

Guests: Greg Graham, Erica Spencer, Cindy Schmitt

Absent: Chase Brown, Cat Carnley, Jessica Cushman, Carla Deras

I. Approval of October 24th, 2013 meeting minutes
The minutes were unanimously approved with one minor correction.

II. Introduction of Guest Speakers/Attendees: Mr. Greg Graham, Ms. Erica Spencer, Ms. Cindy Schmitt
Prior to the addressing the meeting agenda topic on the Conference Center, the Chair introduced the three guest speakers. Mr. Greg Graham is Assistant Vice President for Business & Retail Operations and Ms. Erica Spencer is Director of the Conference Service Bureau. Ms. Cindy Schmitt is Senior Director of Continuing Education.

III. Agenda Topic: Conference Center
Mr. Graham and Ms. Spencer listed conference center facilities and amenities for consideration, based on their vast professional experiences in this area. The lists includes
- Large divisible ballroom
  The size would be critical since there are no large venues in Brevard County.
- Break-out areas equipped with audio-visual capabilities for meetings, video-conferencing, virtual meetings and broadcasting, etc.
- WiFi in entire facility
- Adjustable lighting
- Catering/kitchen area
- Sufficient storage, including event storage
- Auxiliary items, such as on-site dance floor
- Generator back up
- Housing for visiting scholars, professors, vendors (possibly junior suites)
- Small lobby and outdoor seating (to encourage networking)
- Transportation options
- Store for sundries and university merchandise
- Personnel: tech support, manager, desk staff, custodial service, event staff (set up/break down), catering staff, kitchen staff, etc.
- Dedicated space for university use
  For example, admissions staff could use space for meeting with parents and potential students.
• Recreation space, including pool, maybe a golf course

Ms. Schmitt provided a handout (included) which listed other priorities, facilities, and amenities for consideration and spoke about existing venues that would competitors for services offered by a potential Florida Tech Conference Center. The information she provided is based on her vast professional experiences with Continuing Education opportunities and others.

Committee members responded with enthusiasm and expressed that a conference center could remedy “quality of life” situations that overburden existing facilities and amenities on campus. These include graduation events for high schools and Florida Tech, venues for use by student organizations and international students (coffee hours, BBQ during orientation, etc.), venues for use for professional conferences (which would relieve the burden on classroom and residence hall space in the summer), among others. Revenue could be generated by hosting external conferences and academic programs in hospitality services could be re-opened to partially staff the center.

IV. Action Items
   There are no action items assigned.

V. Next meeting: TBD; Topic: Communication

Respectfully submitted,

Monica H. Baloga, Chair

November 18, 2013