**M E M O R A N D U M**

**TO:** Ruth Hamilton (Exec. Director, Graham Center) – Task Force Chair

Julissa Castellanos (Dir. of Operations, Office of the Vice Provost BBC)

Heath Glick (Chief of Staff, Intercollegiate Athletics)

Sandy Gonzalez-Levy (Senior Vice President, External Relations)

Robert Grillo (Vice President and CIO, Division of Information Technology)

Maxine Hylton (Director, Graham Center)

Jeff Krablin (Associate Vice President, Business Services)

Marco Benitez (Director, Analysis, Assessment & Risk Mgmt, Facilities)

Gitta Montoto (Chief of Staff, Office of the Provost)

Marta Perez (Director, Office of Classroom Management)

Sanyo Mathew (Associate Director of IT, Graham Center)

Vanessa Vazquez (Coordinator of Event Planning, Graham Center)

**FROM:** Douglas Wartzok, Provost and Executive Vice President

Kenneth Jessell, Sr. Vice President and CFO

**DATE:** February 21, 2013

**SUBJECT:** Centralized Reservations Website Task Force

You are requested to serve on a university-wide committee for the creation of a Centralized Reservations Website that will provide all the information and means required by a user seeking to plan an event at the university or seeking to manage space reservations.

Scope

* Develop policies and procedures, including initial review and approval authority.
* Guide the initial website design and content.
* Develop means and methods by which departments and areas will:
	+ contribute to the initial website design and content as well as the maintenance of the information to insure the website is up-to-date.
	+ continue to manage: (i) the reservation of the user’s spaces and (ii) the collection and management of the user’s fees.
* Identify all indoor and outdoor spaces with potential for reservations on a large map with links to the appropriate contact departments/divisions/areas.
* Develop an initial review and approval process.
* Develop a centralized single form for space reservations.
* Develop standardized rental rates.
* Develop website maintenance and updating procedures.
* Develop a standard scheduling software for all reservations:
	+ to maintain a single point of information about scheduled events
	+ to obtain utilization data for planning and forecasting.
* Set up a mechanism to follow up periodically (e.g. annually) to address any proposed website improvement(s); updates; and/or issues.

Additional assistance to the Task Force will be provided as needed/requested by the Office of the General Counsel (Fleta Stamen), Risk Management (Alex Fals), Academic Space Management (Gloria Jacomino), Public Safety (Alexander Casas) and Parking and Transportation (Lissette O. Hernandez). Please advise as soon as possible who your designee will be if you cannot participate. We will send out a meeting notice in the upcoming weeks. If you need further information or support during the process, please contact us.

Proposed Task Force Timeline

February 2013                   Formation of the Task Force

Fall Term 2013                                   Completion of policies and procedures

Spring Term 2014                               Completion of website design

Summer Term 2014                           Full implementation of reservations website