

**V.J. and Angela Skutt Student Center Advisory Board  
Tuesday September 16, 2014  
Meeting & Minutes**

Voting members present: Sue Selde, Jennifer Yee, Joey Kimes, Ashley Sickel, Maureen Hermens, James Dorsey

Voting members not present: Whitney Coriolan, Thomas Ecklund, Evan Sakai

Non-voting members present: Scott Maas, CJ Jackson, David Murdoch

Meeting minutes: Meeting called to order by Scott Maas at 3:15pm.

**Review of Fiscal Year 13-14**

1. Organizational Chart
  - a. New employment in Event Management – Jonathan Leiniger and Danny Steiner
  - b. Searching for 3 new employees – 1 Event Management, 1 Reservations, 1 Administrative Assistant
  - c. SAO/Skutt Intern – will do again this year
2. Annual Report
  - a. Successes
    - i. Had 6 open positions and made it work
    - ii. Secured funding for 25Live
    - iii. Building updates
      1. 3 new offices, 1 meeting room, digital signage
      2. New furniture in main office and SAO
      3. Erbert's and Gerbert's
  - b. Plans for new building signs, HVAC work, and new A/V in meeting rooms
  - c. New identity for Skutt & Harper
  - d. Relationship defined with Heider College of Business
  - e. EBI assessment completed and returned – working on review
    - i. new goal to try and set SSC apart from KFC
3. Updates
  - a. Skutt Shutdown – huge success
    - i. 2000+ in attendance
    - ii. Planned for September 3<sup>rd</sup> next year with new time
    - iii. Applications for coordinators after Fall Break
  - b. Welcome Week
    - i. Length concerns across campus
  - c. Skutt Programming



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- i. No more random events – going to focus on 5 main events and do them well
      - 1. Midterms Week
      - 2. Halloween Maze
      - 3. Pictures with Santa
      - 4. Party on the Patio
      - 5. Spring Event TBD
    - ii. Art Gallery
      - 1. Wall mural/décor competition on second floor walls
  - d. Reservations
    - i. Working with SAO to only reserve rooms for registered student orgs
    - ii. Website update
    - iii. Encourage using webviewer
    - iv. Billy Blues policy proposal
    - v. Hiring process to fill full time positions
    - vi. 25Live Project
      - 1. Taking longer than expected because of clean up process
      - 2. June live date for student orgs and faculty
      - 3. January live date for reservations staff

### **New Business**

- 1. Charter update
  - a. No vice president for student services – needs updating on titles
  - b. Appointments
    - i. Motion to add multicultural member
    - ii. Motion to add student employee
    - iii. MOTION APPROVED 4:36PM
  - c. Discussion about adding graduate students/commuter students/allied health students

October 14<sup>th</sup> – next meeting

**Adjournment:** meeting adjourned at 4:40pm.