Skutt Advisory Board Meeting Agenda
January 27, 2016
Skutt 209

1. Welcome Back!

2. Review of Minutes

3. First Semester Review of Skutt
   a. Dashboard & Fun Facts
   b. Pillar Goal Review

4. Staffing Update
   a. Two Open Positions

5. New Business
   a. C-store in Skutt
      1. Thoughts on Locations
   b. Removal of Wall of Distinction
      1. Replace with Greek Composites
   c. Additional Furniture in Skutt
      1. What is your preferred type of seating when in Skutt?

6. Trivia Question
V.J. and Angela Skutt Student Center Advisory Board

Wednesday November 18, 2015

Meeting and Minutes

Voting members present: Sue Selde, Joe Kimes, Austin Benz, Taylor Broschat, Mason Halouska, Rebecca Henton, Mary Korch

Voting member not present: Jim Dorsey, Jill Fahrer

Non-Voting members present: Scott Maas, Tami Thibodeau, Dijon DeLaPorte

Non-Voting members not present: Pat Zander, David Murdoch

Meeting called to order by Scott Maas at 4:10

Binders

Each board member was handed a binder to review the different sections. Tami suggested each member take their binder with them and bring it to the next meeting. At the beginning of each meeting they will be given minutes from the last meeting, and any other information to add the binder (hold punched). Minutes were reviewed and approved from October 26, 2015 meeting.

Dijon asked if we were still looking for 2 seats to be filled. A staff member and a Diversity Multicultural Affairs student.

Reflection skipped

New Employee & 25 live

Dijon announced Creighton Alum Meradith Ganow started Monday 11/9/2015. Meradith has is training in reservations. She is a quick learner, and has worked in the family catering business, and a bridal shop. Next semester Nick Orsi will transition into his new 25 live position. We have not had one person dedicating their time to 25 live however, Nick will be implementing functions of 25 live that we currently are not using. Nick will also be back up for reservations.

Annual Report

Take time to review the annual report based on the first 8 weeks on the semester. Scott referred to room turn over time, and Starbucks had 8,000 transactions during the week. We do get a commission check from Sodexo. All Starbucks employees are employed through Sodexo.

New Business

Midterms, Dead Week & Finals building usage over a 24 hour period. CSU mentioned the building is nothing but dead. Scott gathered data to support that only 1% of the student population uses the building between 2:00am and 6:00am. When we open the building on Sunday of dead week we are for
14 days straight. It costs the University $481.00 a week to pay a student work, not to mention paying the professional staff to keep the building open. This doesn’t include the cost of utilities etc. The board discussed the building being open for 24 hours, and the motion was approved to end the 24 hours for midterms, dead and finals week. With the exception that we open on Sundays of those weeks at 8:00am. CSU agreed to close the building at 2:00am. An alternative is the library open 24 hours.

It was mentioned it is a “no-brainer and unhealthy” to stay up.

**Upcoming Meetings**

Scott asked for the students to send their schedules to him. A reminder email was sent to the students on Thursday, November 19th. The information will allow the spring semester meeting to be scheduled for January, February, late March and late April.

Meeting adjourned 5:00
## Event Information Summary

**FY16 Event, Catering, Misc Information**

### Number of Events

<table>
<thead>
<tr>
<th></th>
<th>YTD FY16</th>
<th>Final FY15</th>
<th>Final FY14</th>
<th>Final FY13</th>
<th>Final FY12</th>
<th>Final FY11</th>
<th>YTD Comparison (FY16 vs FY15)</th>
<th>5 Year Average (FY11-FY15)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
<td>362</td>
<td>875</td>
<td>752</td>
<td>676</td>
<td>683</td>
<td>675</td>
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<td>1,171</td>
<td>937</td>
<td>951</td>
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<td>0</td>
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<td>26</td>
<td>7</td>
<td>6</td>
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<td>1,898</td>
<td>1,875</td>
<td>1,659</td>
<td>1,669</td>
<td>-1,198</td>
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### Number of Events - Skutt

<table>
<thead>
<tr>
<th></th>
<th>YTD FY16</th>
<th>Final FY15</th>
<th>Final FY14</th>
<th>Final FY13</th>
<th>Final FY12</th>
<th>Final FY11</th>
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<th>5 Year Average (FY11-FY15)</th>
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<tbody>
<tr>
<td>Student</td>
<td>608</td>
<td>1,294</td>
<td>1,296</td>
<td>2,048</td>
<td>2,169</td>
<td>2,169</td>
<td>-1,199</td>
<td>1,870</td>
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<tr>
<td>Creighton Community</td>
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<td>1,647</td>
<td>1,685</td>
<td>1,899</td>
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### Number of Events - Harper

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<th>Final FY13</th>
<th>Final FY12</th>
<th>Final FY11</th>
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<tr>
<td>Student</td>
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### Number of Events - Classrooms*

<table>
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<tr>
<th></th>
<th>YTD FY16</th>
<th>Final FY15</th>
<th>Final FY14</th>
<th>Final FY13</th>
<th>Final FY12</th>
<th>Final FY11</th>
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<tr>
<td>Student</td>
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<td>2,048</td>
<td>1,818</td>
<td>1,708</td>
<td>1,607</td>
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<td>Creighton Community</td>
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<td>2,877</td>
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<td>7</td>
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<td>4,970</td>
<td>4,700</td>
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### Number of Participants

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<th>Final FY14</th>
<th>Final FY13</th>
<th>Final FY12</th>
<th>Final FY11</th>
<th>YTD Comparison (FY16 vs FY15)</th>
<th>5 Year Average (FY11-FY15)</th>
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<tbody>
<tr>
<td>Skutt</td>
<td>45,941</td>
<td>92,650</td>
<td>88,289</td>
<td>84,760</td>
<td>80,125</td>
<td>86,456</td>
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<td>Harper</td>
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<td>185,261</td>
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<td>Outside Events</td>
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### Catering Event Stats

#### Number of Catered Events - Skutt

<table>
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<tr>
<th></th>
<th>YTD FY16</th>
<th>Final FY15</th>
<th>Final FY14</th>
<th>Final FY13</th>
<th>Final FY12</th>
<th>Final FY11</th>
<th>YTD Comparison (FY16 vs FY15)</th>
<th>5 Year Average (FY11-FY15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events with Food</td>
<td>273</td>
<td>615</td>
<td>522</td>
<td>467</td>
<td>364</td>
<td>404</td>
<td>-342</td>
<td>476</td>
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<td>Events with Alcohol</td>
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<td>49</td>
<td>17</td>
<td>16</td>
<td>25</td>
<td>26</td>
<td>-36</td>
<td>27</td>
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<td><strong>Total</strong></td>
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<td>503</td>
<td>389</td>
<td>430</td>
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#### Number of Catered Events - Harper

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<tr>
<th></th>
<th>YTD FY16</th>
<th>Final FY15</th>
<th>Final FY14</th>
<th>Final FY13</th>
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<th>YTD Comparison (FY16 vs FY15)</th>
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</thead>
<tbody>
<tr>
<td>Events with Food</td>
<td>361</td>
<td>937</td>
<td>919</td>
<td>1,056</td>
<td>1,044</td>
<td>991</td>
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<td>62</td>
<td>86</td>
<td>86</td>
<td>80</td>
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<td>1,142</td>
<td>1,124</td>
<td>1,101</td>
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<td>1,086</td>
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#### Number of Catered Events - Skutt & Harper Total

<table>
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<tr>
<th></th>
<th>YTD FY16</th>
<th>Final FY15</th>
<th>Final FY14</th>
<th>Final FY13</th>
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<th>YTD Comparison (FY16 vs FY15)</th>
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</thead>
<tbody>
<tr>
<td>Events with Food</td>
<td>634</td>
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<td>1,501</td>
<td>1,543</td>
<td>1,408</td>
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<td>111</td>
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<td>102</td>
<td>105</td>
<td>136</td>
<td>-60</td>
<td>111</td>
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<td><strong>Total</strong></td>
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<td>1,663</td>
<td>1,604</td>
<td>1,645</td>
<td>1,513</td>
<td>1,531</td>
<td>-978</td>
<td>1,591</td>
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*Classroom Event Reservations started in FY15*
# Event Information Summary

**FY16 Event, Catering, Misc Information**

<table>
<thead>
<tr>
<th>Event Turnovers</th>
<th>YTD FY16</th>
<th>Final FY15</th>
<th>Final FY14</th>
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<th>YTD Comparison (FY16 vs FY15)</th>
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<tr>
<td>Skutt</td>
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<td>63</td>
<td>52</td>
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<td>Harper</td>
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<td>81</td>
<td>100</td>
<td>103</td>
<td></td>
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<table>
<thead>
<tr>
<th>Number of Catered Exclusivity Waivers</th>
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<th>Final FY12</th>
<th>Final FY11</th>
<th>YTD Comparison (FY16 vs FY15)</th>
<th>5 Year Average (FY11-FY15)</th>
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<tr>
<td>Received</td>
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<td>96</td>
<td>113</td>
<td></td>
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<td>-71</td>
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<tr>
<td>Total</td>
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<td>119</td>
<td></td>
<td></td>
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<td>112</td>
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<th>Number of Request to Serve Alcohol</th>
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<th>Final FY15</th>
<th>Final FY14</th>
<th>Final FY13</th>
<th>Final FY12</th>
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<th>YTD Comparison (FY16 vs FY15)</th>
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<td>Received</td>
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<td>17</td>
<td>16</td>
<td></td>
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<td></td>
<td>-15</td>
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<td></td>
<td></td>
<td></td>
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*Classroom Event Reservations started in FY15*
DEVELOP PILLAR- Develop Students (and Staff) Holistically

- Revisit, Revise, and Launch a new Student LEADership Program for all student team LEADs by January 30, 2016
  o Champion – Scott w/ Jon
  o Action Plan-
    - Student LEADs require to attend Ignatian Student Leadership Training on September 10, 2015
    - Determine learning outcomes for program and research current leadership programs offered by the Student Leadership and Involvement Center.
    - Establish regular monthly meetings with Student LEADs covering learning outcomes.

  o Mid-Year Status
    - Five of the seven LEADs attended the Ignatian Leadership Training and provided reflections on their experiences.
    - Student LEADs meet with the Director on a monthly basis in the fall semester. They have completed the StrengthFinder survey but no facilitation has been done on it.
    - Other actions towards accomplishing this goal have been stalled due to the Envisioning process for the Division.

- All Student and Professional regularly scheduled meetings should start with Reflections. Each month will focus on an Ignatian charism
  o Champion - Tami
  o Action Plan-
    - Each month assigned a Jesuit charism by Tami Thibodeau and Scott Maas
    - Each monthly student update email from Director will start with a reflection and preview of upcoming month charism

  o Mid-Year Status
    - The Jesuit charisms were assigned to each month. Tami has provided a reflection based on that month’s charism and it has been included in the student updates.
    - Concerns about if reflections are happening at regularly scheduled meetings. Need to be more intentional about this
2015-2016 Pillar Goals

- Implement and Assess a Student Employee Recruitment Plan throughout the Fall Semester of 2015
  - Champion - Tami
  - Action Plan:
    - Create a document outline the student learning outcomes of a Skutt Harper Employee and the job relevance to a specific major/field by December 20, 2015.
    - Advertise Skutt/Harper student employment opportunities in 5 different mediums (Twitter, Table in Skutt and Mall, Jobs for Jays, Digital signage, and through collaborations with departments) for fall semester 2015.

- Mid-Year Status
  - Student learning outcomes for all Skutt/Harper student employees has been drafted and waiting review of the Director. In addition to the learning outcomes, the yearly evaluation is being updated to reflect the learning outcomes. The timeline for the student employee evaluations is being drafted.
  - Advertising for employment happened in the following ways:
    - Tables at Summer Preview and Skutt Shutdown
    - Digital Signage
    - Jobs for Jays
    - Facebook and Twitter
  - Received 100 applications in the fall semester. Also created a new application that provides more intake information.
CREATE PILLAR - Create and sustain a campus culture, climate, and environment for all community members.

- Plan a late night activity to promote collaboration between Skutt and Harper full time and student staff
  - Champion – Dijon w/ AJ
  - Action Plan-
    - Get feedback from Skutt/Harper student employees during designated staff meetings in September when they want this activity to be
    - Meet with Sodexo to discuss menu options for food for the activity
    - Create a four person team to choose fall date, location, time, food and market the activity

- Mid-Year Status
  - Hosted Appy Thursday on December 10th – an event with appetizers and prizes. Close to 25 students attended the event and the students represented all areas of student employment for our department.
  - Cosmic Bowling Night – January 28th at Chops Bowling – currently has over 30 students signed up.

- Research and Design a study focused on the services provided and needed for the Creighton commuter student population by January 1, 2016.
  - Champion – Scott w/ Danny
  - Action Plan-
    - Get data of how many commuter students attend Creighton in Fall 2015 by Sept 4, 2015
    - Establish the scope of Skutt/Harper’s involvement in reaching out to commuter students by September 15, 2015
    - Create a survey to learn the needs of Creighton University commuter students by Sept 30, 2015
    - Distribute survey to Creighton University commuter student by Nov 1, 2015
    - Tabulate the Creighton University commuter student survey and share results with Skutt Harper Staff, Sodexo and Skutt Advisory board

- Mid-Year Status
  - Goal was put on hold when Envisioning process identified an initiative around Graduate, Professional, and Adult Learners. Department decided to wait to see that outcome and if there would be an option to tie into that initiative.
PARTNER PILLAR- Partner in the Pursuit of Academic Excellence

- Revisit conversations with CSU, Green Jays, Sustainability Council, and other campus partners regarding the process to install bottle filling station on the ground floor of the Skutt Student Center in order to track water savings. Completion date for this project is by the end of fall 2015 semester
  - **Champion – David Scott w/Meradith**
  - **Action Plan**
    - Review past data on this project
    - Arrange a first meeting between appropriate partners and a few members of our staff
    - Setup a follow up meeting with the same group to determine if the project will move forward or not and if so how

  - **Mid-Year Status**
    - No work has been done on this goal. With a change in Champions and addition of staff members this goal will take shape.
    - CSU has been contacted to talk about sustainability efforts and the Verdis Group has provided a proposal to create a sustainability campaign in Skutt.

- Visit with Sodexo to discuss the current Awesome cards and how to utilize these slips in the future as a recognition method for our staff given the changes with SSC dining by November 1, 2015
  - **Champion – David Scott**
  - **Action Plan**
    - Meet with Patty Marcum and Dave Menzel to discuss the current slips and determine if they need modified and if so how
    - Setup a follow up meeting with the same individual in order to determine next steps

  - **Mid-Year Status**
    - Consulted with Sodexo and determined since the awesome cards were pre-paid, a new design would be made. Remaining cards would be counted and only that number would be printed. Hunter McLean is designing the new cards to be printed on February 1st.

- Meet with Admission to discuss the recent changes in the Skutt and Harpers Center over the summer and answer any questions that they might have in order to better describe our buildings to clients by October 1, 2015
  - **Champion – David w/ Nick**
  - **Action Plan**
    - Collaborate with Student Leadership and Involvement Center & Sodexo prior to meeting to discuss a shared message
    - Identify the appropriate individual(s) to meet with regarding this request
    - Schedule a meeting and bring the appropriate updates for discussion

  - **Mid-Year Status**
    - No work has been done on this goal.
ENCOURAGE PILLAR – Encourage lifelong learning and the development of our staff and the Division

- As an entire staff attend a half day retreat on January 6, 2016 in order to collaborate and assess how we are doing on completing our goals.
  - **Champion – Tami w/ Judi**
  - **Action Plan**
    - Review if our goals are still pertinent and still on track for the department
    - Review all goals and discuss how we have succeeded and what we need to be working on
    - Collaborate on how we can accomplish goals we may be struggling with

- **Mid-Year Status**
  - On January 6, 2016, the team met for an afternoon at Barrett’s Barleycorn to have their staff retreat. A complete review and discussions on each goal and action plan happened and provided a great vision. Many were nervous that goals were not getting done but ended up surprised with the amount of work we have done.

- Our staff we will create a GO! Program topic for interested Divisional members and will present on February 18th, 2016.
  - **Champion – Scott w/ Jordan**
  - **Action Plan**
    - Create a small sub-committee to lead our staff in developing this program.
    - During our first monthly staff meeting come up with a topic we would like to present on as a group.
    - During the following monthly staff meetings develop the presentation.

- **Mid-Year Status**
  - Action plan has not been followed but a GO! Program has been developed. Due to limited staffing time, no committee was formed. The topic of “Inclusive Spaces” was selected and through networks, Jeni Eltink, Director of the Kirby Student Center at University of Minnesota Duluth has agreed to present on the topic.

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2015-2016 Pillar Goals

- By June 30th, 2016, encourage staff development through on and off campus opportunities.
  - **Champion – Dijon w/ Pat**
  - **Action Plan –**
    - Establish bi-monthly staff development meetings
      - Have staff present on personal development they have experienced
      - Discuss in our first monthly staff meeting topics of interest the group would like to have speakers brought in to discuss
      - Bring in speakers to discuss items of interest to the group (retention, personal financial management, work/life balance)
    - Organize 2 volunteer opportunities (one in fall and one in spring) for staff/students to attend if they would like and do a service project at Christmas time
    - By attending off site meetings in the spring and fall we will develop our staff as a whole while encouraging individual professional growth, follow up with a survey and/or presentation at an All Staff Meeting
      - Individual professional development sought out by employee (spring and fall)
  - **Mid-Year Status**
    - The first initiative has been on going with the exception of bringing in speakers.
    - The second bullet point was completed in the fall thanks to a service project with the MICAH House. This event resulted in over 20 toys being collected and delivered to this nonprofit. A spring service project is being debated and challenges to an off campus service project was discussed during the winter retreat.
    - The last initiative has also been completed in an ongoing basis. Since June the following staff have attended a professional development event: Dijon and Nick (25Live), Danny and AJ (ACUI), Scott and Jon (ACUI Volunteers), Jordan (Women’s Conference), and Tami (Omaha Women’s fund).