

V.J. and Angela Skutt Student Center Advisory Board
Monday, September 14, 2009
Meeting Minutes

Voting Members Present: Voting Members by category were students Kevin Harrington, Joshua Roehrick, Kimberly Utzig, and Stephanie Van Veen; non-students Matt Hill, Eric Immel, LeeAnn Crist, Sally O'Neill

Non-Voting Members Present: Michele Starzyk, Eric Yarwood, Jake Webb

Guests Present: Tami Thibodeau, student guest

Voting Members Absent: two students – Ian Steele, Keithen Weeces

Non-Voting Members Absent: Jana Ammon

Welcome: Michele Starzyk called the Board to order

- Starzyk started the meeting off by introducing herself and explaining how she is going to do her best to fill the shoes of an icon like Rollie. Then, she asked that everyone go around the room and introduce themselves and tell a little about themselves, since it is the first meeting of the 09-10 academic year.
- Approval of Minutes – Motion to approve the minutes by Eric Immel and second by Matt Hill. Passes – 8 – 0 – 0.

Housekeeping Topics:

The following items were reviewed:

- Starzyk gave a staffing update: Rollie retired this past summer and with the hiring freeze and restructure, there is no new director. There were different drafts (6) of how to restructure and staff the facilities. Board went through the Organizational Chart.
 - Major changes:
 - Eric is back at Skutt, Jana and Michelle are in Harper, and Reservations in Harper has recently moved to the third floor in Harper, Catering is in the whole space next to the Welcome Center in Harper, Summer Preview is now in Room 211 in Skutt, etc. – to better serve our clients and customers.
 - University Dining has three arms: catering, retail, and residential. Eric handles retail and Jana handles catering.
 - Connie Aliano retired in May – loss of 40+ years experience with loss of Rollie and Connie.
 - Adding a third Reservations Specialist at Harper – all three Judi Augustine, Emily Huebner, and new Reservations Specialist can make reservations in both buildings.
 - Kelli left in July to go to Australia for graduate school and Jake Webb replaced her in the Skutt and Harper Administrative Assistant position.
 - Fulltime Event Management Coordinators are all new – Levi Duncan (Skutt), Travis Duncan (Harper), Adam Carter (Harper), and Ryan Mayer (Harper).
- Starzyk then gave a policies update:

- They are all online – each year we (the board) review these policies, make sure they are up-to-date and are reasonable to the going-ons of the building.
- The policies are currently with Dr. Cernech. Nothing has been sent back/denied.
- Online are all new policies – all of these have been approved at this point.
- Starzyk introduced the Advisory Board Charter
 - The Advisory Board is a collaboration of CSU members, employees of Skutt, alumni, faculty, and students from other organizations.
 - This is a great way to get feedback on what needs to be changed or updated in the building.
 - Immel: Is there an Advisory board for Harper? Starzyk: No.
 - Immel: How do we address Harper? Starzyk: First priority is Skutt. There are elements that do not cross over to Harper from Skutt. We can have conversations, but we need to realize a good portion of Harper, we do not have control of and is different (University-run). Yarwood: Harper built as a one-stop shop, but not a hangout for students. Vision is different between both buildings. Thibodeau: There will be no voting for issues about Harper.
 - Utzig: So, we vote on policies about Skutt? Yarwood: Yes and that is why we need attendance so that we can vote about actions/policies.

New Business/Policies:

- Starzyk started discussion for the Policies for new Rollie’s Roost
 - Immel: Talked with Rollie about a space that could be used for advertising for students and lounging. This basically created Rollie’s Roost. Looking for a space to be free to come and go with involvement on campus – more of a living room (no need for a reservation to have an open forum, talk, and get involved freely). September 25 is the dedication.
 - Yarwood: We looked at space to have a lounging area and looked at the Drawing Room to have an area to set up to create this space – this space gets torn down often for the ballroom, we want a space that will not be torn down, and we don’t want EM to have to tear it down all the time. This moved Rollie’s Roost to the previously called the Nest area on the first floor. There will be a table that seats 12 people, a nice couch, and lamps (better lighting). T.V.s will move up to the Wall of Distinction area (now called the Nest), have it partly painted blue, and have Jays carpet cut to go in that area to soften it up. The boards in the Wall of Distinction area will then move to Rollie’s Roost. In this way, we are trying to better utilize our space and not have so much dead space. This more effectively used space will also be a testament to Rollie. All the “people chairs” will be moved to the drawing room.
 - Immel: Has there been more use with the movement so far?
 - Yarwood: Yes people have been studying in the new Nest more and people are using the couch.
 - Starzyk: Around 12pm on September 25 will be the dedication. It was announced at the Student Services Awards Ceremony.
 - Utzig: Will his name be posted or will there be some sort of plaque? I don’t know him and some/a lot of students probably don’t know him.
 - Starzyk: That is an excellent idea – that is something we could look into.
 - Starzyk, Immel, Yarwood, Thibodeau: That is a great idea for a plaque and portrait.
 - Starzyk: Should it be an open lounge or have more structure?
 - Immel: Open space for organizations.
 - Hill: It should have a sign-up sheet like at the gym.

- Immel: It should be able to be reserved for only so much time but wide open for rest of day – we don't want just lounging around – we want it to be proactive. It could be like an overflow space – “Go to the Roost!”
- Yarwood: how far in advance do you reserve?
- Hill: I was thinking of like a week?
- Yarwood: I was thinking a matter of days. Especially how we want the space to be used.
- Immel: Should we have people reserve it at the SAO (Student Activities Office).
- Thibodeau, Hill: This is getting too complicated for the type of space it is.
- Van Veen: Can't wait too long, need to make a policy now, or else people aren't going to know how to use the space. The structure needs to be made now and not later.
- Agreement: We need rules now for the opening.
- Starzyk: Chalkboard with Rules and explain the use of the space/table and have signup sheet.
- Van Veen: We definitely need to post something.
- Starzyk: Could put the rules on an easel? Should we have blocks of time able to reserve? Do we need time limits (60-90 minutes)? Opens when the building opens? No open time for Roost?
- Consensus: Not all times are able to be reserved, no closing time, definitely have a time limit, table is the only thing that can be reserved
- Van Veen: Need to revisit it in a month to make sure it is being used correctly.
- Thibodeau: What if people erase names?
- Starzyk: I will put out a list of the basic draft of rules together of what we have been talking about and send them out.

Future Discussion Topics:

- Hill: What is going on with the AKOO?
- Yarwood: Wareham Court with 8 screens total – it is coming.
- Immel: What is going on with Red Box?
- Yarwood: They are bad at getting back to us – we are small and we lose traffic 4 months a year in summer. We are still perusing it and other relative options.
- Utzig: Can we talk about changing the hours so that we are open till 2am?
- Yarwood: We already are open to 2am again this year. This will go out to Student News so that more people will be aware of this again.
- Utzig: Card Services hours of operation? If you lose your card on a Friday, you can't get a new one until Monday, but you will still need some way to get into the garages, residence halls, meal exchange, etc.
- Thibodeau: I think we should bring in Sodexo into one of these meetings so that we can understand their changes and meet with them.
- Immel: Enforcement of student policies – specifically, fines for “no shows” and “food exclusivity” needs to have its rules enforced tighter (not so easy to get food exclusivity) and there needs to be a better knowledge of “food exclusivity.”

Drawing: How long was Rollie director for the Skutt Student Center? Matt Hill won with the answer of 21 years.

- Immel: Drawing suggestion – Winner is responsible for next meeting's question.
- Consensus: Winner is responsible for next meeting's question and is, therefore, excluded from chances of winning consecutively. This is an amendment to the rule that someone could win up to three times consecutively.

Adjournment: The meeting adjourned at 5:00pm