

V.J. and Angela Skutt Student Center Advisory Board
Tuesday, September 11, 2012
Meeting Minutes

Voting Members Present: Students – Andrew Schleisman, Karen Vanderzanden, Kayla Hathcote, Makinzie Vowels; Non-Students – Teresa Affleck (At Large Staff), Jennifer Yee (Faculty), Matt Hill (Alumni),

Non-Voting Members Present: Eric Yarwood, Ryan Lahne, Scott Maas, Christina Ramirez

Guests Present: Tami Thibodeau (Skutt & Harper Center Assistant Director), Michelle Ferestad (Skutt & Harper Events Manager), Mike Fleming (Retail Director – University Dining)

Voting Members Absent: Students – Shelby Larson; Non-Students – Margaret Zimmer (SAO)

Non-Voting Members Absent:

Welcome: Eric Yarwood called the meeting to order at 3:40pm.

Old Business:

Review of Minutes

Decision made to unofficially approve minutes from the April 17, 2012 meeting.

Welcome

Introductions

Updates:

Staff changes – Scott Maas has joined the Skutt & Harper team as Associate Director of Centralized Reservations. His office is located in Harper. Favorite all-time movie is Drop Dead Gorgeous. Tami Thibodeau is working with the Kiewit Fitness Center also this year. New Events Management member (AV master), Dustin Mertz, has joined the team also.

Wareham Court – Changes suggested and approved by last year's board have been put into place. We have the Mediterranean Café and Corner Market locations set up and running. New packaging for Simply To Go merchandise. Good reviews and sales are up! Love the hummus! Meal exchange has been changed from Monday-Friday to Sunday-Thursday. Huge difference!

Skutt 209 – Renovation has been completed, room has been in big demand.

New Business:

Policy reviews:

Lost and Found – Christina presented the current Lost and Found policy for Skutt. Suggestion was made to change the policy. Items used to be sold during a silent auction. Now items will be gathered and donated to a local shelter. The thought was that the actual items would be of more value than the small amount of money received during the auction. Christina will rewrite policy and present at next meeting.

Regular Event Status – This status was developed for events that are held every year to try to ensure that those events have a place to be held each year. Typically we can plan five years out for these. We would like to add a bit more structure to this policy. We would like to plan these for three years out only. This will help with the Events Staff's planning. The application process will change also. We would approve the first two years. Then they would apply for the third year in October. All applications would be reviewed and dates given to applicants. This places everyone in the same playing field.

Mall Signage – While Fr. Schlegel was here, the policy for mall signage was “no”. We have some wiggle room now and would like to discuss what our policy should be. We could set up pricing according to the tier structure Event Management uses. Do we want to only allow Creighton groups to post signs? Should we charge in order to regulate it? Right now if someone wants to post a sign they fill out a form with reservations and we allow them to post the sign. Who should approve? Do we want “public” signs on campus? Decided “no” for outside groups. Signs should be professional – perhaps printed by our print center. Will work with print center to format standards for signs. Signs can stay up for a week at a time; not two consecutive weeks. More policy review at the next meeting.

Not-for-profit pricing – We currently have three tiers for Event pricing – Creighton folks, Creighton affiliates, and public. Suggestion made to officially add not-for-profit groups to the Creighton affiliate rate tier in our policy. Approved.

Skutt Marketing/Programming:

Overview of upcoming activities – Therapeutic Thursday, Art galleries, Halloween maze, Poetry slam, You Are Beautiful gallery, Pictures with Santa.

Skutt 25th Anniversary Celebration – Birthday party to be held on September 25. Burgers at 1987 price, serving cake all day, giveaways, inflatable fun, open time capsule, piñata, and balloon drop with three major prizes. Suggestions taken as to what we place in time capsule when we re-bury it: iPad, Justin Bieber cd, athletics ticket sheets, Creighton snuggie, menu from Wareham Court. Should items be just from Skutt or add other Creighton also? Will take more suggestions at next meeting.

Other:

Adjournment: The meeting adjourned at 4:42pm.