V.J. and Angela Skutt Student Center Advisory Board

September 16th, 2008

Meeting Minutes

Call to order 3:37 PM

Present:  Voting Members by category were students Daniel O’Brien, Ashlie Franz, Samuel Pierre, Stephanie Van Veen

Non-voting members:  Jana Ammon, Rowland Hughes, Kelli Mutchler

Absence Excused:  Matt Hill, Dr. Sally O’Neil, Eric Yarwood, LeeAnn Crist

Absent:  Aurora Driscoll, one student representative to be appointed by CSU, one staff representative to be appointed by SAO

Audience Guests:  Giovanni Barrios, intern for the SSC from St. Peter Claver Rey Catholic High School

Welcome:  Rowland Hughes called the meeting to order at 3:37 p.m.  There was a self-introduction by each member of the board present.  Rowland introduced Giovanni Barrios and explained his year-long involvement at Skutt and Harper Centers and with the Advisory Board.

Housekeeping Topics:

The following items were reviewed:

• Hughes requested Mutchler create name tags for the Oct. 14 meeting, so that assigned seating could allow everyone the opportunity to sit by new members at each proceeding meeting.

• Three-ring binders were distributed to each member of the board and each section was reviewed.
  o Dividers for each of the eight (8) meetings labeled by dates.
  o Roster and meeting dates- Hughes asked each member to review the schedule of meetings in the hopes that all would remain on the board the entire academic year. Changes and additions to the roster will be distributed at the Oct. 14 meeting.
  o Policies and procedures- contains table of contents for the Center’s policies 1.1 through 8.0. A brief review of policies 1.1 through 6.3 (updated previous to Sep. 16) will start at the Oct. 14 meeting, with handouts to place in this section. The Oct. 14 meeting will also begin a review and updating of policies 6.3- 8.0.
- Organizational charts- shows the organizational charts for the University and Division of Student Services, and an updated chart to show current organization of the Skutt Student Center and Harper Center.
- Statements of Governance- has the mission statements from the University, the Division of Student Services and the Skutt Student Center. Also includes the University's Student Credo and the Role of the College Union (per the Association of College Unions International- ACUI).

- Hughes reviewed the timeline of each meeting, which will include food and a drawing from the ‘Magic Box’. Members were requested to arrive before 3:30 so the meetings can start on-time and end promptly at 5:00.
- Members who know of a schedule conflict with an upcoming meeting date were requested to call Mutchler or Hughes, prior to the meeting date, to confirm their excused absence. If a member has two unexcused absences, that board member can be replaced.
- Members were invited to contact Hughes, Mutchler or Ammon with future agenda items. Hughes briefly described examples of agenda items that require member input- the year University Art Show and placement of awards on the Wall of Distinction.
- Hughes explained “Houston’s Rules of Order” and situations in which these rules will apply.
  - Used when a decision appears unanimous or is unlikely to cause scandal/division among board members. An official motion and vote is required for policy/procedural changes to by-laws, topics that cause a considerable division of opinion or items that will affect the operation of the facility to a significant amount.

**Open Session:**

- A short discussion was held on the role the Advisory Board would have with management of the Harper Center for Student Life and Learning.
  - Samuel Pierre asked how much input the Advisory Board will have.
  - Hughes responded that the board can make suggestions and use itself to carry suggestions forward in an attempt to get them accomplished. However, the operation of the facility is proving to be more interesting than originally expected and it has not been determined how the governance will be enacted.
  - Hughes then asked what members thought of the Harper Center.
  - Pierre said the building was attractive but needed comfort things, i.e. chairs, etc.
  - Hughes made the distinction that the HC is not designed to be a student union, but is more a “one-stop-shop” and will be considered a conference/business/educational facility.
  - Pierre suggested the Bird Feeder change its current for-sale items. He also said the HC created an easy avenue for students to use various campus facilities.
- Pierre addressed Hughes with a question about the length of Advisory Board meeting times. A short discussion followed.
Pierre cited a debate by 2007-2008 board members to shorten meetings to one hour and hold two meetings a month. Pierre asked if this was still on the table for consideration.

Hughes stated that was being considered when the Harper Center was possibly going to be governed through the SSC advisory board.

Daniel O’Brien suggested a decision wait to be made till all members were present.

Hughes volunteered to re-read minutes from the 2007-2008 board meetings to find information on the previous discussion.

Pierre suggested that the board might be more succinct with a bi-monthly meeting schedule.

Hughes disagreed at this time and until the present board could gain its structure.

Pierre and Hughes agreed that if both cut down on “goof-around-chat-time” meetings would be succinct and productive.

- Mutchler agreed to contact all absent members to confirm their attendance at the Oct. 14 meeting.

**Drawing:** New student members were allowed to draw a number first. Samuel Pierre won.

**Adjournment:** 4:25 PM