V.J. and Angela Skutt Student Center Advisory Board

January 20th, 2009

Meeting Minutes

Call to order 3:31 PM

Present: Voting Members by category were students Daniel O’Brien, Aurora Driscoll, Sam Pierre, Stephanie Van Veen; non-students Matt Hill, LeeAnn Crist

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

Absence Excused: Dr. Sally O’Neill

Absent: Eric Immel, one voting student member, to be appointed by CSU

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

Welcome: Rowland Hughes called the Board to order at 3:31 p.m.

- Hughes called for a review of the Dec. 9th meeting minutes. A moment was given for members to re-review the 7 pages of notes; seeing no objections or changes, the minutes were accepted on Houston’s Rules of Order.
- Hughes welcomed everyone to a new year.

Housekeeping Topics:

The following items were reviewed:

- Though Adam Hare, the new CSU president, hoped to introduce a new student board member today, none was in attendance.
  - Aurora Driscoll apologized, saying she had nominated a member who had scheduling conflicts
- Hughes gave a recycling update, explaining that after semester break the Skutt Student Center offices (CSU, SAO, CU Federal) and food preparation areas moved to the single stream recycling system. So far, no word of any problems.
  - For the remainder of the building still on the regular system, Hughes referred to two handouts from Operations Manager Michelle Ferestad. One explained the single-stream system, the second listed what to put in trash and what to put in the recycling bins.
  - Hughes said they are not yet prepared to put the remainder of the building on the single-stream system because they do not have the recycling containers.
  - Hughes cited the budget enhancement process as the reason for this; funds are being scrutinized closely, and may be put off till the next fiscal year. But Hughes said they were still working on paying for the containers.
  - Hughes said the Recycling Committee on campus was hoping to have the entire campus on single-stream by the fall semester. This is the latest point at which the Student Center would fall into step with this plan. Hopefully, before then.
When asked if he could have a sit-down meeting with Ferestad, Samuel Pierre explained that he was no longer on the CSU Recycling Committee, but would be willing to help out at a meeting if possible. He voiced frustrations about the previous inability to meet with Ferestad.

Eric Yarwood said he would speak with Ferestad and attempt to help as needed.

Eric Yarwood gave an update on the AKOO digital media network.

Yarwood said a representative would be by the fireplace on Thursday, Jan. 22nd, to demonstrate the network.

Pierre asked if the representative was present to increase student awareness?

Someone asked if the network was still free to install and use.

Hughes said yes; if it wasn’t it would be difficult to get it at this time.

Hughes said late night hours would end the upcoming Sunday. He referred to the handout for revised facility hours: Mon-Thurs 6:30 am – 12:00 am (this will incorporate Late Night Meal Exchange), Fri 6:30 am – 11:00 pm, Sat- Sun 10:00 am – 11:00 pm.

Hughes went over the current organizational chart for staffing the Administrative Office. Though the hiring freeze is still on, Hughes said that because there were three event management full time staff positions open during the day shift, he would plead the case to the budgetary committee to have one (if not two) of those positions filled.

Hughes said he brought this to the attention of the board, after discussing losing late night hours, for two reasons. First, it will save funding by putting Palmer Anderson, the night building assistant, to one of the open day time positions. Also, Anderson receives a differential for his night hours worked, and this money will also be saved.

Hughes said these changes would stay for the remainder of the semester, through the fiscal year. He said that he hated to see the hours go, whether they brought it a large number of students or not, because it was a great service to campus.

Jana Ammon gave an update on the marketing office.

Ammon explained that the student newsletters for Skutt and Harper were mostly read by students and employees. The nature of the newsletter is changing to be more of a marketing tool, to highlight resources available in both buildings. (Ex. Articles about the Nest, etc.)

She said the SSC newsletter will be going online soon.

Ammon said she’s trying to get a Red Box ($1.00 movie distribution machine) in the SSC. Issue with Red Box Company, who said SSC doesn’t have enough traffic to support a box.

- Company requests 10,000 people walking past. Ammon said they’re trying to move around numbers to meet this.
- Someone doubted that a grocery store, where many Red Boxes are, get that many people walking past.
- Hughes said there would be a way to count this using trackers at the doors.
- Matt Hill asked whether the 10,000 referred to the number individuals passing, or the number of times individuals passed.

Lastly, Ammon said that the ad space on the monitor in Jack & Ed’s has been divided into three tiers for future advertising. One of these is a tier for public advertising, which will bring in more money to the Student Center.

- Currently, Brandeis Apartments has ads. Ammon said they are looking for more businesses to utilize this.
- Hill said Creighton Federal would be interested in advertising here.
- Pierre suggested contacting dining venues, such as Spaghetti Works, for student specials they might want to advertise.
Someone asked which screen in Jack and Ed’s features the advertising.
Ammon answered: out of the three, the screen on the far left.
Someone asked how often the trivia questions were updated, since he knew all the answers because he’d seen them so often.
Ammon: just updated the other day.

Hughes referred to the on-going list of ideas to make the Student Center for student-friendly for the spring semester. He said the invitation was always open for Board input.

Old Business:

- Mutchler gave an update on the lost & found silent auction.
  - Tamara Thibodeau and Mutchler went through all lost & found items at the Information Desk, and according to SSC policy, took only those items that had been unclaimed for over two months. Per an idea from Ammon, emails were sent over JayNet and Creighton Today, asking anyone with missing items to contact Mutchler. She said this would prevent the trouble of an auction item being claimed by someone.
  - Hughes added the suggestion for other departments to contribute their lost & found. Mutchler said the response so far had been positive, though no other departments had offered items yet. She said that depending on what works and doesn’t work this year, these lessons can be applied to the auction next year.
  - For advertising: a Creightonian article on Friday; information over JayNet, Creighton Today and Student News.
  - Mutchler asked for a board decision on the official dates of the auction. The table by the fireplace was reserved from Tuesday, Jan. 27 - through Thursday, Jan. 29th. Should the auction last two days, or three?
    - All auction items will be displayed on a table by the fireplace. Directions will tell bidders to place their bid, along with their preferred contact information with the Information Desk. The desk worker will use tags to mark the updated bid on each item, as they are bid on.
    - There are several cell phones without battery chargers- these will be donated to the YWCA.
    - Hill and LeeAnn Crist asked that this donation be held off, because they had phones they could contribute as well. Mutchler said she would send out an e-mail reminder to collect these within the next few weeks.
    - Mutchler asked what would be the best starting and ending times for the auction. Hughes said that because the Information Desk is staffed primarily from building open to close, the auction could be an all-day affair.
    - It was agreed that having the auction run from 8:00am - 11:00pm would allow for the most people to pass the table and bid.
    - Hughes said, in the past, with MWF and TTR schedules, some students don’t come to class on their off-days. He suggested we try to catch students by keeping the auction going during one of each.
    - Stephanie Van Veen said Wednesdays tend to be busiest with WAC, and Chapter meetings.
• Daniel O’Brien added that this was the week for formal recruitment, which would bring even more students past the auction table.

• Pierre suggested the bid sheets be left on the table. He said that this would encourage students to bid more by letting them see who they were bidding against.

• Hughes asked about possible security issues with leaving contact information out. It was decided that students will leave their preferred contact info, and if they are not comfortable leaving this on a bid sheet, the directions will instruct them to leave their contact with the Information Desk. He added that it was acceptable to have the desk workers do this, as often they did not have assigned duties but just did homework at the desk.

• Pierre also said that it was best to leave the bid sheets on the table, as this was the understood way of having a silent auction and would not confuse people. He said that if the directions changed, the effort would be too much and people would not participate.

• Hughes said he had no rebuttle; it was decided to have the silent auction run in this way.

• He asked what happened if someone showed up and claimed an item on the table.

• Ammon answered that this was the reason Mutchler had sent out emails informing the University that items were going up for auction. Because most of the items were not of high value, the board agreed that they would have to bid on the item if they had not contacted Mutchler about it going missing.

• Someone suggested there be a minimal starting bid and minimal raised bid prices. The board decided that- it being a fundraiser for ILAC- each item would start with a bid of at least .50 cents, and all proceeding bids must be an increase of .25 cents.

• Someone expressed doubts that some of the items would merit .25 cent increased bids. Hughes talked about an ACUI auction where several small pins sold for several hundred dollars.

• Hill suggested there be a closing bell on Thursday. The auction was then decided to run from Tuesday and Wednesday, 8:00am – 11:00 pm, and Thursday, 8:00 am – 12:00 pm, final bell at 12:00 pm, ending at 1:00 pm.

• Hughes said efforts would continue to collect items from other departments. Several board members mentioned the quality and amount of items tossed during semester and spring finals; Mutchler made note to incorporate these items into future auctions, if possible.

• These decisions passed based on Houston’s Rule of Order.

• Mutchler asked if anyone had problems opening the e-mail attachments she sent out. Hill was the only member who had difficulty accessing these, due to out-of-date computer software. Mutchler promised to send attachments in an old-school format in the future so that he could read them.

New Business:

• Policy Review- Hughes said that if the board worked through policies 7.2, 7.3, and 7.4, then there will only be 6 policies left to review for the remainder of the year. The process to review all the policies and procedures has taken three years; Hughes joked that it would almost be time to start over again.
  o Policy 7.1: Art Program
Hughes said there was no handout for the Art Program, because at this time it was too complex and cumbersome to review by the Board. He has asked Malisa Militzer, the Student Art Coordinator, to take the current policy to her Art Committee. They will review it and bring it back to the Board by the April meeting, so that the Board can act on their recommendations.

Hill asked how he could get a loaned piece of art to hang above his desk; Crist said she tried to get a piece some time ago but was not contacted back by Militzer. Hughes said he would speak with Militzer regarding this.

Someone asked which upcoming meeting would feature the All-University Art Show. Hughes thought it was the Feb. 17th meeting, but Mutchler pointed out that this was also the meeting open to the public. Hughes said he and Mutchler would discuss this to confirm the dates.

Policy 7.2: Non-reservable Space

Hughes apologized for the hand-written notes; computer versions of the policies are missing.

Hughes said this policy did not require any content change- besides the elimination of several paragraphs- but might entail a lot of wording changes.

Ammon asked about including the east counter of the Welcome Center, which usually holds Creightonians, brochures, etc. Hughes replied that, as would be noted in the Reservable Space policy, this area has been used in the past for distributing pay slips, etc. and remains reservable.

Someone asked why we kept the Welcome Center staffed. Hughes listed two reasons: welcoming guests and keeping an eye on security in the Nest and entrance areas.

1. Due to difficulties with the number of student employees, the present staff is being prioritized at the Information Desk and will not staff the Welcome Center as frequently.

O’Brien motioned to vote. Hughes counted quorum, so a vote was taken.

Policy 7.2 passed with 7 in favor, 0 abstentions, 0 opposed.

Policy 7.3- Reservable Space

O’Brien asked about the clarification of a “registered student organization”- could an individual student rent space as well? Hughes said that in the past, this has been to encourage groups to become registered organizations. But, he agreed that individual students should be allowed to reserve space as well.

Hughes suggested changing the words in the first paragraph to read “the privilege of reserving...is extended to...faculty and/or staff, students, alumni, and eligible non-University individuals/organizations.”

Ammon said that she thought the current wording was all-inclusive as is.

O’Brien expressed confusion with wording in the last paragraph about reserving Wareham Court. He said that the times listed for reserving the space “as is” could conflict with dining services. Hughes suggested removing the times, so the sentence read “Wareham Court is...available for meetings ‘as is’ by special request and arrangements only.”

Returning to the first point, Hughes said that by leaving the first paragraph in the policy, it gives some sense of control as to who can use the Skutt facilities. The SSC has the
Hughes suggested changing the wording to “non-University organization or individual who fit the mission statement”.

O’Brien asked about academic departments, as they were allowed to make their own approvals on speakers, etc. Hughes answered that they went under scrutiny by the President’s Offices, and were still chosen to fit the University’s Mission Statement.

Discussion ensued as to past examples of speakers and instances where eligible groups had met/failed to meet the mission statements.

Hughes suggested returning to the policy at the next meeting.

Policy 7.4- Smoking Restrictions

Hughes said that in 2003, the policy changed in order to comply with the CU Wellness Council, to create a non-smoking environment on the University. This is now a University-wide policy on being a smoke-free campus.

Ammon asked if words needed to be included to incorporate patios and Skutt’s outdoor areas. Hughes suggested changing the policy to read “Smoking is not permitted in the Skutt Student Center or its patios.”

Someone pointed out that this wording would exclude the back dock, where many people still smoke.

Someone made a friendly amendment to change the wording to “Smoking is not permitted on the Skutt Student Center property.”

Policy 7.4 passed with 5 in favor, 0 abstentions, 0 opposed.

Open Session:

- Mutchler gave the Board an update on new marketing techniques for upcoming Board meetings: reminders on all news outlets and signs by the building entrances. O’Brien and Pierre were given their umbrella prizes from the December meeting.
- O’Brien asked if anyone had contacted the presidents of those student organizations who used the SSC often- Mutchler said this would be used to bring guests to February’s open meeting. O’Brien said to talk to Eric Immel and Kate Wadas regarding this.

Drawing: Hughes said the quiz was going to be “President Obama’s Birthday” but he was unable to look it up. Instead, members drew numbers. Aurora Driscoll won a Creighton blanket.

Adjournment: The meeting ended at 4:50 p.m.