

**FACILITY OPERATING PROCEDURE
V. J. and ANGELA SKUTT STUDENT CENTER**

SECTION Authoritative and Directive Documents			NO. 1.3		
ISSUED February, 1988	REV. November 12, 1996	REV. March, 2001	REV. April 2006*	REV.	REV.
POLICY Advisory Board			PAGE 1 OF 1		

PURPOSE: To shape the policies and procedures of the Skutt Student Center through adherence to the Skutt Student Center Mission Statement.

SOURCE Skutt Student Center Advisory Board

POLICY: The Director of the Skutt Student Center is advised on matters of policy and operation by a single Advisory Board composed of students, faculty, alumni, and staff. This Advisory Board shall assume the role of advocate for the various users of the Skutt Student Center.

The needs and attitudes of the Center's customers may be presented to the Board through regular meetings, conducted in accordance with the Advisory Board Charter. The Board shall annually review the Facility Policies and Procedures and recommend changes.

The Skutt Student Center Advisory Board shall make recommendations on all policies and procedures and have advisory capacity over any and all areas of operation and activities within the Center. The decisions and actions of the Advisory Board shall be subject to review and control by the Vice President for Student Services.

Administration of daily business matters shall be vested in the Director of the Skutt Student Center, who is answerable to the Assistant Vice President for Student Services, and whose duties shall be to carry out the policies of the Skutt Student Center as recommended by the Advisory Board.

The charter of the Skutt Student Center Advisory Board is attached.

* Charter updated at same time

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services
or Designated Representative