

**2016-2017  
Student Center  
Advisory Council**

**Chair**

George Greenidge

**Briana Printup**

Building Managers

**Alexis Collier**

Information Center

**Jonathan Colon**

Greek Life

**Femi Akande**

Graduate Student

**George Greenidge**

Graduate Student

**Kwamae Mcpherson**

International Students  
Association Council

**Ned Garnier**

Multicultural Center

**Keith Glaze**

Non-Traditional Student

**Mary Chestnut**

Residence Hall Association

**Makeisha Graves**

Spotlight Programs Board

**Joshua Scales**

Student Government

**Breana Arbizu**

Student Media

**Mia Hawley**

Alumni Representative

**Dr. Elisabeth Burgess**

Faculty Representative

**Andy Hudgins**

Staff Representative

**Beverly Gilliard**

Student At-Large

Ex-Officio

**Boyd Beckwith**

Senior Director,  
Student Center

**Lesia Chandler**

HR Coordinator  
Student Center

**SC Advisory Council  
Meeting Minutes**  
Thursday, February 2, 2017  
Student Center West 468

I. Introductions

Guests: David Murkison, DeLea Kearse

II. Approval of Minutes from the November 11, 2016 meeting

III. Old Business

A. Courtland Bridge Project - David Murkison

- Construction has been postponed to summer of 2018
- Will take less than 2 years because of a new contract
- Courtland St. from Gilmer to MLK will be unusable, Decatur Ave. will stay open and the plan to create a commercial lane on Decatur Street for loading/unloading.
- Number of exits in SC West can't be used during the project. It won't affect SC East but will affect SC West and the traffic flow
- Courtland entrance by the Bookstore will be closed, decisions haven't been made about food service or the bookstore yet
- A new permanent ADA entrance is going to be built for Sparks, since the existing entrance on Courtland won't be accessible.
- The Courtland Building must be evacuated during the project.
- The G Deck will also be affected.
- Original traffic engineers are no longer with the project, they haven't finalized the plan for the temporary flow of traffic yet.
- Bridge will look the same but will be safer
- Projected cost to "mitigate" the issue that the project creates for Georgia State University is \$3 million
- See <http://facilities.gsu.edu/our-services/facilities-planning-services/> for additional information.

B. Kell Hall and Library Plaza

- a. Kell hall and Library plaza can't be done at the same time as the bridge project, Kell is scheduled for December 2018, Kell will be demolished first, then library plaza
- b. Mail room and PawPrints may go to T deck
- c. Office space in Kell is already being relocated

C. Approved for funding for sustainability fee

- a. 2 tables out on the urban life plaza. Umbrellas and solar panels
- b. Light underneath with charging portals with solar energy.

D. Wow Wall

- a. 2 projectors located in the Courtyard, Student Center East
- b. Replayed every Georgia State Basketball game, news, inauguration and other breaking news, Album 88
- c. We've received positive feedback and are planning how to utilize the space better.
- d. Alternative for One Stop Shop overflow waiting in Courtyard
- e. Sound is designed not to disturb people on 2<sup>nd</sup> fl.

- E. Purchasing additional section of seating on 2<sup>nd</sup> Fl.
- F. The vending machine contract changed. Machines will accept credit money and digital money

#### IV. New Business

##### a. Financials of the Student Center – DeLea Kearse

##### 1. Student Center fee overview and additional revenue

- Student center facility fee \$36- where it goes and what comes in
- Total annual budget for student center operations is approx. \$3.4 million but that includes student center facility fees and small amount of auxiliary funds as well as some state funds.
- Specifically to facility fee, the Fees supported largest portion of funding for the student center which is over 70%
- Listed the budgets that make up the **student center fee appropriation- facility fee**
- 1<sup>st</sup> facility fee speed code type for that is SASCO-\$2.4 million

It includes personnel, service, full time administrative staff portion of PR salary in that budget. It also includes, student staff, building managers and event tech and GRA

- **Operating: Non personnel service** - expenses includes construction and maintenance of the student center and equipment and repair& replacement
- **Next budget list is for the organization room leases.**
  - Small budget but bring in the revenue from those leases.
  - It pays for operating expenses like maintenance and repair, supply and cable
- **Sales and services budget** – This is where we bring in our event reservation revenue, it's small and is miscellaneous revenue
- **Personnel Services** - Pay student assistants out of that budget as well as admin, info desk, event assistants and accounting assistants.
- **Supply of operating expenses** - Specifically related to events like software, equipment

Other budgets related to sales and service budgets:

- **Premium pay budget** – If we ask a student employee to come early and/or stay late to set up events we pay them a premium rate which is above their normal pay rate which is paid out of this budget . Only a few work areas that we pay out of this budget for example, building managers, event tech, AV tech and info desk. When student staff are working an early or late shift, we break even because of the amount we are charging for the event
- Another budget covers student marketing assistants and graphic design assistants and the operating supplies for them to create the flyers and such
- Last budget is – **Training and development budget** - To facilitate all student learning outcomes.

Q. Do you guys get federal work study money?

A. DeLea: We typically do not have work study students that work for the Student Center but we have the budget to hire but there have been some work study students in the past at one point.

#### Student Center Facility Reserves

David: Two buildings SC East and SC West

SCE – when the building was built part of the facility fee has to be paid for every single and solely supported by SASCO. SCW is different. Any maintenance comes out of regular university facilitation fee. We have to go through the chain that Facilities goes through.

- Repair plan for 30 years
- It is now 20 years old, planning new things and repairs.
- Years 2018, things will be changed and repaired
- Auditorium seating fabric change, but first get it cleaned and then see if we need to change.
- Next fiscal year budgeted at \$1.8 million to come out of our reserves.

Q. Does the Bookstore give the Student Center any money?

A. Bookstore is completely a different building, we have no authority over them.

- Food court is SCW- no authority over it
- Food court in SCE –burrito bowl etc. we have authority over that but then we have to look over its maintenance and repairs too. And we got the commission from there

## 2. Campus Programming Fee

- Programming fee: \$31.50 that all Atlanta students pay. The total funding for campus programming is around \$2 million that includes sales in addition to the fee funding so the grand total is \$2.3 million.
- Different than student facility fee- It is shared between Spotlight Programs Board, Leadership Development and student organizations.
- Significant portion about 31% is dedicated to large scale events organized by Spotlight.
- Unspent funds are rolled into Programming reserves.
- 3 budgets that Student Center oversee.

**Spotlight budget:** pays for spotlight stipend as well as Cinefest hourly student staff. And operating cost for spotlight include supplies, contract, food, balloons etc. in addition to the student travel.

**Programing budget:** for full time staff (SASCP) supports the advisors, assistant directors for programs, Media advisor and Media Business Coordinator. A portion of the PR coordinator salary (it is a split salary because the PR coordinator create the promotional material for spotlight

Q. So is that part of Spotlight or Student Center?

A. DeLea: Portion of that salary comes out of student center facility fee to promote the services of student center. But the other portion comes out of the programing fee because there is so much time spent in creating promotional material for spotlight

- Small contingency which 5% of overall programming budget. Those funds are to cover the shortfall of other funds.

Additional sources of revenue that come in from vending revenue has significantly increased. Because they are now open and widely used and we're about to add the third on SCE 3<sup>rd</sup>. SC gets commission on those machines. Food services commission that we receive for courtyard, sales and catering events does not match the success of the vending. This year started to receive commission for Panther Dining catering as well. Event revenue has increased. This revenue support student staff, marketing, premium rate or student training. If there is a shortfall in the event revenue, we would have to find this money elsewhere.

- SC does manage several other budgets, Student Government is part of the Student center budget as well as Student Media/media groups
- State funded budget that pays custodial staff and maintenance staff.

## b. Pre-payment Proposal – Dan Hartman

- i. Reservation process all event invoice for university recognize organization issued after the event, so they don't have to pay until after the invoice is sent. Unless is over \$250, 25% deposit and 15-day payment window.
- ii. **Proposing:**
  - 1. Prepay for all charges for events held during last month of each semester, looking to charge before events.
  - 2. Because of 40 organization bad status last year.
  - 3. Nov 1-Winter Break and April 1-Commencement prepaid in full by the organization.
  - 4. Must be received by the SC accounting office by noon, 2 days prior to the event in order for sponsor in relation to gain access to reserved space.
- iii. **General discussion**
  - 1. Exception: fundraising events, there would be special consideration.
  - 2. Penalty to cancel, and refund
  - 3. Issues about April deadline as a user; December deadline could be a problem
  - 4. Pay 15 days after the event.
  - 5. Reservations are made months in advance.
  - 6. Once reservation is made and confirmed, groups will receive the confirmation that has an itemized invoice so there shouldn't be any surprises.
  - 7. After the event, invoice is sent and advisor is copied on it.
  - 8. Put on bad status when they don't pay by the due date and late fees accrue
  - 9. Nov. 1 suggestion to avoid late fees
  - 10. There is always an option to work with the Business office and set up a payment plan.
- iv. Chair entertains a motion to vote on the proposed recommendation for due dates and it passes with 2 abstentions. David recommended let it run for a full cycle and we can reevaluate at that time.
- c. **Booking rooms through the virtual system:**
  - i. Chair states that we are planning on working with Jeannie to see how we can improve that system.
  - ii. David: And others want to utilize the EMS system so if people know how to use it here they will know how to use it in other places (Recreation Center, Andrew Young, Perimeter campuses) as well.
  - iii. Boyd: Should the focus groups be Student Center centric or allow others to be in on it as well?  
George: Student Center centric
- d. **Good of the order**
  - i. George asks if we can talk next meeting about student disruptions throughout meetings. Boyd: I've spoken with Dr. Covey to see how we can equip our students with the knowledge of how to handle situations where their meetings are being disrupted. We can talk about it next meeting.
  - ii. Boyd: You should have gotten an email if you've ever seen the movie franchise Pitch Perfect they are looking for extras on Thursday.
  - iii. Spotlight Rep: Spotlight applications for board are open. Tell students to apply.
  - iv. Next meeting date is April 6, 2017
- e. **Adjournment - Meeting adjourned at 1:25**