

Student Commission Meeting
Thursday, January 28, 2016

Present: Donna Beels, Darien Benner, Michael Bonnici, Lynda Heinonen, Will Lytle, Carol Makkonen, Margo O'Brien, Brenda Rudiger, Kerri Sleeman, Chris Wojick

Updates

Table Tents – Abbey

Tabled.

Student Org Catering Menu

Lynda asked the students if they had used the new catering menu. The students present had not but commented they liked that some food prices had been reduced for student organizations. They questioned if the system was “up and running” (student orgs need to enter a number when they place their order online). Lynda contacted Daryl Matthews in Dining Services and the system is operational.

Lot 11 – Kerri

Kerri reported that Transportation Services has been opening Lot #11 (the guaranteed parking lot) at 4:00 pm and closing the gate at 7:00 am. She commented that so far they have not received any complaints.

Wads Hall Parking Lot (#15) – Kerri

Kerri reported that Transportation Services monitors Lot #15 from 7:00 am – 4:00 pm and Public Safety monitors it the other hours. After discussion, there was still confusion if students are allowed to park in this lot. Kerri will contact Travis Pierce to clarify.

Library Closure – Carol

Carol reported that the entire Library will be closed on Wednesday, February 3 at 8:00 pm and will re-open on Thursday, February 4 at 7:00 am. Carol commented that this is the only time during the year that the entire library is closed.

Access to Library – Darien

The students present reported that their swipe cards do not work in the Library “After Hours” entrance. Carol commented that the swipe cards will only work during certain hours but asked the students to try again and if it doesn’t work to contact her at (makkonen@mtu.edu). The students asked if signage in the breezeway could include a schedule of when a swipe card is operational. It was commented that an IT request can be submitted if a swiper is not working and once it is repaired the sender will receive an email alerting them that it is fixed.

Annual Library Photo Contest – Carol

Carol reported students are invited to enter the Library's 6th annual Winter Carnival Photo Contest. Information can be found at <http://www.mtu.edu/library/contests/>.

Carol reported prizes include:

- 1st Place - \$200 Amazon gift card
- 2nd Place – Friends of the Library blanket
- 3rd Place – 3' x 4' Poster Print

Carol commented that the 1st place photo will be framed and placed in the Library. A wall has been devoted to the framed photos.

Next Meeting

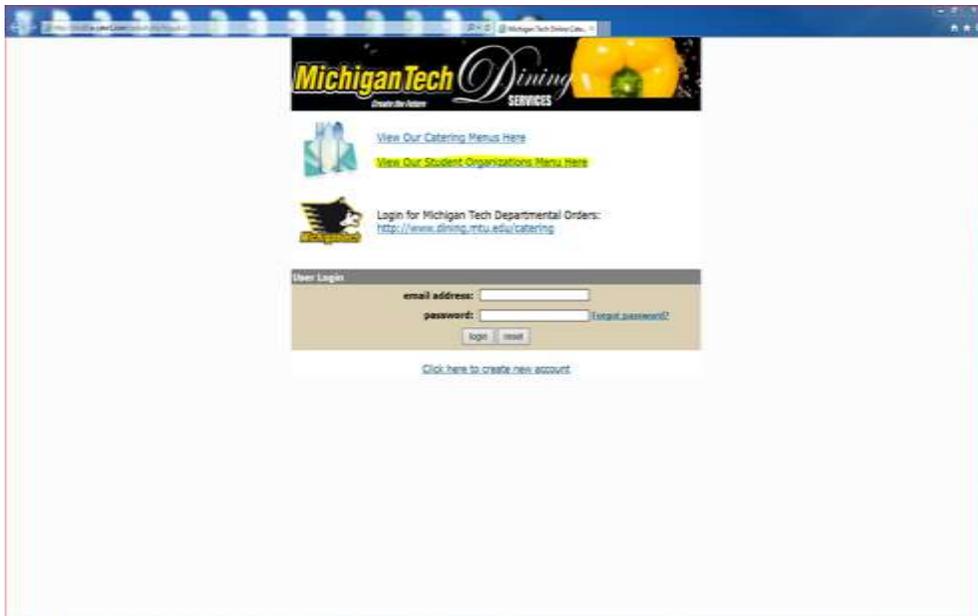
The next meeting is scheduled for Thursday, February 11 at 2:00 pm in B001 (Old Billiards Room), Memorial Union Building.

Spring Meeting Dates

- Thursday, February 25, 2016, 2:00 pm, Wadsworth Hall, G17/G19
- Thursday, March 24, 2016, 2:00 pm, MUB, Ballroom B1&B2
- Thursday, April 14, 2016, 2:00 pm, Wadsworth Hall, G17/G19
- Thursday, April 28, 2016, 2:00 pm, MUB, Ballroom A1

How to View Student Organizations Catering Menu

1. Go to <http://www.mtu.edu/dining/>
2. Click on Catering Services
3. Click on Order Online
4. Click on View Our Student Organizations Menu Here



How to Order Using Student Organizations Catering Menu

1. Login (if you don't have a password or first time using click on create a new account)
2. Click on book order



- Fill out all information
Need to Have In Event Information Section

Location: Michigan Tech

Building: Memorial Union

Room: Pick-Up @ MUB

Note: in order for you to be able to access the student organizations menu you must fill in the student organization name. The name must match the name it was registered as. You must use the full name of the organization, no initials of the organization. If not you will not have access to student organization menus.

Click Save Event Info Button

The screenshot shows a web browser window displaying an event information form. The form is titled "Event Information" and contains the following fields and options:

- Location:** A dropdown menu with "Choose Location" selected.
- Function Date:** A date picker set to "09/14/2014".
- Frequency:** A dropdown menu with "One Time Only" selected.
- Event Start Time:** A time picker with "am" and "pm" radio buttons.
- You order will be delivered approximately at:** A time picker set to "06:30 pm".
- Event End Time:** A time picker with "am" and "pm" radio buttons.
- Number of people (Estimate):** An empty text input field.
- Student Organization:** A text input field with a yellow highlight. A red note below it says: "(Only applies to those ordering for a Student Organization. Name entered must match exact spelling.)"
- Additional Comments:** A large text area for notes.
- Save event info:** A button at the bottom of the form.

A red note above the "Number of people" field states: "Pick-up of delivered items will be as close to the Event End Time as possible. If you have any additional information that will aid us in the pick-up process (such as after-hours access instructions or the time of the next meet in this room), please include that information in the Additional Comments box."

- Click View Menu
- There will be a list of different menus. Click on Student Organization



