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 (<u>makkonen@mtu.edu</u>). 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 <u>http://www.mtu.edu/library/contests/</u>.

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

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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

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3. 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. <u>The name must match the name it was</u> <u>registered as. You must use the full name of the organization, no initials of the</u> <u>organization. If not you will not have access to student organization menus.</u>

Click Save Event Info Button

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

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6. Menu will appear

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- 7. Select What you would like to order
- 8. Once done click save and continue button
- 9. If you are happy with your order click proceed to check out
- 10. Check I agree and press submit order.

If you need any help please contact catering office 8-4 M-F (906) 487-2277

Policies: Can only be order by MTU registered student organizations and are for pick up at the Memorial Union only. All orders must be received Monday thru Friday 8:00 am to 4:00 pm. All orders must be received no less than 3 hours prior to pick up. No plates, napkins or eating utensils are provided with Pizzas.