




MEETING AGENDA

Sunday, June 14, 2026

 Sun. Sept. 14 through
Tues., Sept. 16

 FSU Student Services Bldg.
874 Traditions Way
Tallahassee, FL 32304

PARKING: Second Floor
Traditions Garage
860 Traditions Way
Tallahassee, FL 32304

 850-644-6860
studentunion@fsu.edu
union.fsu.edu/dirs-mtg-2026

2 - 2:30 p.m.

Meet & Greet
Room 201C

Snacks provided.
Sponsored by Legacy Catering.

2:30 - 2:45 p.m.

Welcome

Darrien Simmons, Director, FSU Student Union

Tour of the Union Facilities (in three groups)

2:45 - 4:45 p.m.

Askew Student
Life Center

SLC: Theater
Garnet Gaming Lounge
Paint-A-Pot

Flying High Circus

Big Top Tent

Student Services
Building

Conference Center

Student Union

Art Center: Class Space, Artwork, Frame Shop
Bowling & Billiards: Mutisport Simulator, Full
Service Pro Shop
Club Downunder/Union Productions: Club, Office Space
Campus Event Services: Ballrooms, Meeting Spaces
Senate Chambers
Retail and Food Court

4:45 - 5:15 p.m.

Hotel Check-In
(if needed)

AC Hotel Tallahassee Universities at the Capitol
801 S. Gadsden St., Tallahassee, FL 32301

5:30 - 8 p.m.

**Dinner &
Networking**

Proof Brewing Company
1320 S. Monroe St., Tallahassee, FL 32301

*Sponsored by Mr. & Mrs. Burroughs
Company Owners and Operators*

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Monday, June 15, 2026

8 - 9 a.m.

Breakfast
SSB, Room 201C

Sponsored by Legacy Catering.

Session One

9 - 9:50 a.m.

Room 214

It's Just Food

Outside Catering- What are your rules and procedures?

Room 218

Learning Time

Yearly/semester student staff "big trainings" and what are you teaching/discussing?

Room 208

They want us to do what?

A&S budgets and the creative things you do to accomplish your yearly goals.

Room 219

We Are Family, I Got All My Students With Me

The intricacies of student staff AV vs information desk vs set-up team vs building managers.

Session Two

10 - 10:50 a.m.

Room 218

It Takes a Village

A discussion about the relationship between the Union administration and the SGA.

Room 208

Time to Work

Student staff scheduling thoughts, (e.g., scheduling platform used, how often is a schedule made, the scheduling process, etc.).

Room 219

What Do You Charge?

Discussion on rental and services rates and any additional fees.

Room 214

I Am More Important Than You

Competing priority events - how to handle them.

11 a.m. - Noon

Talks With Me
Room 201C

Dr. Brandon Bowden, Associate Vice President for Student Affairs at Florida State University

12 - 1 p.m.

Lunch
Room 201C

Sponsored by Legacy Catering.

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Session Three: Roundtable Discussions

1 - 2:45 p.m.	Room 219	Directors Revenue generating ideas, contracts and retail spaces, financial status and challenges, (rising wages for student and professional staff, rising energy costs), Union post COVID, staff retention and sustaining morale.
	Room 208	Operations Student staff reporting structure, work study vs. OPS workforce, how do you bridge the gap between student and professional staff?
	Room 218	Event Planning/Coordinating Payment deadlines for students or departments, fronting, corporate pop-up tours, inflatable or carnival rides.
	Room 214	Programming Using numbers and data to tell your story, social media procedures, volunteer vs. paid positions, how to use programing to generate revenue.

Session Four

3 - 3:45 p.m.	Room 219	Directors Maintenance and custodial agreement or services, deferred maintenance plans, how to leverage ACUI with staff development.
	Room 208	Operations What is your student staff pay structure? Sharing set-up tips. What AV do you provide to enhance the client's experience.
	Room 218	Event Planning/Coordinating Do space showcases work? How do you handle unruly clients, how to motivate your team.
	Room 214	Programming What companies do you use to book student entertainment? How do you measure an event's success? Reinvesting vs sunseting events.

4 - 4:45 p.m.	Presentation	Griffin Harrington, CEO, Co-Founder, RecRe Automated Rental Platform for Universities
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Session Five: Roundtable Discussion How are you incorporating AI into your areas?

5 - 5:40 p.m.	Room 219	Directors
	Room 218	Associate/Assistant Directors
	Room 208	Event Planners/Coordinators
	Room 214	Operations/Facilities/AV Managers

6 - 9 p.m.	Dinner & Networking Room 201C	The Filibuster 102 W. Jefferson St., Tallahassee, FL 32301 <i>Sponsored by Griffin Harrington, CEO, Co-Founder, RecRe</i>
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