



CEC INTERNAL ADVISORY COMMITTEE MEETING MINUTES: 2018-04-23

Building Partner Representation: Service Learning Academy (UNO) – Julie (ex-officio); Operation Youth Success - Deb; Campus Compact for the Great Plains - Mary; WELLCOM - Theresa; Spirituality, Public Health and Religious Studies (SPHRS) - Curtis; Metropolitan Omaha Education Consortium (MOEC) – Martha; Diana – Urban Bird and Nature Alliance; Office of Civic and Social Responsibility (OCSR) – Kristina (ex-officio); Urban League of Nebraska - Jeffrey; Nonprofit Association of the Midlands (NAM) - Tracy; A Time to Heal - Becky; Metro Area Continuum of Care for the Homeless (MACCH) - Lisa; Partnership 4 Kids (P4K) - Kris; Volunteer Program Assessment-UNO (VPA-UNO) – Sheridan

CEC Staff: Sara, Heike, Robyn, Maddie

I. Selection of Co-Chair

- A. No volunteers from meeting attendees
- B. Ballet passed out to attendees to provide a recommendation for the co-chair position
- C. Ballets tallied by Julie (ex-officio member)
- D. Co-chair determined: Jeffrey with Urban League of Nebraska

II. New Business

A. Spring cleanup (Runs Monday, May 7 to Friday, May 18)

- i. **Discussion:** For the duration of spring clean-up, partners get access to cleaning materials and lock boxes for shredding large amounts of paper or sensitive documents (see additional notes about lockboxes/shredding services in section b).
- ii. **Suggestions:** For CEC staff to work with facilities to clean the calcium buildup on the water fountains and to include a reminder to building partners and residents of general expectations for surrounding office areas and kitchenettes within their spaces.
- iii. **Notes about general space cleanliness and expectations:** Members asked if there are any guidelines about how suite areas should be maintained for cleanliness. Staff responded that from a safety perspective that partners keep clutter away from interior suite walkways and outside of office areas in the event of an emergency. As a courtesy, spaces should be neat enough so that partners are not embarrassed having donors or community members walking through the suites.

B. Interest in Lock Box Shredding Service

- i. **Discussion:** Informed attendees of the green bins on the first floor and discussion long-term shredding services.
- ii. **Suggestion:** To provide this service during either spring clean-up, at two different times per year, or quarterly. Partners requested notification of the annual/bi-annual dates in advance and keeping that consistent each year.

C. Partner calendar feedback

- i. **Discussion:** Introduced the building partner calendar (<https://www.unomaha.edu/community-engagement-center/building-partner-organizations/bpo-calendar.php>). To learn more about this calendar please contact Maddie, the CEC Fellow, at mlorenzen@unomaha.edu.

D. July 1 Copying/Printing Cost Increase

- i. **Discussion:** Due to a loss of money on copying/printing the CEC proposed a small rise in the current fees. This increase would also hopefully encourage making copies only when necessary; otherwise, partners should use PDF. Outlined the campus-wide costs – 7 cents for black and white and 40 cents for color.
- ii. **Proposed Cost Increase:**
 - a. 4 cents for black and white and 8 cents for color
- iii. **Suggestion:** To monitor the changes in printing next year and communicate the total copy/printing that takes place annually. We will use this year (July 17 – June 18) as a benchmark, and set a goal to decrease the total number of copies printed each year to motivate people to be mindful of printing.

E. Internal Advisory Committee Website and Content

- i. **Discussion:** Attendees provided feedback about a new CEC website page about the internal advisory committee (<https://www.unomaha.edu/community-engagement-center/about-the-weitz-cec/internal-advisory-committee.php>).
- ii. **Decision:** Attendees felt comfortable with listing committee member's names, organizations, and emails.
- iii. **Suggestion:** Each organization/email provided will link to the corresponding website/email. The CEC will post committee member information to the website when finalized.
- iv. **Action Item:** CEC and building partners to determine official members after the July and October meetings.

F. Omaha Gives – Wednesday, May 23

- i. **Discussion:** The committee discussed opportunities for partners to utilize the CEC to attract donors on the Omaha Gives day.
- ii. **Suggestion:** We can create a comprehensive list of community partners in the CEC who are participating in Omaha Gives.
- iii. **Action Item:** CEC inquiring with Omaha Community Foundation about the possibility of showing a leaderboard of CEC partners. We will seek additional feedback from CEC partners in how they might want to participate that day.

G. Student Engagement

- i. **Discussion:** Attendees were interested how to engage students as part of the Omaha Gives concept, or how students might be engaged in other ways.
- ii. **Notes from Kristina (ex-officio):** Kristina indicated that the timing of Omaha Gives might not lead to very much student engagement this year. Students are more interested in events in the CEC that allow them to engage in the spaces and organizations. She suggested that we should create these opportunities after UNO's Durango Days (in August).
- iii. **Discussion:** Introduction opportunities for organizations and students. Would be ideal for students in September or during the Volunteer Fair.
- iv. **Action Item:** Sara will follow up with Kristina this summer and will offer some ideas at the July meeting for student engagement activities with partners this fall.

III. Old business

- A. **New Parking Policy:** CEC presented new parking policy for Lot Q, building parking garage. The goal of the policy is to provide equitable access/process so that all building partners get the same opportunities for parking in the garage, as well as to accommodate partners and their employees who are working in the building beyond a consultant level. If parking spaces are not available and individuals can request to be included on the waiting list. **The official policy will be effective July 1. It is on the Document and Policy website page** (<https://www.unomaha.edu/community-engagement-center/about-the-weitz-cec/document-and-policy-library.php>).
- B. **Partner Suite Locations:** To share the locations of partners (partner suite logo map) with building partners.

IV. Open Mic: None

V. Heard around the building: None

VI. Items for next committee meeting?

- A. September event to engage with UNO students

VII. Announcements and celebration of good stuff

- A. New CEO of WELLCOM - Theresa
- B. If anyone is interested in volunteering to help the community garden please contact Heike Langdon at halangdon@unomaha.edu
- C. Requested that the CEC share any future programming or goals with the internal advisory committee and building.
- D. Inclusive Communities
 - i. Next Humanitarian Brunch – April 2019

- ii. IC has a partner application that organizations can submit if they are interested in collaborating for an Omaha Table Talk. It is a chance to elevate your organization and has no charge.
 - iii. IC and NAM diversity training available to building partners
 - iv. National Federation for Just Communities will be in the CEC this year. For more information, contact Maggie at maggie@inclusive-communities.org.
- E. **NAM** - Annual Meeting – Took place the week of April 23 meeting.
- F. **Live Well Omaha** - Sarah is interested in starting a coffee meeting to get to know people around the building.

Upcoming Advisory Committee Meetings:

- Monday, July 23, 2018
- Monday, October 29, 2018
- Monday, January 28, 2019
- Monday, April 22, 2019
- Monday, July 22, 2019
- Monday, October 28, 2019

(All meetings are at 11:30 a.m. in the Marian Ivers Board Room 128.)

Other Upcoming Events:

- Spring Cleanup: Runs Monday, May 7 to Friday, May 18
- Chips-&-Dipalooza: Wednesday, May 2, 3 p.m. to 4 p.m.
- Lunch and Learns will resume in the fall of 2018