



CEC INTERNAL BUILDING ADVISORY COMMITTEE
MEETING MINUTES: 2018-02-12

Building Partner Representation: Urban League of Nebraska - Jeffrey; Urban Bird and Nature Alliance - Diana; Spirituality, Public Health and Religious Studies (SPHRS) - Curtis; Metro Area Continuum of Care for the Homeless (MACCH) - Lisa; Omaha Public Library (OPL) - Jody; Office of Civic and Social Responsibility (OCSR) - Kristina (ex-officio)/Lydia; Success Academy - Samantha; Volunteer Program Assessment - UNO (VPA-UNO) - Sheridan; WhyArts - Carolyn; Service Learning Academy (SLA) - LaTrina (ex-officio)/Wendy; Partnership 4 Kids (P4K) - Kris; Nonprofit Association of the Midlands (NAM) - Tracy; Metropolitan Omaha Education Consortium (MOEC) - Martha; Coalition Rx - Carey

CEC Staff: Heike, Sara, Dave, Robyn, Maddie

- I. **Committee co-chair:**
 - a. **Discussion:** Sara sought feedback about having a member of the internal advisory committee serve as co-chair. The consensus of the group was that this would be beneficial.
 - i. **Action Item:** We will ask for nominations (members can nominate others or themselves) via the Weekly, in person, or at the next meeting, and at the next meeting we will hold an election via secret ballot.
 - ii. **Action Item:** Sara will send a description of co-chair responsibilities/duties along with the request for nominations via the Weekly.
- II. **Members vs. ex-officio**
 - a. **Discussion:**
 - i. Anchor partners/staff (representatives of the Service Learning Academy, Office of Civic and Social Responsibility, and CEC management staff) are important for discussion and some input, but can also communicate the viewpoints of the committee forward in other building and campus conversations, and with university leadership. These individuals will attend and participate in CEC Internal Advisory Committee meetings but will not vote.
- III. **Role of this committee vs. CEC Community Advisory Committee**
 - a. **Discussion/Community advisory:**
 - i. The community advisory committee, composed of both campus and community representatives, provides guidance in the building's major strategies and policies. It led the vision for the building's design and development prior to its opening in 2014. The internal advisory committee will provide input and feedback on potential changes to building policies, help identify emerging issues and potential solutions, and promote better building communication among all of the partners and staff.
 - b. **Question about a CEC strategic plan:**
 - i. Sara explained the management staff's efforts developing a strategic plan.
 - ii. **Action item:** we will share a draft of the plan and seek feedback from the committee.
 - c. **Discussion/Future:**
 - i. Curt emphasized the importance of faculty representation on the internal committee. This will be important as the building is evolving and some of the campus partners have moved out. The committee can assist recommending better ways to retain university partners.
 - ii. **Action Item:** We will try to recruit additional faculty to the committee.
- IV. **Committee details (attendance, member participation, voting, agendas, etc.)**
 - a. **Voting/Participation:**
 - i. The committee agreed that one vote per organization would be a fair method for overall voting.
 - ii. Ideally, participation will give building partners a specific venue to express feedback and concerns, which in turn can be communicated more effectively to the community advisory committee.
 - iii. Regular commitment to attending meetings (For example the ability to attend more than two out of the four committee meetings annually).
 - iv. Should we provide lunch? - The committee said not necessary, but we have decided to provide it anyway since this is over the lunch hour, the staff will be hungry, and it is more fun with food, right?
 - b. **Agendas/Meeting Structure:**

- i. Agenda-driven: We will ask members to agenda items in advance if possible.
- ii. We will include a standing agenda item that allows people to bring in new items to the meeting last minute when able.
- iii. Ideas for meeting structure: good stuff (quick); administrative; member topics (submitted ahead of time); rumor control (is there buzz out there we need to talk about?)
- iv. Timeframe: We agreed on 60 minutes for committee meetings (open to changing if need be later on)

c. **General Feedback/Committee input**

- i. We will seek input and feedback on new policies before implemented
- ii. We will discuss opportunities as to UNO and CEC staff can help building partners succeed in the CEC
- iii. We should use the committee as a vehicle to how we can dig deeper into survey feedback, develop other tools for measuring impact, and improving communication.

V. **Today's pre-policy discussion: Parking garage**

a. **Parking garage is now full with waiting list.**

i. **Parking Policy Proposal Details:**

- 1. We are proposing CEC garage parking stalls be tied to the person, not the organization. Currently, organizations sometimes ask that we hold a stall during a staff vacancy. We believe it is fairer to assign the vacant stall to the next person on the waiting list. This will help ensure that all community partners have an equal opportunity to utilize the garage for their staff.
 - a. Exclusions: 1) Rental agreements with two parking stalls as part of the suite package, 2) designated critical SLA/OCSR/building staff, and 3) each organization would always have the option of having one "organizational stall" in the garage. This stall will have to be assigned to an active employee in the organization, but it will be up to the organization to designate who would have that stall. If the organization declines a stall, it would have the option of (re)gaining an "organizational stall" in the future. However, the staff member would have to go on the waiting list.
- 2. We are proposing that we no longer provide garage stalls to UNO faculty or staff who are not in the building as 100% of their assigned FTE.
- 3. **Action Item:** Draft of parking policy for next meeting

ii. **Additional Parking Discussion:**

- 1. Shared parking stalls are no longer allowed by UNO Parking
- 2. UNO Parking does not allow building residents to park in Lot E and D
- 3. Until the Strauss construction is completed in December 2018, we have eliminated the drop-in stalls in Lot E. Some of the members were not aware of this change, which occurred last August to ensure optimal use of all remaining stalls in the visitor lots.
 - a. **Action Item:** We will send out a reminder for partners to reserve space for drop-in guests with Traci.

VI. **Announcements**

- a. The Tri-Faith Initiative is moving into the building soon.
- b. The Goldstein Lecture for Human Rights coming on April 12 (the topic is race, religion, and human rights).
- c. A major U.S. Holocaust Museum event is coming to the CEC in March.
- d. The executive director for MACCH will be announced soon.