



CEC INTERNAL ADVISORY COMMITTEE MEETING MINUTES: 2018-07-23

Building Partner Representation: Volunteer Program Assessment-UNO (VPA-UNO) - Sheridan and Joe; Civic Nebraska - Kent; Office of Civic and Social Responsibility (OCSR) - Kristina (ex-officio); Urban League of Nebraska - Jeffrey; A Time to Heal - Becky; Nonprofit Association of the Midlands - Tracy; Campus Compact for the Great Plains - Mary; Operation Youth Success - Deb; Service Learning Academy (SLA) - Julie (ex-officio); Urban Bird and Nature Alliance - Diana; Inclusive Communities - Cami

CEC Staff: Sara, Heike, Robyn, Dave

I. Welcome/Introductions

II. New business

a. 2018 Survey review and recommendations

- i. For a snapshot of survey, please review the executive summary on the CEC website [continuous improvement website page](#)
- ii. Who completed the survey?
 1. All individuals (N = 216) who were working or listed as volunteers in the building were eligible at the time of the survey were invited to complete the survey. The number of respondents who completed the survey was 124 (57.4% response rate).
- iii. General information covered about the survey:
 1. Received more qualitative feedback than in previous years
 2. Some respondents indicated interest in additional face-to-face opportunities to get to know each other.
 - a. A member asked about the availability of the directories as a way to know who resides in the different partner areas. The CEC will continue to share the master directory, and the locations of partner organizations via the Weekly Email
 3. Feedback from the survey will be used to inform the nature of communities of practice with Dr. Tara Bryan (Fall of 2018).

b. Committee members mentioned barriers to attending current networking and/or other opportunities put on by the CEC:

- i. Attendees expressed they must be very selective in attending opportunities that align with different employee and organizational roles/needs
- ii. Other ways of sharing these opportunities:
 1. Inform attendees of the CEC Chat Room on Facebook
 - a. Work to share these more via the Facebook Group
 - b. **How to join the Facebook Group:** On Facebook, search the group name "CEC Chat Room" and request to join. The intention of this group is to facilitate collaborative opportunities among building partner organizations and to inform people who are working in the CEC.

- iii. A committee member suggested a more traditional approach to the newsletter in timeframe and concept, perhaps with less casual language.
- iv. Utilize language in promoting events that also emphasizes the relevance of the opportunities to nonprofit partners and avoid academic terms.
- c. Other discussion about survey feedback:**
 - i. Minor decline in partner satisfaction with the CEC – Committee members believe that the temporary parking limitations might be the cause of this.
 - 1. There is an estimated 5 months left of parking limitations, with Strauss construction due to complete in December 2018.
 - 2. Attendee suggestion for others to use very detailed directions provided by the CEC online or via google maps/GPS address.
 - a. [The CEC Guest Parking website page](#)
 - b. Providing the GPS address: *6400 South, University Drive Road North, Omaha, NE 68182* ([Google Maps Link](#))
 - ii. Attendees mention some difficulty getting rooms at short notice
- d. Weekend building safety and policy update (Dave)**
 - i. CEC staff is not available on the weekend
 - ii. Overall safety has been tightened due to break-ins and some other incidents that are happening while staff is gone on weekends
 - iii. Partners can continue to use meeting spaces on the weekends via MavCard access – reservation required. Please note this will be for meeting space reservations only (all suite access will remain the same on weekends)
 - iv. CEC assigns access via MavCards for weekend access. Going forward, when a building user calls UNO Public Safety to open a room on a weekend, Public Safety officers will ask that individual to show their MavCard ID to confirm that their identity matches the name on the room reservation. If the building user does not have a MavCard ID confirming their identity, they will not get access to the space.
 - v. Public Safety officers will only open room(s) that have been reserved in advance with Traci and/Dave, following the procedure described above.
 - vi. The CEC will provide a written policy outlining these updates.
 - vii. Policy communication plan (when final), including recommendations from the committee:
 - 1. CEC will send out notifications via email in the CEC Weekly with a link to the policy
 - 2. An individual email with the link will be sent to directors of all building partners
 - 3. CEC will present this information at All Hands
 - 4. CEC will contact weekend building users via email with return notification.
- e. Workgroup for phase III of building occupancy/space applications**
 - i. Sara will be seeking feedback from the partners, and this committee, about the factors to consider regarding a third lease term for building partner organizations. Ultimately, the CEC Advisory Committee and UNO leadership will determine the nature of the third lease, including eligibility, terms, etc.
 - ii. After conferring with the CEC Advisory Committee regarding the type of input that it would find most helpful, Sara and Heike will seek volunteers for the focus group and identify a facilitator.
 - iii. Internal advisory committee members suggested aligning the process of the focus group and the final decision to provide enough time for building partners to consider/turn in 2020 budgets to boards.
- f. General MavCard Update**
 - i. **Effective immediately, there is a fee for replacing lost/damaged Mavcards**

1. The CEC will continue to pay for initial MavCard for all new community building partner staff as part of the rent agreement. Any replacement/lost cards will have a \$15 dollar fee, payable by the individual (or their organization), due at the time individual gets the new MavCard from MavCard Services.

III. Old business

a. Student engagement opportunities

- i. Durango Days: August 20, 2:00 P.M. to 4 P.M.

1. Please email Heike at halangdon@unomaha.edu if you are interested in having a table to engage students with your organization

- a. **Please let us know by August 15 if you plan to participate so that we can ensure we have enough tables reserved.**

- ii. Collaborative

1. There are still some spots available for partners to apply to work with UNO students in the Collaborative – please contact Harnoor at hsingh@unomaha.edu if you are interested.

- iii. Student RFP – still in progress – details will be announced once available

- iv. Other ideas – None

b. Student Pizza Lunch

- i. Discussed having a welcome lunch for new and returning UNO students working in the building (For UNO and other university/college student assistants and interns at any level working for a building partner)

1. Ideally in September – please watch for details in the CEC weekly

IV. Announcements and celebration of good stuff/Open Mic: issues, questions, etc.

- a. Amber Parker with Operation Youth Success – No longer with OYS.

- b. Jeffrey sending out a note about working/supporting first generation students at UNO through a unique guild of key stakeholders. Email jeffrey.williams@urbanleagueneb.org if you have any feedback about this information or are interested in getting involved.

- c. Urban League of Nebraska – some minor changes in staff

- d. Microaggressions and Microresistance Strategies – August 14 and 15 - partners can register to attend. [See event details on UNO's website article.](#)

V. Heard around the building - none

VI. Items for next committee meeting? - none

Upcoming Advisory Committee Meetings:

- Monday, October 22, 2018
- Monday, January 28, 2019

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