



CEC INTERNAL ADVISORY COMMITTEE MEETING AGENDA: 2019-01-28

Building Partner Representation: Service Learning Academy (SLA) – Kirsten Case (ex-officio); Coalition Rx – Carey Pomykata; Jeffrey Williams – Urban League of Nebraska; Volunteer Program Assessment – UNO (VPA-UNO) – Joseph Allen, Sheridan Trent; Operation Youth Success – Deb Faga; Nonprofit Association of the Midlands (NAM) – Tracy Shutt; WELLCOM – Theresa Nelson; Civic Nebraska – Kent Day, Shari Kimble; A Time to Heal (ATTH) – Rebecca Vinton; Campus Compact of the Great Plains – Mary Ryan; Inclusive Communities – Maggie Wood, Cammy Watkins; Spirituality, Public Health, and Religious Studies (SPHRS) – Curtis Hutt

CEC Staff: Sara Woods, Heike Langdon, Robyn Loos, David Peterson, Annabelle Abisset

I. Welcome/Introductions II. New Business

- a. **Mail challenges discussion** – The Mail Services merger with UNMC has had more impact than initially expected on the reliability of mail pick up in the CEC.
 - i. **Current situation:** The mail delivery situation in the CEC continues to change as the UNO/UNMC Mail Services merger process continues to evolve. Currently, CEC student staff are distributing mail to the suites, as well as picking up outgoing mail, after Mail Services makes its bulk delivery to CEC 115. While Mail Services used to make its delivery around 9:30 A.M., this is no longer the case. Currently, Mail Services sometimes arrives in the afternoon, when it might be too late for student support to make their daily delivery to the suites. While any department may pick up mail in 115, this pickup is limited to regular office hours.

Mail Services has committed to a daily mail pick up/drop off in a single designated spot in every campus building (CEC 115). Mail Services has also assured the CEC staff that outgoing mail picked up during its deliveries will go USPS on the same day. Currently, the best way for partner to ensure their mail is picked up every day and delivered to USPS or distributed via campus mail is to deposit outgoing mail in the CEC 115 mailbox, take it to the UNO mail window in the Epley Building during office hours (11 – 3) or to take it directly to an outside USPS mailbox.

At the meeting, David Peterson proposed making the following changes to improve mail delivery in the building: We are planning to move the first-floor copy room from Room 103 to Room 121 in March to accommodate the growth of the Food Pantry, which will move to room 121 (see Item b below). After the move, we will establish a single, building-wide mailroom drop/pick up area in the new 121 copy room. We will move all mail slots from their current locations to room 121, and assign each partner a slot. There will also be a single outgoing mailbox. Mail Services will then begin delivering mail to room 121 (all package deliveries will continue to go to directly to suites as addressed). A CEC staff member will distribute mail into the mail slots on a daily basis. Changing the main delivery location to the copy room will allow 24/7, controlled access (requiring a MavID).

1. **Committee feedback:** The members agreed to these changes, and asked that we communicate to them to all building partners via the CEC Weekly email. The members liked the idea of having access to the mailroom at any time. Also, mail services were slow during December because of the new mail system and low staffing of student workers, and this would help address having quicker access to mail when it is delivered.

- ii. **Switching the 103 Copy Room with the 121 Maverick Food Pantry:** The Office of Civic Responsibility and CEC staff have been discussing switching these rooms to benefit the pantry's expanding growth with a larger space. The demand for the food pantry has increased from last year and will now be serving students from the College of Saint Mary as well as UNMC. CEC staff would like to shift the 103 Copy Room with the 121 Food Pantry. The counter will remain in 103 for the food pantry, but the two tables currently in 103 will move to the new printer room.

The move will also benefit the building partners with a printer closer to the 117/122 suite. As mentioned above, the new printer room will also contain the mail area so that anyone with access to the printer room could drop off mail. This room switch would happen during Spring Break and printing would not be available on the first floor for at least one day (building partners will still have access to the upstairs printer room).

- 1. **Committee feedback:** The members liked the idea of having closer access to the first-floor building partners.
- b. **Guest parking update**
 - i. Parking spots reserved for Strauss construction are now available; we just waiting on a few spots as they finish repainting a few lines. The building will have all 140 spots back by next week (first week of February).
- c. **Building User Survey/April Survey**
 - i. **Two surveys coming out this semester:**
 - 1. VPA has developed a building user survey for those who have made reservations in the building – and it is coming out as soon as possible. Please fill out or forward to those who have reserved for your organization. Those who organize events can also fill out. The purpose of the survey is to find out how the CEC has benefitted organizations, their events, and how it changed their view of UNO.
 - 2. The annual building survey will come out in April – there will be incentives to fill out the survey again (money on MavCard). All results will be shared with the committee then published on the CEC website [Continuous Improvement website page](#) where survey results from years past can be found.
- d. **Shared space handout**
 - i. **Etiquette and rules in suites:** There were discussions about this when the building first opened, but nothing formal was put in place. The handout is not because of complaints and CEC staff does not want to control the dynamics of the building, just for new building partners and reminders to all building partners. The handout is from a New York building that is similar to the CEC, but on a much larger scale.
 - 1. **Partner feedback on how to share the document respectfully:** Give context on issues brought up and email it out to all building partners. Introduce this idea so others are aware and hang them in the different suites. There is nothing on the handout about cleanliness (fridge, sink), so a more personalized document with CEC issues should be created. Instead of calling them “rules”, “best practices” “thoughts”. The general consensus is that this document is a good reminder for all and not offensive. The committee agreed to add it to the Welcome Packet as well as a resource on the CEC website. Let Heike Langdon know if any other items should be included on the list at halangdon@unomaha.edu.

III. Old Business

- a. **CEC 3.0 Lease update:** Thank you to those who took place in the focus groups in December. There were great conversations and feedback. An advisory committee task force will help create a new set of recommendations for the next round of space applications. This group is hoping to get together in February and have the space application out by April. Building partners whose lease will end in 2020 need a process to decide if they stay and this committee will decide what the process is. The process will be simple and based on focus group feedback. The “3.0” building partners should know by summer 2019 what the status of their contract is. Ask Sara Woods if any questions arise at swoods@unomaha.edu.
 - i. **UNO building partners and users:** Determining the nature of UNO building partners in the building will be different. Some have been very active, and others have not. Involvement

of these building partners has been sometimes challenging due to changing faculty/staff/student interests, schedules, and obligations. Having space in the building is important to campus entities and UNO in general; however, UNO organizations may not use it in the same way community building partners use it. Originally, CEC tried to view all building partnerships needing to fit in the same mold, but going forward we may be applying different – but not necessarily less - expectations.

- ii. **Student organization space application:** There are 6 spots for student organizations in CEC 130. We will release this space application in March and UNO student organizations need to show how space could help the organization become engaged or more engaged in the community, as well as demonstrate how their members would benefit as individual leaders.

IV. **Open Mic: issues, questions, etc.**

- a. **Jeffery Williams** – attended OCSR Service Days, posted pictures of groups participating in MLK Day on the CEC chat room.

V. **Heard around the building**

- a. **Inclusive Communities** – During conference heard comments about seeing more people of color on the videowall. The CEC is going to work to be more mindful about ensuring all of the jumbotron campaigns are inclusive.
- b. **Jumbotron campaign** – Positive response to December pets
- c. **Security in CEC 117/122** – Campus Safety is making frequent stops in the building due to a safety issue affecting the Tri-Faith Initiative. The staff is under no imminent danger or threats. This is a precautionary measure. For the time being, both suite doors require prox card access and guests to the suite must be greeted at the door or check in at CEC 115.

VI. **Items for next committee meeting:** None

VII. **Announcements and celebration for good stuff**

- a. **April 1 - Bridgewater State Visit (9 A.M. -11:30 A.M.):** Visitors would like to meet with building partners. CEC staff will send out an email asking about availability for those available during the visit.
- b. **Curious People (all at 6 P.M. in the CEC)**
 - i. Tonight – Aging with Intention
 - ii. February 25 – Parasitic Brain Drain
 - iii. March 25 – Sex: What are we so ashamed of?
 - iv. April 24 – Scotch Whisky
- c. **March 11 is Goldstein Lecture –Guest speaker Masha Gessen (SPHRS)**
- d. **April 12 and 13 – corporate lunch and conference at the Scott Conference Center with guest speaker Scott Hamilton (ATTH)**

Upcoming Advisory Committee Meetings:

- Monday, April 22
- Monday, July 22
- Monday, October 28

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

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