



CEC INTERNAL ADVISORY COMMITTEE MEETING AGENDA: 2020-01-27

Building Partner Representation: Inclusive Communities – Maggie Wood and Molly Welsh; Service Learning Academy – Kirsten Case (ex-officio) and Julie Dierberger (ex-officio); Operation Youth Success - Debora Faga; Urban League of Nebraska – Jeffrey Williams (Co-Chair); Coalition Rx – Carey Pomykata; Omaha Public Library – Jody duRand; A Time to Heal – Rebecca Vinton; Nonprofit Association of the Midlands – Tracy Shutt; Metro Area Continuum of Care for the Homeless – Lisa Vukov; Urban Bird and Nature Alliance – Diana Failla; Metropolitan Omaha Education Consortium – Martha Bruckner; The Wellbeing Partners – Theresa Nelson; Civic Nebraska – Sheri Kimble; Office of Civic and Social Responsibility – Kristina Cammarano (ex-officio)

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

- I. Welcome/Introductions
- II. New business
 - A. CEC Staff Updates (Sara)
 1. CEC is in the hiring process of a new IT director
 - a. Student worker Alex will remain available to support IT needs
 2. Traci Fullerton is still OOO with a return date unknown. Traci's position will no longer be specific to reservations when she returns. All reservations inquiries should be sent to unocecreervations@unomaha.edu.
 3. Jake, a former CEC parking lot attendant, is now the CEC's staff assistant (located in 115 at the front desk). Jake will be taking over Traci's role in the reservations process.
 - B. New Lease format (Sara)
 1. New lease agreement effective July 1, 2020
 2. New lease will look different based on updates from UNO business and finance. Building partners will be called "licensees" rather than rental partners.
 3. Expect new building partner leases by March/April 2020 – suggest that all building partners review the lease in detail.
 4. New leases to include mandatory youth safety policy for building partners (e.g., background checks)
 - a. General discussion about building and youth safety. More conversation would be helpful in understanding best practices, supervision, responsibility, making people feel safe beyond background checks, etc.
 - C. New Project Tool – "Community Building Partner New Project Form" (Robyn)
 1. [View meeting handout](#) - For CEC community building partners only
 2. Online form to submit new projects that between UNO (includes UNO CEC building partners) and CEC community building partners
 - a. List of example projects discussed
 - b. Ongoing use of form by community building partners – recommend that partners enter projects as they are completed. The form will be required starting in summer 2020. Potential start date July 1, 2020.
 3. The utility is for building partners to show who they collaborate with (for institutional and CEC specific data needs)

4. Also supports the reapplication process
5. Community building partners that are interested in testing the form and providing feedback: Urban Bird and Nature Alliance, Inclusive Communities, Urban League of Nebraska, Omaha Public Library
6. Building partners can request access to their data by request
 1. Initial feedback: adding in a section for building partners to check off university system partners (already included in the tool), an optional question for other impacts/outcomes in the quantifiable data section, adding option question for the estimated economic value of the project
 2. Contact Robyn Loos at rloos@unomaha.edu for more information or to pilot the form (for CEC community building partners only)

D. Space Application Process and Online Forms (Sara and Heike)

1. Occupancy split of 70% community and 30% UNO
2. There will be 2 space applications released
 - a. For prospective community building partners
 - a. cec.unomaha.edu/communityspaceapplication
 - b. The same Building Advisory Committee review process with both external and internal representation
 - b. For prospective UNO building partners
 - a. cec.unomaha.edu/unospaceapplication
 - b. A new UNO internal committee review process
 - c. The UNO space application will also be used by current UNO CEC building partners to reapply for their current space(s)
3. All interested applicants must meet with Heike Langdon (halangdon@unomaha.edu) before they can access the online application. Each applicant will be assigned a unique link in order to save their application as they complete it.
4. Applications are due on March 27 by 5 P.M.

E. Length of Service for Committee Co-Chair (Sara and Jeffrey)

1. The current co-chair will run through the end of 2020 and then open up for a different member

III. Old business – Parking/Storage/Rental Fees - Updates (Sara):

- A. Reminder that all original suite packages will no longer be included in agreements as part of the cost. Building partners with suite parking stalls will have the option to keep that stall but will be required to pay for it starting in August.
- B. Going forward, building partners will be able to pay for one “director stall” but other stalls will go into the waiting list as they are available.
- C. Storage fees are now effective (\$220 – smaller units to \$900 – larger units)
- D. All charges will be reflected in Attachment A of your lease agreement
- E. A reminder that rental fees go up 3% annually

IV. Open Mic: Issues, questions, etc.

V. Heard around the building

VI. Items for next meeting

VII. Announcements and celebration of good stuff

- A. Curious People - January 27 at 6 P.M. in CEC 230/231
- B. Chili and Soup Cook-off - January 28 from 11:30 A.M. to 1 P.M. in CEC 116

Upcoming 2020 Advisory Committee meetings:

- April 27
- July 27
- October 26

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