



CEC INTERNAL ADVISORY COMMITTEE
MEETING AGENDA: 2022-04-20

- I. **Welcome/Introductions**
- II. **New business**
 - a. Office of University Engagement (Sara)
 - i. Volunteer Coordinator position approved as of now but will be unable to hire that person until the funds are available.
 - ii. This individual will be hired to help organize and coordinate volunteer needs and a structured opportunity for building partners.
 - iii. New staff will be moving into CEC 130 to work with ACDC regarding internships and career opportunities with UNO students.
 - b. Cancellations/No Shows problem-solving discussion (Sara)
 - i. No shows and cancellations data presented
 - 1. Student and staff resources are directed so space needs. Cancellations and no shows impact resources and the opportunity for others to use the space.
 - 2. Requesting cancellations sooner.
 - 3. Reduce the number of no-shows as those have a greater impact on resources.
 - ii. Exploring opportunities to help improve the ways we address no-shows and cancellations.
 - 1. Navigating the hybrid meetings
 - 2. Being clearer with organizations when no-shows are an issue.
 - 3. Differentiate between last-minute cancellations and cancellations that have enough time for others to utilize the space.
 - 4. Nakita and Jason are now going to be sending out a pre-confirmation the week of the event. Roughly three days prior.
 - 5. Sharing individual reports with building partners and what their usage looks like as a summary that would include cancellations and no-shows.
 - 6. Recommend no-show communications with the organizer as a follow-up to creating awareness. Right now, the CEC does some contact with organizations in larger spaces.
 - 7. Clarify the procedure of when you want cancellations (in the CEC policy).
 - 8. Can we look at creating a more organic space in the CEC for partners?
 - 9. Request for the CEC to be more clear about protocols for cleaning and disposing of materials.
 - c. Weekend opening preview (Sara)
 - i. Exploring fees for everyone on weekends including building partners to ensure we have the resources for people to use the space.
- III. **Old business**
 - a. Food in the building Update (Sara)
 - i. **Reminder you can now bring in food from outside vendors.**
 - b. Room 103 update/discussion (Heike)
 - i. Still seeking ideas from people about how this room could be utilized. Please share your thoughts with Heike Langdon at halangdon@unomaha.edu
 - c. Technology update (Sara)

- d. Printer update (Heike) - remind your staff that they need to work with CECIT to update their printer drivers after 4/30
- e. Jumbotron (Robyn)
 - i. Reminder to contact Robyn with ideas to promote organizations
 - ii. Suggestion to create content that promotes and welcomes groups every week and the types of activities we are expecting in the building.
 - iii. Explore opportunities for outside organizations and push their logos to the screen in a sustainable way thinking about visual attractiveness and staff resources.

IV. Open Mic: issues, questions, etc.

- a. Heard around the building (All)
 - i. Some UNO leadership has moved on with searches and interim roles filled.
 - ii. NE Shakespeare will be leaving in the early summer
 - iii. Chancellor Li will be working in 228 for the summer while her space is being renovated. Barb, one of her administrative staff will also join her in the 228 space.
 - iv. Traci is still on leave and will be coming back in as she is improving.
- b. Items for the next committee meeting? (All)
 - i. Noting a summary of key building usage points for everyone at all hands and the next internal advisory.

V. Upcoming Events

- a. May 16 - June 2: 201/5/9 Tech Upgrade
- b. Summer All Hands: TBA
- c. Next Internal Advisory Meeting: May 28, 2022