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