



**Meeting Name: Quarterly SERVE Center
All Hands-On Deck Virtual Meeting**

Date: February 21 , 2024



WELCOME



SERVE Center at UNCG Vision & Mission

SERVE's Vision

SERVE envisions a diverse, inclusive, equitable system of education where barriers to learning cease to exist, allowing all learners to pursue success.

SERVE's Mission

SERVE's mission is to work collaboratively to provide high quality research, evaluation, and customized support that drives positive educational outcomes for all learners.

All Hands on Deck Meeting Protocols

- Be respectful of time
- Ask that you avoid distractions and mute yourself
- Ask that you put your questions in the chat feature
- Leave space for questions and answers
- Post the recording and PowerPoint on Together to SERVE at <https://serve.uncg.edu/together-to-serve/>

Maria Pitre-Martin's Priorities for 2023-2024

- Prioritizing the Workplace Environment and Organizational Sustainability
- Adapting to Changing Situations
- Continuously Improving
- Building Partnerships and Increasing Contracts

Prioritizing the Workplace Environment and Organizational Sustainability



The purpose of this document is to serve as an operational document to ensure that all Dixon Building personnel, occupants, and tenants follow the same guidelines in the event of an emergency.

FIRE

- If you see or smell smoke, or see fire, evacuate the building immediately.
- Pull the fire alarm pull stations as you exit the building.
- Once you are in a safe location, outside of the building, contact the following to report the emergency:

Monday-Friday 8am-5pm:

Notify Gateway's Director of Facilities – (336) 217-5141

Nights, Weekends, Holidays:

Gateway Maintenance – (336) 217-5115

- If you hear the fire alarm, leave the building immediately.
- DO NOT re-enter the building until instructed to do so by emergency personnel.

BOMB THREAT

- If you find a suspicious package, do not move it. Call Gateway's Director of Facilities at (336) 217-5141.
- If you receive a bomb threat, stay calm, warn others in the immediate area (i.e. notify SERVE Executive Director at (832) 477-3891).
- Contact 911.
- Follow the instructions of 911 Emergency Personnel.

Prioritizing the Workplace Environment and Organizational Sustainability

Dixon Building



On-Call and Security Guard Information

CONTACT	NUMBER	SCHEDULE
On-Call Maintenance	336-217-5115	Call this number Monday to Friday after 5pm for maintenance-related issues.
Security Guard South	336-209-8640	Security Guard is ON-SITE between 4pm to 8am, Monday to Friday, and 24/7 Saturday and Sunday
Security Guard Union Square Campus	336-908-8563	Security Guard is ON-SITE between 7am and 10pm, Monday to Friday
ALWAYS – IN CASE OF EMERGENCY – DIAL 911		

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Greg Benton	336-451-1864	Gateway – Facilities Maintenance Supervisor
Bobby Warner	336-362-9011	Gateway – Senior Facilities Maintenance Technician
Tony Turner	336-362-6175	Gateway – Facilities Maintenance Technician
Robert Stephens	336-338-0814	Gateway Security Supervisor

Prioritizing the Workplace Environment and Organizational Sustainability

Dixon Building Delivery Entrance Change:



Prioritizing the Workplace Environment and Organizational Sustainability

Netcom 2 Card Keyless Entry Access:

- Netcom has installed two (2) new card access locations (double doors at the entry/exit) at the Dixon building/SERVE Center in Brown Summit, NC.
- A card access system will help with tracking entrance into the building and also provides gate access for Gateway North.
- During the month of March, staff members with Dixon building keys will receive communications regarding the transition from having a building key to having a card with access to the building.

Prioritizing the Workplace Environment and Organizational Sustainability

Netcom 2 Card Access Doors have been installed





KEY REQUEST and CARD ACCESS FORM (NORTH CAMPUS)

KEY HOLDER INFORMATION

Tenant Name _____

Key Holder Name (please type or print) _____

Telephone _____ E-Mail: _____

Suite / Office / Entrance requesting access to: _____

I acknowledge that I am receiving _____ key(s) and/or _____ access card(s) from Gateway Research Park, Inc., which provides me access to the above listed area(s). I also acknowledge that this key(s) is loaned to me by Gateway Research Park for my exclusive use.

This key(s) is non-transferable and subject to recall. For security measures, I agree to immediately notify Gateway Research Park, ***both verbally and in writing***, in the event the key is lost, stolen or damaged. I further acknowledge that a \$25.00 fee will be assessed for a replacement key(s) in the event this key is lost, stolen, or damaged.

I am aware that all locks at Gateway Research Park located at 5900 Summit Avenue participate in a building master lock system so as to allow Gateway personnel access to all areas in the case of an emergency.

Prioritizing the Workplace Environment and Organizational Sustainability

New Furnishings for the SERVE Center at UNCG

- 50 chairs with casters and arms for conference rooms (111, 121, &141)
- 3 buffett credenzas for conference rooms
- Lobby furniture to include a new chair and three seat sofa
- Easy rolling base training tables for conference rooms

Thank you to Dr. Terri Shelton and Barbara Hemphill from the UNCG Office of Research and Engagement.

Prioritizing the Workplace Environment and Organizational Sustainability

SERVE Center Positions Filled

Program Specialist (NCHEP) -
Derick Buggs



Associate Director -
Audrey Martin-McCoy



Communication Specialist -
Judi Rossabi



Prioritizing the Workplace Environment and Organizational Sustainability - UNCG Collaboratory

- Collaboratory is a publicly searchable, online database that shares an institutional story about who, what, where, with whom, and to what ends community-university partners are working towards community-identified priorities for shared learning and mutual benefits.
- Institute for Community and Economic Engagement (ICEE) is a champion of community-engaged work through regularly sharing CollaboraStories and through a bi-weekly newsletter.

Prioritizing the Workplace Environment and Organizational Sustainability - UNCG Collaboratory & SERVE Center Contributions

- 24 SERVE Center/Early College Research Center Projects have been designated as community-engaged projects.
- Inclusion of these community-engaged partnerships and public service activities helps ICEE to represent the depth and scope of the work within and across departments.
- Congratulations to SERVE Center staff for the great work that is being highlighted and additional contributions from the SERVE Center are welcomed.
- <https://he.cecollaboratory.com/uncg>

Prioritizing the Workplace Environment and Organizational Sustainability - Growing the SERVE Center Brand

LinkedIn



<https://www.linkedin.com/company/serve-center-at-uncg/>

Please follow us and repost the great work of SERVE Center staff.

Prioritizing the Workplace Environment and Organizational Sustainability - Growing the SERVE Center Brand



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Congratulations to the following SERVE Center Staff:

Erin Goodman
Bridget Johnson
Beth Rice
Beth Thrift
Curtis Burgins
Don Doggett
Jacinda Goodwin
Kenya Haynes
Karla Lewis
Lisa Phillips
Megan Johnson

Continuously Improving New SERVE Center Logo



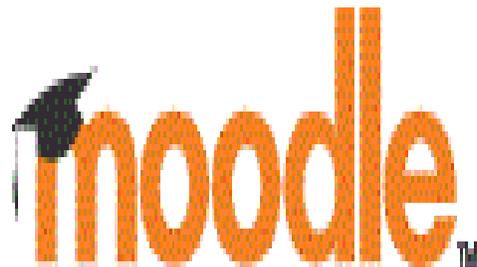
Implementing the New Logo:

- Email Signature Transition for all SERVE Center Staff – Completed by February 29, 2024
- Logo Transition on LinkedIn
- New PowerPoint Template with New Logo
- New Virtual Meeting Backgrounds with New Logo
- Style Guide for Using the New Logo
- Logo Transitions on SERVE Center Affiliated Websites
- Logo Transitions for Letterhead and Other Documents

Continuously Improving Internal Training – Travel Reimbursement Process

The required travel reimbursement Moodle course is coming soon!
Nichole McGill will send out access information. Once you have access
to Moodle, you can log in at:

<http://onlinelearning.servecenter.org/uncgmoodle/login/index.php>



Continuously Improving Internal Training – Travel Reimbursement Process

SERVE Center Procedures

- ❑ Introduction – TRV – Travel Authorization/Expense Report
- ❑ Pre-Approvals
- ❑ Transportation
- ❑ Subsistence
- ❑ Post-Approvals



Continuously Improving Celebrating SEL Day

#SELday

*Join the movement to showcase, promote, advocate,
and support social emotional learning*

March 8, 2024

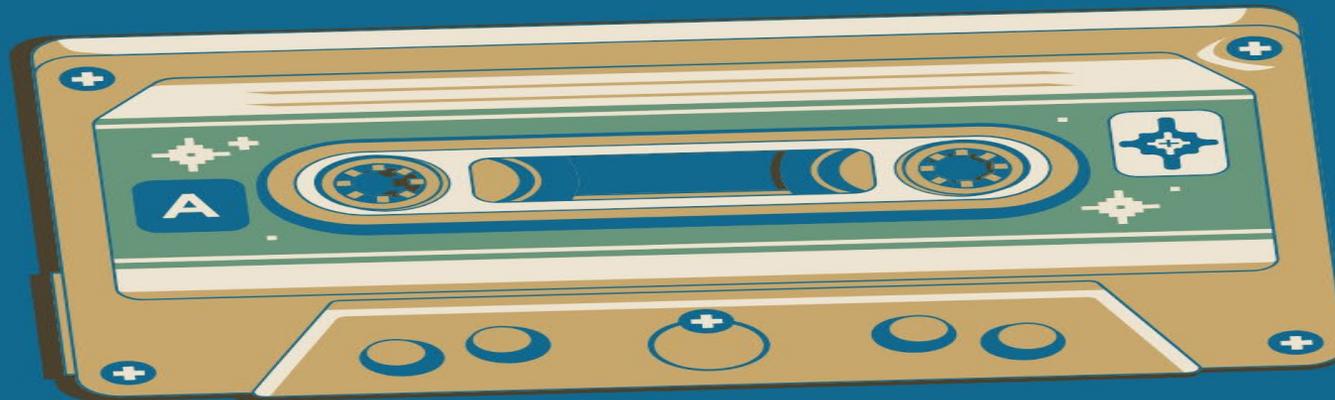
Sign up today at SELday.org



SERVE
UNC GREENSBORO



Mix It Up
Virtual Event



JOIN US TO CELEBRATE ONE OTHER
AND KICK OFF
NATIONAL SEL WEEK MARCH 3-8, 2024

MARCH 4
12:30-1:30 PM ET

[CLICK THE LINK TO JOIN](#)

Together to SERVE

The SERVE Center is excited to share resources to support equity-focused social emotional learning (SEL) in North Carolina and beyond. If you are interested in this work, please check out the following resources and consider sharing them widely with others:

- [Leading with SEL](#) (website)- provides toolkits for talking to **parents** and **school board** members about SEL
- [SEL4NC](#) (website), a **grassroots organization** focused on improving the lives of all young people and adults by empowering advocates to support equity-focused social and emotional learning in their schools and communities. Learn about the mission, vision, facts and how to get involved [here](#). Join [here](#). Follow SEL4NC on social media [SEL4NC instagram](#), [SEL4NC Twitter/X](#)
- Get ready for SEL Day, **March 8, 2024**. Sign up for SEL Day [here](#). Please sign up **individually** and consider how your **organization** might sign up.
 - All interested schools are invited to an event to plan with other schools across the US! The event is hosted by SEL4US, with a **Special focus – What Schools Can Do to Celebrate SEL Day**. The school planning event is **Thursday, February 22, 1:30pm-2:30pm**. [Click here to Register for February 22 Planning Meeting](#).
 - If you know schools who may be interested in sharing their SEL efforts, please copy and paste [this email](#) to them.
 - On SEL Day remember to use #SELDay #SEL4NC for all social media posts!

Adapting to Changing Situations

SERVE Center Equipment & Supplies Request Form - Forthcoming



Adapting to Changing Situations

Zoom to Microsoft Teams

- UNCG has switched to Microsoft Teams for video meetings
- Here is a YouTube channel: Meetings in Microsoft Teams
<https://www.youtube.com/playlist?list=PLD3boy6eO4w880KmvduWRudC145rxJcMW>

Adapting to Changing Situations Technology Update with David Starnes

Teams Resources

Several training opportunities to learn Teams:

- Self paced videos on Linked in learning
- One on one consultations
- Group workshops

<https://technologyinitiatives.uncg.edu/teach-with-teams/>

Building Partnerships and Increasing Contracts



U.S. Department of
Education

Forecast of Funding Opportunities under the Department of Education
Discretionary Grant Programs for Fiscal Year (FY) 2024

<https://www2.ed.gov/fund/grant/find/edlite-forecast.html>

SERVE Center Leadership Team

Associate Director at the SERVE Center – Audrey Martin-McCoy

Communications & Dissemination Manager – Beth Thrift

Director of the Early College Research Center– Julie Edmonds

Associate Director of State and Community Relations at the SERVE Center & Co-Director for the National Center for Homeless Education - Karla Strong

State Coordinator for the Education of Homeless Children and Youth – Lisa Phillips

Project Director for the Early College Research Center& Co-Director for the National Center for Homeless Education – Eric Grebing

Administrative Support at the SERVE Center - Erin Goodman

Assistant Director for the Regional Comprehensive Center 6 - Wendy McColskey



SERVE Center Strategic Planning Efforts 2024 – Started on January 31, 2024 by welcoming Dr. Terri Shelton

Reminders:

- ❑ It is important to reaffirm what we want to make a difference in. What is our North Star?
- ❑ The quality of the work and the people at SERVE gave rise to some new directions and work.
- ❑ All of our structures should be in service of our mission.
- ❑ SERVE has helped fund the research work of UNCG and UNCG has a commitment to SERVE.
- ❑ If we have a goal of equitable educational outcomes for all learners, we need to understand the drivers and pay attention to those drivers. We were encouraged to continue our commitment to the issue of equity, which UNCG ORE supports.

SERVE Center Strategic Planning Efforts 2024

Started with 3 Possible Domains for Improvement

- Expanding Partnerships and the Possibility of Creating a SERVE Center Advisory Committee
- Enhancing Human Capital and Human Capacity (Points to Ponder were shared from the Racial Equity Work Group)
- Increasing Internal and External Communications (Points to Ponder were shared from the Racial Equity Work Group)

SERVE Center Strategic Planning Efforts 2024

March 11, 2024 -

- SERVE Center Leadership Team will be:
 - Reviewing discussion points from the January 31, 2024 meeting
 - Looking at priorities for each possible domain for improvement

TBD -

- SERVE Center Staff will be:
 - Providing feedback on possible domains for improvement and possible priorities for each domain for improvement
 - Discussing staff involvement in continuing to provide feedback and in supporting the potential domains for improvement

UNCG Campus Weekly



Dr. Terri Shelton Will Receive the ATHENA Award

The vice chancellor for research and engagement has dedicated her own research and career to great causes, opening doors of opportunity for Spartans and serving the community.

Next proposed dates for Quarterly SERVE Center All Hands on Deck Virtual Meetings

May 29, 2024

August 29, 2024



QUESTIONS AND ANSWERS



SERVE Center at UNC Greensboro
5900 Summit Avenue, Suite #201
Browns Summit, NC 27214

www.serve.org

336-315-7400



THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO