NEIGHBORHOOD ADVISORY COUNCIL
INVITATION - 2016

BACKGROUND

The Neighborhood Advisory Council (NAC) is being launched by the University of Missouri-Kansas City (UMKC) in 2016 as a successor organization to the Volker Neighborhood Council (VNC) that operated from 2002-2015. This partnership between UMKC and the surrounding neighborhoods recognizes that we all share the respectful use of the land we occupy. Because our lands intermingle, so must we.

The online Business Dictionary defines leadership as:
1. “The individuals who are the leaders in an organization, regarded collectively.
2. The activity of leading a group of people or an organization or the ability to do this.

Leadership involves:
- establishing a clear vision,
- sharing that vision with others so that they will follow willingly,
- providing the information, knowledge and methods to realize that vision, and
- coordinating and balancing the conflicting interests of all members and stakeholders.”

http://www.businessdictionary.com/definition/leadership.html

Under the Volker Neighborhood Council model of neighborhood involvement, UMKC relied on definition #1 – “The individuals who are the leaders in an organization, regarded collectively.” Under the Neighborhood Advisory Council approach, UMKC now focuses on definition #2 – “The activity of leading a group of people or an organization or the ability to do this.” As a result, service on the NAC does not require that you currently or previously served your neighborhood in a leadership capacity, only that you desire to do so now.

UMKC has sought and continues to seek advice from its neighbors. Going forward, it is crucial that a clear understanding exists as to exactly what “advisory” means – for the purposes of the NAC that means a group with the power to make recommendations, but not to enforce them – essentially an independent advisory committee.

UMKC has chosen to recognize the NAC as the university’s standing “organization for neighborhood dialogue” with respect to the planning and community relations of the Volker campus, which acknowledges the unique “college campus / neighborhood” issues that exist in this area.

UMKC also acknowledges that leadership embraces the desire of individuals to serve the greater good. This is not a group that results in a winner or loser but rather, a group that moves together toward a mutual goal -- a vibrant, working neighborhood that serves the needs of those who live and work within its borders.

To this end, neighborhood residents are now encouraged to apply for membership on this council. This invitation is extended to all interested parties who believe they satisfy the stated criteria.
NAC ESSENTIALS

UMKC has attempted to preserve the best of past operating procedures and combine them with current “Best Practices” reported by other neighborhood organizations, including Rockhurst University. These essentials were based on feedback and ideas provided by neighborhood members during the interviewing / facilitation process conducted during the past four months.

1. An entirely new Neighborhood Advisory Council will be selected. Any resident of the nine surrounding neighborhoods may apply. Each of the nine neighborhoods will have at least one representative on the 12-member Council. Final membership recommendations will be made to the UMKC Chancellor by an independent Membership Review Committee. (See NAC Membership Criteria on page 4, application instructions on page 6 and Appendix: NAC Application, pages 7 and 8, for complete details.)

2. A neutral facilitator will be retained for the first year to encourage accountability, promote forward-moving action, ensure appropriate behavior and support and recognize neighborhood and university work done outside the meetings.

3. A new distribution list will be created for NAC communications to ensure emails are sent directly to the inboxes of NAC and UMKC participants. A NAC Facebook page has been launched and will be actively used to post documents, encourage exchanges and invite questions - https://www.facebook.com/UMKCs-Neighborhood-Advisory-Council-1715209815360872/?ref=hl

4. UMKC will designate official UMKC liaisons by position title to attend NAC meetings as observers. The individuals occupying designated roles are charged with actively supporting efficient, timely and effective communication and collaboration.

5. UMKC will also designate a UMKC graduate student from the Division of Student Affairs and Enrollment Management to serve as an NAC liaison.

6. When possible, monthly meetings will be scheduled on the same day, at the same time and place each month. Changes to the published calendar can only be made when a simple majority of NAC members agree. Changes will be posted on the Facebook page and communicated to neighborhoods and NAC members via email with a minimum of five days’ notice before the next scheduled meeting.

7. Independent Membership Review Committee members were appointed by Chancellor Morton and agreed to volunteer their time to assess / recommend NAC candidates.
   - Saundra Hayes, former President of Historic Manheim Park Association, community resource member of Legal Aid Community Foundation
   - Carol Grimaldi, former President of Brush Creek Community Partners and current Manager, Public Engagement and Advocacy at Cornerstones of Care
   - Ronelle Neperud, long-time community Kansas City neighborhood consultant and former community partner with LISC and MARC
   - Jennifer Wilding, President and Founder of Consensus
   - Troy Nash, Vice President, Principal at Newmark Grubb Zimmer, UMKC law graduate with service on numerous citywide committees.

This independent committee will recommend NAC members in strict adherence to stated Membership Criteria listed on page #4.
MEETING ESSENTIALS

Before each meeting...
1. Prior to Meeting Agenda distribution, all NAC members and UMKC participants will be invited by the facilitator to contribute items for discussion.
2. UMKC will distribute the NAC Meeting Agenda no fewer than five days before the next scheduled meeting.

During each meeting...
1. The meeting resources used by the facilitator and available to every NAC participant will remain consistent throughout the first year.
   a. Attendance Sign-In Sheet
      • NAC participants will be responsible for signing in
      • Failure to do so will result in being reported out as “absent” in Meeting Minutes
   b. Meeting Agenda
      • “New Business” will be featured early in the meeting to ensure time for comments
      • “Consent Agenda” will be incorporated into the process to allow routine and / or non-controversial items to be approved without discussion
   c. Parking Lot
      • Running list of discussion items that are not agenda-relevant or have been raised for discussion prematurely
      • Items may be added to the Parking Lot by participants and the facilitator
      • The list will be reviewed at meeting’s end for resolution or referral
   d. Ground Rules
      • Description of appropriate behavior required by all
      • Identification of consequences for violating appropriate behaviors
   e. Assignment Sheet
      • Contents added throughout the meeting as they emerge during discussion
      • Who does what by when determined at meeting end
   f. Process Discussion
      • Time will be specified at the end of each meeting to request NAC feedback
      • Participant feedback will be encouraged and the facilitator is responsible for managing discussions, reporting out responses and responding, as appropriate.
2. The Strategic Plan document and other neighborhood-relevant UMKC-generated work products will be shared within 30 days of publication.
3. UMKC will remain open to integrating community “Best Practices” as they emerge.
4. UMKC liaisons will share UMKC/vendor-associated plans sufficiently in advance of execution such that adequate time remains for NAC input and UMKC modification.
5. UMKC will report revised plans / implementation to the NAC as soon as possible.
6. UMKC will encourage involvement, respect recommendations and incorporate suggestions made by the NAC whenever possible.
After each meeting...
1. Meeting Minutes summarizing information, commitments and outcomes will be published no more than five business days following each meeting.
2. Any individual who accepted an assignment for the next meeting can expect follow-up from the facilitator.

NAC MEMBERSHIP CRITERIA

Anyone interested in applying for NAC membership must satisfy the following criteria for selection. Any single requirement deemed as unmet by the NAC Membership Review Committee shall automatically disqualify applicant for membership consideration.

1. Complete and timely submission of the NAC Application.
2. History of respectful and collegial interaction in previous committee, task force or council involvement as experienced and / or verified by references from UMKC, current or prior committee, task force, council members or community leaders.
3. Desire to serve, as evidenced on the NAC Application, through written commentary under “Service Intention Statement.”
4. Provision of at least two references who can speak from personal experience about your work with groups. It is preferred, but not required, that one of the references come from a current neighborhood representative or leader.
5. Commitment to a minimum of one-year of regular attendance at meetings with no more than two unexcused absences for the entire year, as evidenced by dated signature on the NAC Application. NAC meetings will be held on the first Wednesday of every month from 6 p.m.-7 p.m., unless noted below. Meetings will take place at the UMKC Administrative Center, 5115 Oak Street – 2nd floor, Kansas City, MO 64112. Parking is available in metered parking on the fifth level of the Oak Street Parking Garage. Dates of the monthly meetings follow.

<table>
<thead>
<tr>
<th>April 6</th>
<th>October 5</th>
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<tr>
<td>May 4</td>
<td>November 2</td>
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<tr>
<td>June 1</td>
<td>December 7</td>
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<tr>
<td>July 6</td>
<td>January 11, 2017 (2nd Wednesday)</td>
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<td>August 3</td>
<td>February 1, 2017</td>
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<td>September 7</td>
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6. Written agreement to abide by the NAC Ground Rules, as evidenced by dated signature on the Ground Rule document.
7. Willingness to actively engage in neighborhood dialogue and regular two-way communication regarding common UMKC / neighborhood issues, as evidenced by dated signature on the NAC Application.
8. Recommendation from at least three of the five NAC Membership Review Committee members and approval by the Chancellor.
NON-NAC MEMBER INVOLVEMENT

Participation on the Neighborhood Advisory Council is not the sole opportunity to witness real-time dialogue between neighborhoods and the university. In the spirit of transparency and in accordance with the Missouri Sunshine Law available at http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex610.html, NAC meetings are open to any neighbor who would like to attend. Any neighborhood member or interested party is welcome at NAC meetings as an observer and under the following conditions.

1. Only NAC members and university liaisons will be seated at the front tables; additional "open seating" will be made available for other attendees.
2. Non-NAC members will not be allowed to contribute to NAC conversations unless recognized by the facilitator.
3. Facilitator-recognized non-NAC speakers are subject to the same guidelines imposed on NAC speakers (e.g., time restriction, etc.).
4. Non-NAC members will be expected to comply with NAC Ground Rules or be subject to removal from the meeting.
5. No recordings will be allowed at NAC meetings.

UMKC COUNCIL LIAISONS

The Chancellor has designated official liaisons between the council and the university based on position titles at time of appointment. The work and/or areas these individuals oversee have a direct impact on the issues of greatest historical interest to the neighborhoods. These individuals are designated as “official points of contact” for the council, attend NAC meetings seated at the front tables and serve in an observer role. The position titles designated as liaisons include:

1. Appointed Student representative;
2. Assistant Vice Chancellor for Community and Public Affairs;
3. Associate Vice Chancellor for Administration;
4. Dean of Students;
5. Chief of Police;
6. Vice Chancellor for Finance and Administration;
7. Vice Chancellor for Strategic Marketing and Communications;
8. Vice Chancellor for Advancement; and
9. Vice Chancellor for Student Affairs and Enrollment Management.

NEXT STEPS

If you are interested in joining UMKC as we renew our commitment to neighborhood involvement, please follow the steps outlined on the application. Any application that is incomplete or received after close of business on Friday March 18, 2016 will not be considered, regardless of reason. Following vetting by the Membership Review Committee and approval by the Chancellor, applicants will be notified by email regarding their candidacy NO LATER THAN Friday, April 1, 2016.
The first NAC meeting is scheduled for Wednesday, April 6, 2016. Because the timeframe for application, appointment and attendance at the first meeting is so tight, we ask you to place a calendar hold on Wednesday, April 6, 2016, from 6 p.m. to 7 p.m. such that, should you be appointed to NAC, you are available to join us for the kick-off meeting. You are welcome to attend the meeting, regardless of your appointment status.

INSTRUCTIONS FOR COMPLETING THE NAC APPLICATION

1. If you complete this two-page application online, use the “TAB” key to access the RESPONSE column.
2. Do not be concerned if the formatting of this two-page application gets “messy” as you complete it 😊. Just make sure you answer EVERY question. Failure to answer every question will result in your application being automatically disqualified.
3. Your ability to write is not considered criteria for selection to serve on the Neighborhood Advisory Council. However, your skill in communicating information here will affect the NAC Membership Review Committee’s determination of your interest in and competence to serve.
4. A hard copy of your application MUST be signed by hand. An electronic signature is not acceptable.
5. Submit the two-page application by personal delivery, fax or mail to:
   Kimberly Johnson  
   Executive Assistant to the Chancellor  
   University of Missouri-Kansas City  
   301 Administrative Center, 5115 Oak Street  
   Kansas City, MO 64112  
   fax - (816) 235-5588
6. Direct questions regarding the application or process to:
   Kimberly Johnson  
   umkc-nac@umkc.edu  
   telephone - (816) 235-1027
7. Your application must be received by close of business on March 18, 2016. Following the vetting process conducted by the Membership Review Committee and approval by Chancellor Morton, applicants will be notified by email regarding their candidacy NO LATER THAN Friday, April 1, 2016. The first NAC meeting is scheduled for Wednesday, April 6, 2016. Please hold this date on your calendar.
## Neighborhood Advisory Council Application - 2016

### APPENDIX: NEIGHBORHOOD ADVISORY COUNCIL

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<tr>
<th>#</th>
<th>QUESTION</th>
<th>RESPONSE</th>
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<tbody>
<tr>
<td>1</td>
<td>NAME</td>
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<td>2</td>
<td>NEIGHBORHOOD NAME&lt;br&gt;(place an “X” next to the name of the neighborhood in which you live)</td>
<td>49/63 Coalition&lt;br&gt;Countryside Homes&lt;br&gt;Crestwood Homes&lt;br&gt;Rockhill Crest&lt;br&gt;Troost Plateau</td>
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<tr>
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<td></td>
<td>Rockhill Homes&lt;br&gt;Rockhill Ridge&lt;br&gt;South Plaza Neighbor.&lt;br&gt;Troostwood</td>
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<tr>
<td>3</td>
<td>PHONE #</td>
<td></td>
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<tr>
<td>4</td>
<td>EMAIL ADDRESS</td>
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<td>5</td>
<td>WHY DO YOU WANT TO BE INVOLVED?&lt;br&gt;(Service Intention Statement)</td>
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<td>6</td>
<td>DESCRIBE THE PURPOSE + YOUR ROLE REGARDING CURRENT / PRIOR MEMBERSHIP ON A COMMITTEE / TASK FORCE / COUNCIL</td>
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<td>7</td>
<td>PROVIDE TWO (2) REFERENCES WILLING TO SPEAK WITH THE MEMBERSHIP REVIEW COMMITTEE (MRC) ABOUT YOUR INVOLVEMENT WITH THIS OR OTHER GROUPS&lt;br&gt;(Prefer one (1) from current neighborhood representative. The MRC may contact individuals not provided in response to this question)</td>
<td>A. Name #1</td>
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<td>Contact phone number including area code</td>
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<td>B. Name #2</td>
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<td></td>
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<td>Contact phone number including area code</td>
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8. **DO YOU HAVE ANY QUESTION REGARDING YOUR ABILITY TO SATISFY ALL OF THE REQUIRED NAC MEMBERSHIP CRITERIA?**

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<tbody>
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<td>A. I have one or more questions</td>
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<td>Yes _________ No __________</td>
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<td>B. I would like someone from the NAC Membership Review Committee to contact me at the number listed on this application to discuss my question(s)</td>
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<tr>
<td>Yes _________ No __________</td>
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**My written signature on this document is REQUIRED and signifies the following:**

A. I believe I satisfy ALL the required NAC Membership Criteria (provided as part of this application). I understand and accept that if any references – either from those I provide or those accessed by the Membership Review Committee – disagree with this statement, I will not be recommended or approved to serve on the NAC.

B. I will attend NAC meetings consistently for an entire year with no more than two unexcused absences.

C. I will abide by the NAC Ground Rules (available in each meeting and posted on the NAC Facebook page).

D. I will actively engage in neighborhood dialogue and regular two-way communication regarding common issues with my neighborhood.

**NAME ____________________________**

*Print or Type*

**SIGNATURE / DATE ______________________**

*Sign / Date*