

Project Number 11045

Purpose Subject Area Committee Meetings – Other Services – Mills International Center
Location EMU – Mills International Center
Start Time 1:00 PM

CONFERENCE REPORT

01 THOSE PRESENT

Mills International Center

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Fred Tepfer

University of Oregon, Student Affairs

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EMU User Group

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02 MISSION

Mission Statement

The Mills International Center is a meeting place for the world. As a catalyst for international experiences, we provide guidance, information, and programming to promote global understanding. The Mills Center integrates its resources with our international and local university communities through active, creative, informative and supportive partnerships and events.

Values Statement

See attached: Mission Statement, Values Statement, and Goals for Mills International Center as adopted by Mills Center Advisory Committee.

Goals

See attached: Mission Statement, Values Statement, and Goals for Mills International Center as adopted by Mills Center Advisory Committee.

03 ORGANIZATIONAL STRUCTURE

See attached org. chart.

04 HOURS OF OPERATION

9 am – 9 pm, Mondays through Fridays; occasionally on weekends.

05 FREQUENCY OF USE

The Mills Center will generally see approximately 773 non-staff visitors in 1 week.
The peak time for visitors is on Fridays from 2 pm – 7 pm with 160-177 visitors.
The fewest visitors are seen from 8 am – 10 am, Tuesdays through Thursdays, with 2-7 visitors.

06 STAFFING AND WORKSTATION REQUIREMENTS

- 1 Full-time Coordinator with a dedicated open workstation.
- 1 Full-time/Part-time Associate Coordinator with a dedicated open workstation.
- 8 Part-time Welcome Desk – Resource Consultants with dedicated open workstations.
- 1 Part-time Office Manager with a shared open workstation.
- 3 Part-time Program Managers with shared open workstations.
- 1 Part-time PR Manager with a shared open workstation.
- 1 Part-time Videographer with a shared open workstation.
- 1 Part-time Graphic Designer with a shared open workstation.
- 1 Part-time Web Master with a shared open workstation.
- 1 Part-time Art Curator with a shared open workstation.

07 TYPES OF SPACES REQUIRED

It is the Mills International Center's preference to stay in their current space. It recently underwent a \$1.3 million renovation. The Center is an exact replica of the Proddng Room in the Library.

The Mills Center has a waiting area with a Welcome Desk.

The Mills Center does not require a conference room, as long as its space is generally flexible and can be used for meetings.

Works areas are generally dedicated within an open work area.

Dedicated storage is required, 4 closets.

Other space needs not previously described:

- Lounge
- Library/Resource Area
- Art Gallery
- Computer workstations for students
- Event space
- Big meeting table
- Study tables
- Adjacent Kitchen

08 ADJACENCY REQUIREMENTS

The Mills International Center should be adjacent to the International Student Association (ISA).

The Mills Center want to be in the same building with Cultural Forum and Outdoor Program.

09 VISIBILITY, ACCESS, AND SECURITY

The Mills Center does not need to be near the “front door”. It tends to be less visible.

The Mills Center should have windows.

Locking doors are required at all entrances so the Mills Center can be closed even if other parts of the building are open.

Regarding computer networks, both of the following apply:

- A computer network is not required for this department
- This department operates on an autonomous or “stand alone” computer network.

10 MILLS INTERNATIONAL CENTER EXHIBITS AND NOTES

The following exhibits (attached) have been provided by the Mills International Center:

- Mission Statement, Values Statement, and Goals for Mills International Center as adopted by Mills Center Advisory Committee
- Mills Organizational Chart
- Mills International Center Report, September 26, 2011

Notes

What we do:

1. Events organized by international center
2. Events organized by others, use equipment for free
3. Resource library, magazines, CDs, DVDs
4. Lounge - computers, sitting area, set lunch

The Mills Center has a great affinity to the International Student Association (ISA). ISA is the single largest student organization on campus. ISA hosts “Coffee Hour” – where 300-400 ISA members meet at the Mills Center in an unintimidating setting that allows new international students to make friends and establish connections with the campus community.

Sonia has had a conversation with the Vice Provost who advised that the Mills Center will keep their current space or will move into a better space. If the Center is relocated, there would be damage with relationships with alumni, the donor board and the Japanese Alumni Association.

Tom Mills originally spearheaded the efforts for the International Center. Many alumni give back to the Center in honor of him.

The space is designed with finishes that are not mono-cultural, and it is technologically flexible.

The Mills Center is a place for alumni bonding.

The Scheduling Office assigns uses or reservations for the Mills Center. The Mills Center communicates with the Scheduling Office regarding events that work and do not work in their space.

The Mills Center reports to the international office, resides in the EMU, and its funding comes from student government programs, ASUO.

The staff enjoys the open workspace within the Center. It is a poster child for a successful renovation project. The renovation was supported by alumni fund-raising.

A place needs to be designated for Muslim prayers, an absolute space.

Mission Statement, Values Statement, and Goals for Mills International Center as adopted by Mills Center Advisory Committee

Mission Statement:

The Mills International Center is a meeting place for the world. As a catalyst for international experiences, we provide guidance, information, and programming to promote global understanding. The Mills Center integrates its resources with our international and local university communities through active, creative, informative and supportive partnerships and events.

Values Statement:

The Mills Center values all peoples of the world, both as individuals and in community. We encourage individuals to explore the world and thus to learn more about themselves and others. In creating this meeting place for the world we are establishing an atmosphere of mutual respect, communication, and international understanding which celebrates a dynamic global perspective.

GOALS

1. Create a welcoming, inclusive and relaxed setting that encourages international and United States students, faculty, and their families to gather together in "a meeting place for the world."
 - Promote and raise awareness of the Mills Center to encourage its greater use.
 - Maintain and augment the international atmosphere.
2. Sponsor and encourage social and cultural activities and programs that promote awareness, understanding, and appreciation of cultures throughout the world, and that support the University of Oregon's international community.
 - Increase programming, especially through collaboration with other campus organizations, the international academic community, and the off-campus community.
 - Enlarge the Mills Center public relations/marketing campaign with more materials and targeted outreach to emphasize that the Mills Center welcomes both international and U.S. students, scholars, and faculty.
3. Provide information and resources that help individuals explore the world and that help raise awareness about international events.
 - Provide newspapers, periodicals, international TV news, and programming, and computer links for international information and news. Improve selection of newspapers and periodicals.
 - Provide books, videos, maps, computer links and other materials to assist students prepare for traveling and living in the U.S. and abroad.
4. Maintain and enhance the financial stability of the Mills Center.
 - Work with ASUO to maintain stable and on-going Mills Center budget.
 - Seek increased private funding/donor support.
 - Maintain records for operating procedures, programs, and personnel, and to document successes.

Appendixes

5. Create a community member seat on the advisory board to support Mills Center programs, to assist with fundraising, to further community connections, to provide volunteer service, and to assist with long-range planning.

Updated June 2007

Updated July 2008 (IRC changed to Mills International Center)

MILLS INTERNATIONAL CENTER ADVISORY COMMITTEE

The Mills International Center Advisory Committee shall:

- Advise the Vice Provost for International Affairs and the Mills Center Coordinator regarding the goals and the overall direction of the Mills Center
- 5. Recommend Mills Center budgets
 - Establish Mills Center policies
 - Represent the Mills Center before the EMU Board, the ASUO, and other campus and community organizations
 - Promote Mills Center programs and university-wide connections

The Mills International Center Advisory Committee shall be composed of the following members:

- The International Student Association (ISA) director or designee
- The ASUO president or designee
- A University of Oregon international student
- A University of Oregon returned study abroad student
- The Chair of the EMU Board of Directors or designee
- One faculty member with international interests from the College of Arts & Sciences
- One faculty member with international interests from a UO professional school
- The EMU Director or designee
- The Vice Provost for International Affairs or designee
- The Director of Study Abroad Programs
- The UO Housing Program Coordinator
- The Mills International Center Coordinator (ex-officio/non-voting)
- A community member(s) with international interests (up to two)
- Founder Tom Mills

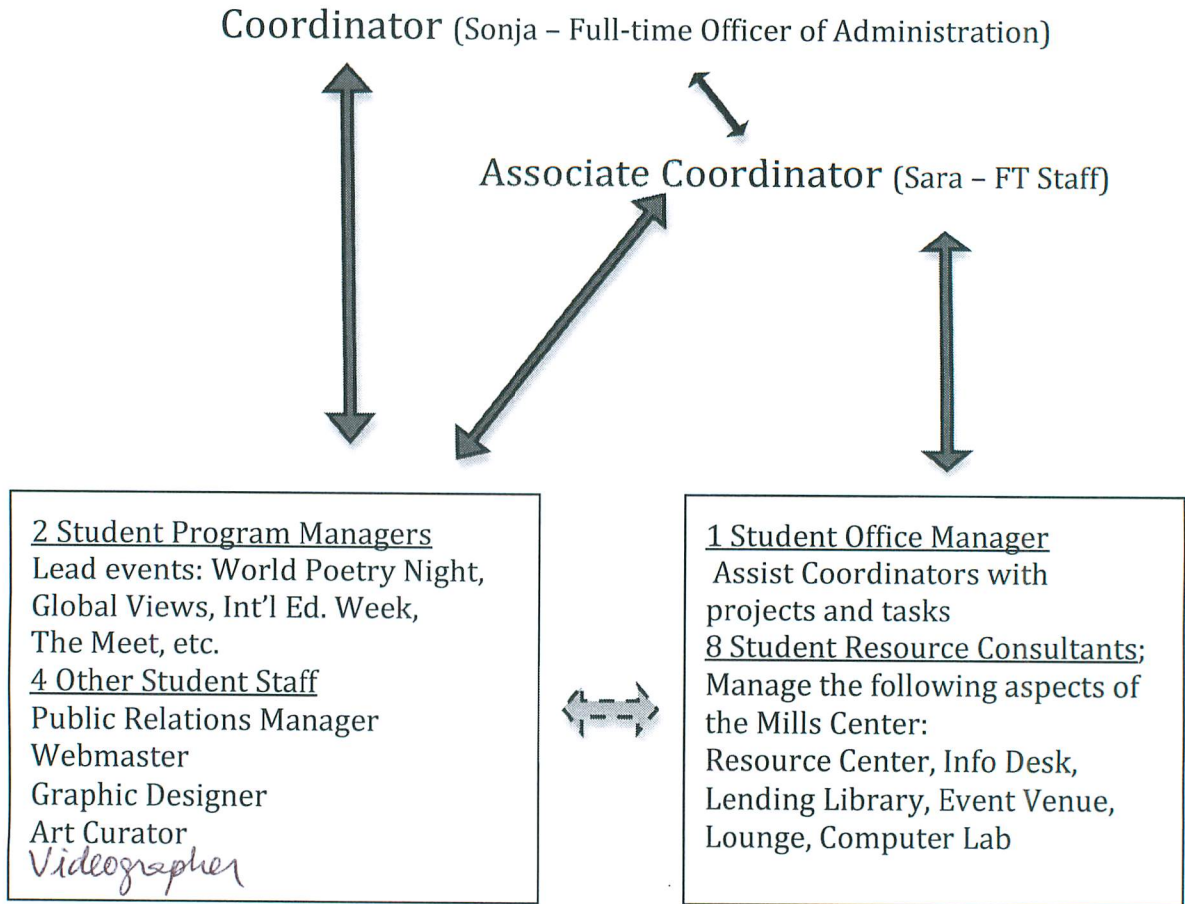
The Mills International Center Advisory Committee shall choose officers to lead this committee, follow Roberts Rules of Order in conducting its business, and establish a procedure for selecting a UO international student, a returned study abroad student, and two faculty members as designated above, for membership on this committee. Note that the other members of the Advisory Committee serve as a result of their UO administrative or student leadership positions.

Adopted November 29, 2000

Updated October 15, 2002, October 29, 2003, and October 21, 2005

Updated June 4, 2007; April 2, 2008; March 5, 2010

MILLS ORGANIZATIONAL CHART



We provide services for almost 29,000 visits & 400+ events a year!



 = Reporting & Delegation

 = Communication & Collaboration

Mills International Center Report

September 26, 2011

Sonja Rasmussen, Coordinator

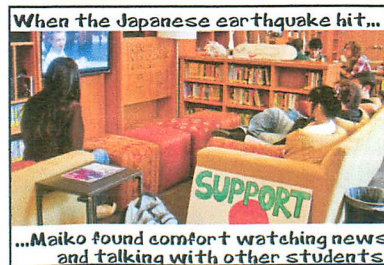
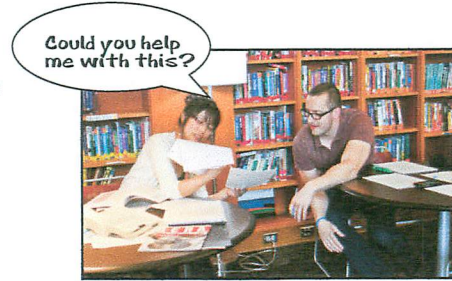
Sara Clark, Associate Coordinator

OVERVIEW

The Mills International Center offers resources, programs, and activities, to all UO students and to campus, to increase international awareness and understanding. Thus we contribute to the UO's mission to prepare students to participate effectively in a global society.

Located in the Erb Memorial Union, the Mills International Center is known on campus as "a meeting place for the world." Nearly 29,000 students, faculty, and community members visit the center annually to relax, study, attend international events, and use our media resources (adventure/travel DVDs and books, international magazines, international cookbooks, CDs, and films). Groups from all over campus reserve the Mills Center for their activities; over 400 events were held there last year. *Maiko's Mills Story* offers an example of what the Mills Center has meant to one student.

MAIKO'S MILLS STORY



WHAT'S YOUR STORY?

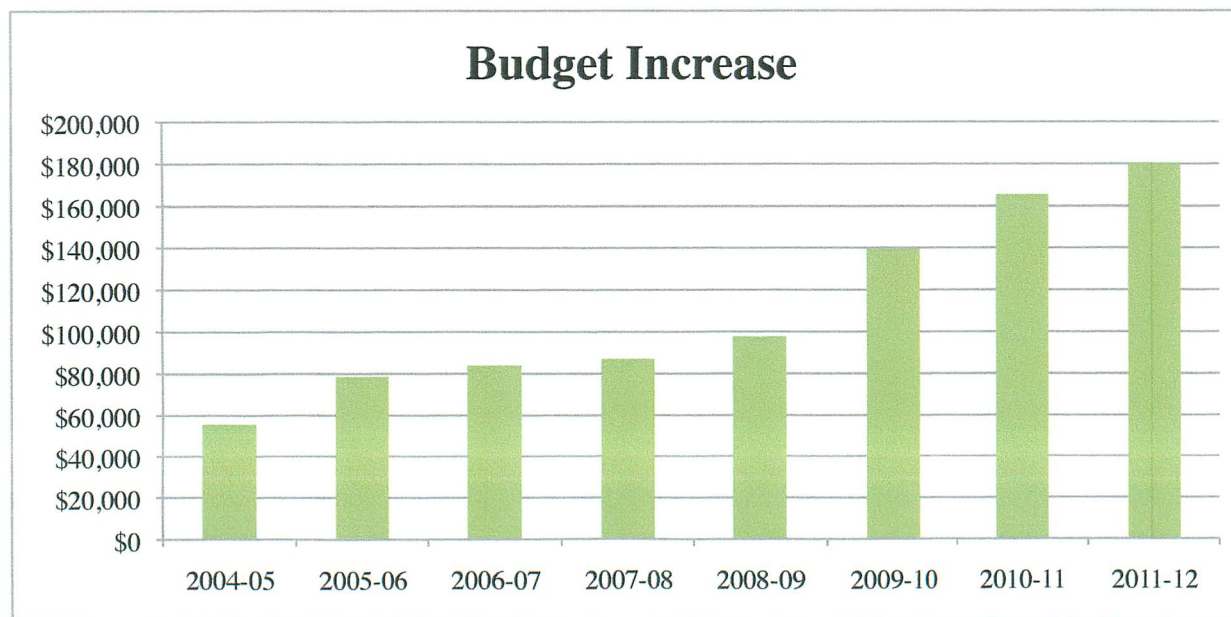
Events: To further promote international awareness and understanding, the Mills Center staff produces events. In 2010-2011 these events included the International Film Series, World Poetry Night, International Game Night, a quarterly Art Exhibition that features local artists from the community and student body, and a week of events in November marking the U.S. Dept. of State's International Education Week. The Mills International Center also collaborated with many different campus groups to organize events at the center. For example, the Mills Center partnered with the International Cultural Service Program to organize Global Views, an international student speaker series that explored a variety of global issues.

SIGNIFICANT EXPANSION

Usage statistics show dramatic increases in number of students using the Center and number of events. (See charts at the end of this report.)

	Visits	Events
Total for 2010-11	28,908	423
Increase from 2009-10	18%	5%
Increase from 2004-05	165%	104%

Funding: The Mills International Center is entirely funded by student incidental fees, through the Associated Students of the University of Oregon (ASUO). Dramatic growth in our budget allocation demonstrates the strong student support that the Mills International Center has earned and enjoys.



STRUCTURAL KEYS TO SUCCESS

The Mills International Center has been able to expand dramatically based on a sound and flexible basic structure, outlined below.

1) Mills Center is a “Holder of Multiple Passports”

* **Funded by ASUO:** 100% ASUO funded (student incidental fees). This keeps us directly responsible to students, and is a mandate to serve **all** students.

* **Reside in EMU:** We get substantial support from the EMU (in-house computer support; janitorial, repair and maintenance support; audio-visual equipment maintenance and troubleshooting; UO scheduling). We enjoy an excellent relationship with colleagues here.

* **Report to OIA:** We report to the Vice Provost of the Office of International Affairs; we receive important office/business support there; and we share with other Office of International Affairs units the mission to contribute significantly to the internationalization of campus.

2) Multiple functions (“4-ring circus”) nature of the Mills Center: We are at one and the same time a student lounge, a student international resource center, a producer of internationally-focused events, and an event center (a location where other groups may hold their events). This means that we can draw students in to the Mills Center through any of these routes and then perhaps expand on their interests via another one. It means that our avenues for opening minds to the world are many: a presentation, a panel discussion, an art exhibit, a cookbook or magazine, a film, a chat during Coffee Hour, a travel guidebook, an evening of poetry, and so on. It also means that we have multiple means of serving the campus.

3) Student staff are at the heart of the Mills Center’s operation. Our 10-15 student staff are key decision makers, as Resource Consultants, Program Managers, Publicity Managers, Art Curators, Graphic Designer, Webmaster, and more. They keep the Mills International Center open and active 60 hours per week. They are undergraduate and graduate students, and typically come from 8 or so different countries. Having students at our heart ensures that our activities spring from student interests and that we remain in tune with students (on everything from graphic design to event topics). We advance the educational experience of our student staff, who find at the Mills Center opportunities to put into action what they’re learning in the classroom, and thereby to deepen and extend their knowledge.

4) Advisory Committee: The Mills International Center Advisory Committee meets once or twice per term to establish policies, advise regarding goals and direction, approve the ASUO budget request, and promote Mills Center programs and connections. This 14-member body, with student and faculty representatives from many of our key constituencies (the ASUO, the EMU, international

students, returned study abroad students, UO Housing, International Affairs, and others) helps us keep in touch with and get feedback and ideas from campus. Our mission statement, statement of values, and goals are established by this body.

RECENT DEVELOPMENTS

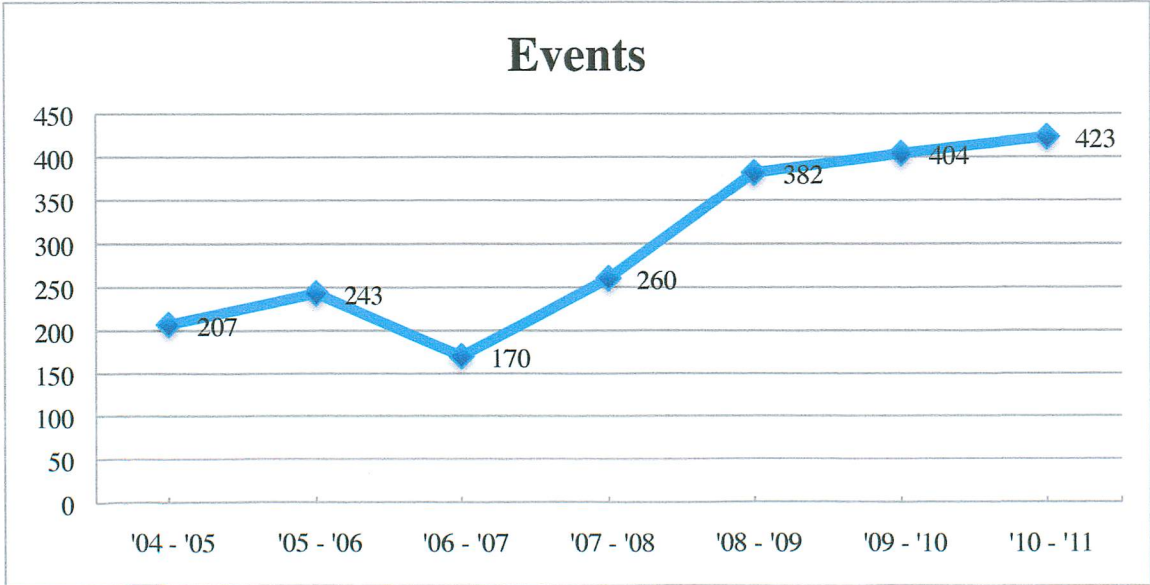
Renovation: Our \$1.3 million renovation, completed in Fall 2007, created a beautiful, comfortable, modern, flexible, and technologically-up-to-date space. Usage of the Mills Center has grown dramatically in response. This splendid facility demonstrates the institution's commitment to a global perspective. The fact that substantial renovation funding was raised from international contributions (including \$84,000 from Japanese alumni and \$50,000 from Hanyang University) demonstrates the strong bond between these alumni and the UO. Our international alumni and guests are pleased that the UO provides such a warm, welcoming and highly functional International Center. The Mills International Center has become a place through which students (international and domestic) "bond" to the University of Oregon, and which they return to visit as alumni.

Collaborations with student groups, campus departments, and faculty have become the heart of our own event programming. We have worked with groups such as the Center for Asian and Pacific Studies, the Holden Leadership Center, Campus Recycling, Women's Center, International Cultural Service Program, and Lesbian, Gay, Bisexual, and Transgender Educational and Support Services (LGBTTESS). We have collaborated with student groups such as the Japanese Student Organization and the African Student Association, as well as with particular faculty members. These collaborations benefit us in that they lead to richer cultural content in our programs, offer work efficiencies, and expand our reach and our audience.

Professional exchange of ideas: Last year, Mills Center student and professional staff created and presented a poster at the 2011 NAFSA: Association of International Educators' Annual Conference. This allowed the Mills Center to share our best practices with universities from around the world, specifically focusing on how our lounge fosters informal intercultural learning. Through the poster presentation it became clear that many universities do not have a space like the Mills International Center and many administrators believe there are too many barriers to establishing such a space. In response, the Mills Center Associate Coordinator recently submitted a workshop proposal on the topic for the NAFSA 2012 Conference, securing collaborators from Stanford University, Washington State University, and Webster University.

Event Innovation: Looking toward the 2011-2012 year, the Mills Center staff held planning meetings and consulted with various constituents to transform the weekly film series into a social, interactive series called *The Meet: Meet new people, eat good food, talk about life*. Each week the event is sponsored by a different campus organization. The Office of Institutional Equity and Diversity has been a key partner in developing the event and training students to facilitate cross-cultural conversations during the event.

Mills International Center Usage Statistics



Note: 2006-07 was the year of the renovation. Services were provided from an alternative location.