WELCOME!

"There are wonderful, fascinating, and kind people working here, together, to improve our community and pursue opportunities and ideas with far-reaching possibilities. They’re ready to work with you, as soon as we’ve taken care of a few details, so let’s get you started!"

– HEIKE LANGDON
MANAGER OF POSSIBILITIES

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5. OCCUPANT INFORMATION
6. BOOKING AND USAGE POLICIES
7. VALUES
8. ENGAGEMENT OPPORTUNITIES
9. LIST OF BUILDING PARTNERS
10. WEBSITE, SOCIAL MEDIA, AND TECHNOLOGY

WELCOME PACKET

- Facility use and information
- Reservations and parking information
- Faster access to suites, printing, and spaces
- Better understanding of the values and culture

OUR VISION

The dynamic programs, initiatives and partnerships fostered and supported by the Barbara Weitz Community Engagement Center will inspire generations of leaders, groundbreaking solutions, and synergetic collaborations that will transform our community and campus into world-class metropolitan partners.
THE MANAGEMENT TEAM

SARA WOODS  
*Executive Associate to the Senior Vice Chancellor for Community Engagement and Director*

Sara Woods has worked at the University of Nebraska at Omaha (UNO) since she was an undergraduate. Before coming to the Weitz CEC, she was the Associate Dean in the UNO College of Public Affairs and Community Service (CPACS). Sara is a committed nonprofit advocate and serves on several community and state boards. She and her husband Kirby have two grown sons. In her spare time, she likes to weed her garden and read books. As Director, Sara oversees the general operation of the Weitz CEC and works with university administration to ensure smooth sailing in its integration in campus operations. She also assists with larger campus initiatives related to community engagement. Her door is always open, and she welcomes opportunities to work with Weitz CEC partners on all types of projects and puzzling problems.

HEIKE LANGDON  
*Manager of Possibilities*

Heike has over twenty years of experience in the Omaha nonprofit community, and came to UNO after eleven years at KANEKO. These days, she is also busy as a student working on another master’s degree (Public Administration with a focus in Nonprofit Management.) As Manager of Possibilities Heike works with the UNO and community building partner organizations to create capacity-building programming, encourages positive integration of the building values in the formation of our unique environment, and facilitates partnerships between UNO and community organizations. Heike is generally the first point of contact for building partners for non-facility needs. She is also a good source of chocolate, inspiration for shenanigans, and creative solutions.

CRYSTAL SIERRA  
*Centennial Fellow for Community Engagement*

Crystal has several years of experience working with various nonprofits in Los Angeles and Omaha. Prior to her involvement with nonprofits she was a program coordinator for a competitive gymnastic team. She balances her time between working in the Weitz CEC and a local nonprofit, and as being a graduate student in the Urban Studies Program. As the Centennial Fellow for Community Engagement, Crystal assists the Manager of Possibilities in supporting different projects and programs involving building partner organizations and UNO students, faculty, and staff.

ROBYN LOOS  
*Special Projects Associate*

Robyn started her journey with UNO as an undergraduate and quickly developed a love of place at UNO. While in her first year as a graduate student at UNO, she became the inaugural Centennial Fellow for Community Engagement for the Weitz CEC. Outside of work she enjoys spending time with her husband and two mastiffs. While assisting the Director in special projects and initiatives related to community engagement at UNO, Robyn also manages the Weitz CEC’s marketing and communications, including the website and major publications. As brand manager, Robyn ensures that the Weitz CEC has consistent image and messaging throughout its internal and external communications. Contact Robyn with inquiries about our website, public event advertising and fliers, information on our bulletin boards or jumbotron, or if you want technical assistance on communications in general.
Dave began working at UNO in August 2014, and the Weitz CEC in March 2015. Prior to that Dave worked for 20 years as a contract player in the film, theatre and music business while freelancing as a graphic artist and technical writer. He enjoys spending time with his family when not at work. As Building Services Manager, he oversees the Weitz CEC’s operations of meeting spaces, reservations and parking, as well as the facility’s physical, security, facilities requests and customer services. David also supervises the Operations Support Staff working at the front desk.

DAVE PETERSON  
Building Services Manager

JASON LEICHNER  
Technology Director

Jason Leichner has over 18 years of information technology experience, with 15 of those years at the university level. Although his educational background centers on Criminal Justice, currently working towards his master’s degree in Criminology and Criminal Justice here at UNO, his professional focus has been on integrating technology and research within higher education. While not at work, Jason likes to tinker on vintage cars and motorcycles, and enjoy the great outdoors. Jason is an IT whiz who can provide technical and hands-on support for built-in room technology for your Weitz CEC meetings and events. He has a great staff of IT “wings” who assist him as well! He can also provide guidance on your IT needs in your office and direct you to additional IT resources when you need it.

TRACI FULLERTON  
Operations Assistant

Before coming to UNO, Traci and her family were life-long residents of Lawrence, KS. Traci completed her Bachelor’s degree in Anthropology & Archeology at the University of Kansas. After a stint in the private sector legal field, she returned to higher education and public service for 17 years, working in the areas of information technology, project management, and professional development. In her off time, she maintains a home life with her husband John and their three school-aged children. She is active with local Cub Scouts and Girl Scouts groups, encouraging youth to be part of something bigger than themselves! As the Operations Assistant, she works beside Dave Peterson and the Operations Support Staff to ensure the facility runs smoothly. She is the perfect resource for questions about reservations, parking, and checking out our meeting spaces.

SONIA CARBONELL  
Business Assistant

Sonia has over twenty-six years of combined experience as an account service representative, administrative assistant, and project manager. Prior to her arrival to UNO she was the Assistant Registrar at the College of Saint Mary. She was introduced to academia while employed at the Student Services Center at Metropolitan Community College. Her corporate project management skills were developed during her 12 years at CSG Systems Inc. Sonia enjoys working within the diverse and dynamic population cultivated by the University of Nebraska Omaha. She gains great satisfaction in being in a supportive role, and running a smooth, professional, and welcoming environment. Sonia also enjoys creating art for her freelance business “Sonia Cartoon Art & Graphics”.

OFFICE LOCATION

FIRST FLOOR | SUITE 115

OFFICE HOURS

MONDAY - FRIDAY 8 A.M. - 5 P.M.  
SATURDAY Closed  
SUNDAY Closed
NEW BUILDING PARTNER PERSONNEL
ON-BOARDING & OFF-BOARDING CHECKLISTS

ON-BOARDING

1. PERSONAL INFO FORM

   Complete this form https://goo.gl/2On7Zm to start the process to obtain a MavCard and NUID, which is needed for Access and Parking.

2. PARKING FORM

   Complete this form https://goo.gl/0TXZA1 if planning to park on campus.

3. MEET WITH WEITZ CEC STAFF

   Meet with David Peterson, Building Services Manager, davidpeterson@unomaha.edu, 402.554.5965, regarding:
   MavCard, Access, Keys, Meeting Room Reservations

   Meet with Heike Langdon, Manager of Possibilities, halangdon@unomaha.edu, 402.554.2565, regarding:
   Orientation/Tour

   Meet with Jason Leichner, IT Director, jleichner@unomaha.edu, 402.554.5947 regarding:
   Printing and Copying, Internet, Phones

OFF-BOARDING

1. OFF-BOARDING FORM

   Complete this form https://goo.gl/G3r1Ol to let us know that someone is separating from the Weitz CEC.

2. RETURN PROPERTY

   Return the following UNO/Weitz CEC property to David Peterson, including:
   MavCard, Keys

   Return the following UNO/Weitz CEC property to Jason Leichner, including:
   Laptops, Phones
RESERVATION REQUESTS

SEARCH FOR A SPACE ONLINE
Browse for a space online at UNO’s calendar at the link below. Select ‘Filter’, select ‘Community Engagement Center’, and then select your date to check availability.
https://ems.unomaha.edu/VirtualEms/BrowseForSpace.aspx

ONLINE RESERVATION FORM
Submit a reservation request online for all routine requests for space at the Weitz CEC building at the following link: orgsync.com/67223/forms/126492

Please allow 2-3 business days to process your reservation request.

SAME-DAY OR NEXT-DAY REQUESTS
Contact the Weitz CEC at unocereservations@unomaha.edu or 402.554.6000 to make same-day or next-day requests.

Requests are processed Monday—Friday 8 A.M. to 4 P.M. The Weitz CEC is closed on weekends and university closures

MEETING SPACES
Meeting and event spaces are available at no charge for qualifying groups using the space for the public good.
• 4 Board Rooms
• 3 Project Rooms
• 4 Large Meeting Rooms
• 2 Medium Meeting Rooms
• 6 Small Meeting Rooms
• 1 Strategic Planning Room

PUBLIC SPACES
Public areas for building partner organizations, students, faculty, and staff are available. The following spaces were designed with the idea that more than one group could be working in the same space at any given time.
Lower Commons Lounge
The Judy Monaghan Shared Resource Center
The Second Floor Shared Resource Center

LOCATION AND PARKING
The Weitz CEC is located between Criss Library and the College of Public Affairs and Community Service (CPACS). The building is situated south of the bell tower.

Guests to the Weitz CEC are welcome to park in Lot E north of the bell tower, and stalls should be reserved when requesting rooms. If a parking stall is unavailable in Lot E on the day of the event, the parking attendant will issue instructions on where to park.

BOOKING AND USAGE POLICIES
A copy of the Booking and Usage Policy is available on our website at http://www.unomaha.edu/community-engagement-center/reservations-and-parking/request-meeting-spaces.php. It details the set of expectations between the Weitz CEC and the Guests who seek to use the reservable meeting spaces of the building.

The Policy is composed of the following sections:
• Scope of Service

OPERATING HOURS FOR THE WEITZ CEC ARE MONDAY—FRIDAY 7 A.M. TO 9 P.M.

RESERVATIONS AND PARKING QUESTIONS:
unocereservations@unomaha.edu | 402.554.6000
Reserved parking for visitors is available in lot E, and reservations should be made in advance at 402.554.6000. To park in lot E, please pull up to the booth and give the attendant the name of the reservation. If a parking stall is unavailable, the parking attendant will issue instructions on where to park. Use the GPS address 6400 South, University Drive Road North, Omaha, NE 68182 to assist finding the lot.

UNO’s Barbara Weitz Community Engagement Center (Weitz CEC) is located on the Dodge Campus between Criss Library (#9) and the College of Public Affairs and Community Service (#7). Our building is situated next to the bell tower (#14), opposite of lot E.

LOT E - WEITZ CEC GUEST PARKING - HAS BEEN REDUCED TO LESS THAN HALF CAPACITY DUE TO CONSTRUCTION, AND WILL REMAIN SO UNTIL DECEMBER 2018
## FACILITY INFORMATION

### BUILDING HOURS

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - FRIDAY</td>
<td>6:30 A.M. - 9 P.M.</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>Closed</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>Closed</td>
</tr>
</tbody>
</table>

### HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - FRIDAY</td>
<td>7 A.M. - 9 P.M.</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>Closed</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>Closed</td>
</tr>
</tbody>
</table>

### HOLIDAY CLOSURE DATES

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLK JR. DAY</td>
<td>Jan. 16</td>
<td>Jan. 15</td>
</tr>
<tr>
<td>MEMORIAL DAY</td>
<td>May 29</td>
<td>May 28</td>
</tr>
<tr>
<td>INDEPENDENCE DAY</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>LABOR DAY</td>
<td>Sept. 4</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>THANKSGIVING HOLIDAY</td>
<td>Nov. 23 and 24</td>
<td>Nov. 23 and 25</td>
</tr>
<tr>
<td>WINTER CLOSE DOWN</td>
<td>Dec. 23 - Jan. 1</td>
<td>Dec. 22 - Jan. 1</td>
</tr>
</tbody>
</table>

### INCLEMENT WEATHER POLICY

The Weitz CEC follows the UNO Inclement Weather Policy. In the event that the University closes due to inclement weather, the Weitz CEC will be closed, and all meetings will be canceled. Organizations are responsible for alerting their guests regarding any closures.


Meetings may be re-scheduled by contacting [unocereservations@unomaha.edu](mailto:unocereservations@unomaha.edu) at any time, or 402.554.6000 on the next day the Weitz CEC is open for business.

An emergency and weather text alert is also in place. To sign up, visit the Emergency Alert System website [https://ebruno.unomaha.edu/ans/login.php](https://ebruno.unomaha.edu/ans/login.php)
TEMPERATURE | SHADE CONTROL

The building shades operate automatically based on the location of the sun. For questions or concerns about the shades please contact Dave Peterson at davidpeterson@unomaha.edu.

The HVAC (Heating Ventilation and Air Conditioning) system in the building is a computer controlled system that manages the air flow according to internal heating and cooling requirements. Please refer to the ‘Building Temperature Policy’ located in the ‘Maintenance & Utilities’ section of UNO’s Facilities Management and Planning website at https://www.unomaha.edu/facilities-management-and-planning/maintenance-operations-and-utilities/temperature-policy.php

BUILDING ACCESS AND SECURITY

A closed circuit television (CCTV) surveillance system and an intrusion detection and admittance system (card readers) make up the building’s security system. Cameras are located at both interior and exterior locations. Prox card readers are located at the main entrances to the building and at certain offices and rooms. Access to these areas is gained by waving an authorized UNO ID prox card in front of the reader. UNO Campus Security also regularly checks the building all hours of the day, every day. For more information visit the Campus Security website: www.unomaha.edu/security/

SHUTTLE BUS ROUTES

UNO Parking Services offers shuttle routes back and forth between the different campuses, at different operating times. For an updated list of shuttle routes please visit Parking Services website: https://www.unomaha.edu/business-and-finance/support-services/parking-services/where-to-park.php#d

MAINTENANCE REQUESTS | TRASH | CUSTODIAL SERVICES

For small or routine maintenance requests (i.e., to hang a photo on the wall) and questions about custodial schedules please contact Dave Peterson at davidpeterson@unomaha.edu. For after-hours clean up dial 402.554.3600. The Weitz CEC custodial staff is scheduled on the morning shift Monday through Friday, from 3:00 A.M. to 11:30 P.M. and is responsible for the majority of custodial tasks. To request additional event trash pick up please contact Custodial Services at 402.554.3600. Building partner organizations can also empty extra event and office trash into the large receptacles between regular pick-ups.

MAIL SERVICES

Mail and parcels are delivered to Weitz CEC once a day during regular office hours. Mailboxes are located in each of the partners suites, where your mail or packages will be dropped. If you do not have a mail box please contact Dave Peterson at davidpeterson@unomaha.edu. The Mail Room can answer any questions on mail delivery and/or pick up at 402.554.2337. They also sell postage and do bulk mailing. Visit the UNO Mail Services website at http://www.unomaha.edu/business-and-finance/support-services/mail-services/index.php.
UNO PHONE SERVICES | IT SUPPORT

All rooms are equipped with hard-wired network ports and a wireless network is accessible throughout the building. All offices in the building using the university service are equipped with both a hard-wired network and telephone service. To make a phone call from one university phone to another, enter 4 and then the last 4 digits of the number. To dial out, press 9 followed by the number. If you need any UNO phone or technical support please contact the Weitz CEC IT Director Jason Leichner, at jleichner@unomaha.edu or at 402.554.5947. You can also contact the main IS office at 402.554.4357.

LIGHTING

Most rooms are equipped with multi-level lighting arrangements. Lighting levels can be adjusted within these spaces as required. The rooms and office lighting systems are equipped with energy saving occupancy sensors. These sensors monitor the space for occupants and will automatically turn off the lights after a period of time if no movement is detected within the space.

SPACE MODIFICATIONS | OFFICE SPACES

Please contact Sara Woods, Director of the Weitz CEC, for any construction service related requests. Sara Woods can be reached at swoods@unomaha.edu. If your request is approved, Weitz CEC Management Staff will submit the proper request to the Facilities Project Manager. Please do not move or exchange furniture between workspaces or block office windows with fliers.

FIRE EXTINGUISHERS

There are six fire extinguishers located in the facility, three on the first floor and three on the second floor. Fire extinguishers on the first floor can be found by the Marian Ivers Board Room (128), at the end of the East hall across from the Lactation Room, and at the end of the West hall across from the elevator. Fire extinguishers on the second floor can be found across from the Video Conference Room (221) as you enter the West hall, in the East hall across from the phone room (207), and in the West hallway across from the elevator. Fire extinguishers are also located in the garage level near the exits.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) MACHINE

The AED machine is located by the Marian Ivers Board Room (128), by the fire extinguisher.

FIRE ALARM

Pull stations, smoke detection, and fire sprinkler water-flow monitors all activate the fire alarm system. All university emergencies, including fire detection, are monitored by UNO Public Safety at a centralized location. The building’s fire alarm system is equipped with voice evacuation messages. Please follow the alarm instructions.

EMERGENCIES

Emergencies requiring police, fire or medical aid should be reported by calling Public Safety at 402.554.2911 or 911. Detailed emergency information can be found on the UNO Public Safety website at http://www.unomaha.edu/public-safety/emergency-information.php

Please alert the Weitz CEC Management staff after alerting UNO Public Safety.
LACTATION ROOM

A lactation room is located in the first floor at the far end of the east hallway. This room is for lactation room use only and available to anyone in the building or on campus.

Additional lactation rooms across campus can be located on the All Gender Restrooms Map, on the Business and Finance website at https://www.unomaha.edu/business-and-finance/support-services/campus-maps.php.

CAMPUS CONTACTS

• FACILITIES REQUESTS | 402.554.6000
• SERVICE LEARNING ACADEMY (WEITZ CEC 216) | 402.554.6019
• HEALTH SERVICES (H&K 102) | 402.554.2374
• OFFICE OF CIVIC AND SOCIAL RESPONSIBILITY (WEITZ CEC 130) | 402.554.4083
• PUBLIC SAFETY SECURITY DESK (EAB 100) | 402.554.2648
• UNO INFORMATION (EAB 101) | 402.554.2800
• WILLIAM BRENNAN INSTITUTE FOR LABOR STUDIES (WEITZ CEC 115) | 402.554.5901
• PUBLIC SAFETY OR EMERGENCY | 402.554.2911

POINTS OF INTEREST

There are several points of interest located in the the Weitz CEC building. Those include two elevators, three stair cases, safety information flip charts, as well as a designated gathering point for tornado warnings and fire alarms.

In the event of a tornado warning, please use the nearest staircase to get to the basement level parking garage for shelter. For fire alarms, please exit outside at the nearest door and walk towards parking Lot D to the Strauss Performing Arts Center (the first building east of Lot E and D, or on your right hand side when exiting the front doors of the Weitz CEC).

SEE NEXT PAGE FOR FIRST FLOOR POINTS OF INTEREST MAP

This map provides a visual representation of the points of interest located on the first floor. These points of interest are located in the same areas on the second floor (excludes an AED machine on the second floor).
BUILDING PARTNER VALUES

The Weitz CEC is a manifestation of UNO’s tradition of engagement with urban, regional, national, and global communities. We welcome our collaborating partners on our campus as equal contributors to the betterment of our campus, city, and the world. We value:

DIVERSITY
We actively seek to represent the many diverse ideas, backgrounds, and cultures that comprise Omaha and the university community.

EXAMPLES: A diverse range of activities and events that include people from across the community with different perspectives.

CIVIL AND OPEN DIALOGUE
The Weitz CEC is a space where all opinions can be heard, and different ideas are respected and encouraged because diversity of thought fosters innovation and creativity.

EXAMPLES: Open exchange of views and opinions while in dialogue.

COLLABORATION
Our community faces complex social problems that require unique and novel solutions. The Weitz CEC strives to cultivate a collaborative environment, in which people are willing to organically develop creative strategies and partnerships for solving such issues. The partnerships crafted as a result of being in the Weitz CEC should not be forced, but rather a product of revealing shared goals and a willingness to build alliances between university and community partners.

EXAMPLES: Sharing access to resources such as information, community contacts, and ways of working on community issues, to create high-quality partnerships.

COMMUNICATION
We encourage thoughtful, respectful, and transparent communication between all individuals who use the Weitz CEC including community partners, faculty, staff, and students.

EXAMPLES: Sharing information about events, resources, and new concepts, and answering emails.

RECIPROCITY
The Weitz CEC is considered a portal through which the community and the university can exchange resources, ideas, and solutions. Through reciprocal relationships, in which goals and expectations are clearly stated and fulfilled, community and UNO organizations interact with and benefit from each other.

EXAMPLES: Insuring that your partner in a collaboration benefits equally.

A WELCOMING ATMOSPHERE
We value everyone who uses the building, and show that by creating an environment that is clean, easy to access, filled with friendly faces, comfortable for all, and meets people’s physical needs.

EXAMPLES: Clean office spaces and shared areas, as well as greeting and interacting with everyone who comes through our doors.

CONTINUOUS IMPROVEMENT
Basing decisions for improvement on direct feedback and concrete data ensures that organizations can continue having positive impacts on the community. The Weitz CEC leadership hopes that community and university partners will grow in many different ways, but mostly that all partners will be better equipped to serve the Omaha community as a result of being in the Weitz CEC.

EXAMPLES: Attending Weitz CEC workshops and building partner events, as well as learning from those around you and intentionally building on what you’ve learned.
BUILDING PARTNER ENGAGEMENT OPPORTUNITIES

The following lists opportunities for development, engagement, building committees, and important internal meetings and communications you’ll want to know about.

ALL HANDS MEETINGS

All Hands meetings are held three to four times annually, and cover important information for people and organizations housed within the building. This meeting was specifically developed to:

• Keep our building partner organizations up-to-date on policy or facility changes
• Share new information relevant to campus and the Weitz CEC
• Introduce new building partner organizations
• Discuss new programs or partnership opportunities
• Be intentional time for our building partner organizations to ask questions or provide suggestions.

WEITZ CEC WEEKLY EMAIL

All building partner organizations housed within the Weitz CEC should receive the Weitz CEC Weekly email communication. This email goes out every week on Thursday.

The purpose of the email is to provide our building partner organizations with:

• Last minute facility or campus notices
• Engagement opportunities in the building and on campus
• Introductions to new building partner organizations
• Staff changes and information
• Space applications releases
• Shared information about building partner organizations

ORGANIZATIONAL AND CAPACITY BUILDING

Building partner organizations housed within the Weitz CEC have opportunities to engage in organizational and capacity building opportunities.

BUILDING PARTNER WORKING GROUPS/COMMITTEES

With transparency and democratic ideals at the heart of our core values, building partner committees help us create the structures and tools for an exciting, cooperative, productive place in which we share ideas, goals, opportunities and better our community.

• Internal Advisory Committee
• Liaison Committee
• Welcome Committee
• Social Committee

LUNCH AND LEARNS

These fun, hour-long educational and capacity building events happen on a monthly basis and are organized by topic. Enjoy your lunch while connecting with people throughout the building.

Feel free to suggest topics of interest.

LEARN MORE:
Heike Langdon | halangdon@unomaha.edu | 402.554.2173
Our building partner organizations represent the University of Nebraska at Omaha (UNO), the community, and the core values of the Barbara Weitz Community Engagement Center (Weitz CEC), which include collaboration, transparency, diversity, and community good.

**Community Building Partners**

- A Time To Heal (ATTH) [http://atimetohealfoundation.org/](http://atimetohealfoundation.org/)
- Black Police Officers Association of Omaha (BPOA) [http://bpoaofomaha.com/](http://bpoaofomaha.com/)
- Coalition Rx [http://coalitionrx.org/](http://coalitionrx.org/)
- Campus Compact for the Great Plains [https://compact.org/who-we-are/](https://compact.org/who-we-are/)
- Down Syndrome Alliance of the Midlands (DSM) [http://www.dsamidlands.org/](http://www.dsamidlands.org/)
- Metro Area Continuum of Care for the Homeless (MACCH) [http://www.endhomelessnesstoday.org/](http://www.endhomelessnesstoday.org/)
- Mode Shift Omaha [https://modeshiftomaha.org/](https://modeshiftomaha.org/)
- Nebraska Civic Engagement Table [http://www.nebraskatable.org/](http://www.nebraskatable.org/)
- Nebraska Extension [http://extension.unl.edu/](http://extension.unl.edu/)
- Nebraska Writers Collective (NWC) [http://newriters.org/](http://newriters.org/)
- Nebraskans for Civic Reform (NCR) [http://nereform.org/](http://nereform.org/)
- Nonprofit Association of the Midlands (NAM) [http://www.nonprofitam.org/](http://www.nonprofitam.org/)
- Omaha Girls Rock [https://www.omahagirlsrock.org](https://www.omahagirlsrock.org)
- Omaha Public Library (OPL) [http://www.omahapubliclibrary.org/](http://www.omahapubliclibrary.org/)
- ONE Omaha [http://oneomaha.org/](http://oneomaha.org/)
- Operation Youth Success (OYS) [http://operationyouthsuccess.org/](http://operationyouthsuccess.org/)
- Partnership 4 Kids (P4K) [http://p4k.org/](http://p4k.org/)
- Tri-Faith Initiative [https://trifaith.org/](https://trifaith.org/)
- University of Nebraska Medical Center (UNMC), Munroe-Meyer Institute (MMI) [https://www.unmc.edu/mmi/](https://www.unmc.edu/mmi/)
- Spirituality, Public Health, Religious Studies (SPHRS)
- The Transitions Program [https://www.facebook.com/unotransitions/?fref=ts](https://www.facebook.com/unotransitions/?fref=ts)
- Tribal Management and Emergency Services (TMES) [https://www.facebook.com/UNOTMES/?fref=ts](https://www.facebook.com/UNOTMES/?fref=ts)
- Service Learning Academy (SLA) [http://www.unomaha.edu/service-learning-academy/](http://www.unomaha.edu/service-learning-academy/)

**Signature Outreach Programs**

- Every Bite Counts [https://www.unomaha.edu/sustainability/every-bite-counts.php](https://www.unomaha.edu/sustainability/every-bite-counts.php)
SUITES 126 BUILDING PARTNER ORGANIZATIONS & SUITE 130 OFFICE OF CIVIC & SOCIAL RESPONSIBILITY
SUITES 219 & 223 BUILDING PARTNER ORGANIZATIONS
FROM YOUR WEITZ CEC NEIGHBORS

CULTURE, PEOPLE, AND COLLABORATION

• “The Weitz CEC has a uniquely positive culture!”
• “Join a committee. I feel like my connections and even my ability to do my job within the Weitz CEC really took off when I joined the Social Committee.”
• “The Weitz CEC staff are amazing. They are fun, warm, responsive (and really busy!).”

MEETING SPACES AND TECHNOLOGY

• “I didn’t know how much I would love the meetings rooms, especially the technology.”
• “We love having the Art of Living with Cancer Conference at the Weitz CEC. It is such a beautiful building and accommodates our keynote speakers and breakout sessions so well. Having the AV capabilities in the rooms is a huge plus! Our guests raved about what a great facility this is.”
• “I am pleased to have such great IT support from Bob and now Jason. The Management and facility support is amazing…everyone is accommodating and helpful…always have time for us as if we were the only building partner.”

HALLWAY CONVERSATIONS

• “Build time into your treks down the hall to the bathroom since you never know who you’ll run into along the way.”
• “If you combine your treks to the bathroom with trips to the copier room, it’s important to dry your hands completely.”
• “Plan for an extra five minutes for every trip to the water fountain or the bathroom, because you’ll run into someone and end up having a conversation.”

MISCELLANEOUS

• “My mileage expenses have decreased because my community wants to come to me! They love the parking, the meeting rooms, the chance to get away from their offices.”
• “You don’t need to worry about the building temperature – it’s comfortable.”
• “There is way too much food in the building. Before you know it will creep up on you. Mini-muffins do not have mini calories, no matter what anyone says.”
WEBSITE RESOURCES

We provide a variety of helpful information on our website, which includes some of the following:

- BOOKING AND USAGE POLICIES
- BUILDING PARTNER ORGANIZATIONS HANDOUT
- FLIERS AND PROMOTING YOUR EVENTS
- SPECIAL AND PUBLIC EVENTS
- TECHNOLOGY CHECK OUT FORM AND INFORMATION
- MISSION, VISION, AND VALUES
- MEETING SPACES (PHOTOS AND INFORMATION)
- RESERVATION REQUEST FORM
- DIRECTIONS FOR GUEST PARKING
- FULL BUILDING SCHEDULE
- WAYS TO GET INVOLVED

WEBSITE QUESTIONS:
Robyn Loos | rloos@unomaha.edu | 402.554.2173

FIND US ON SOCIAL MEDIA

FACEBOOK
https://www.facebook.com/UNOWeitzCEC/

TWITTER
https://twitter.com/UNOWEITZCEC

Look us up on facebook, twitter, and instagram by searching our username | @unoweitzcec
Hashtag us if you are doing something fun or collaborating with partners in the building | #unoWeitzCEC
TECHNOLOGY AND PRINTING

The Information Technology (IT) Office is open Monday-Friday, from 8 A.M. to 5 P.M, Suite 111.

AVAILABLE TECHNOLOGY SUPPORT

• Scheduled technology run-throughs and setups
• Built-in technology troubleshooting and repair
• Replacement of technology consumables
• Technology equipment checkout (for internal and event use only)
• Support for printer/copier use and codes (internal use only)
• Setup and support of video conference technology
• Technology Equipment Checkout
• The Weitz CEC asks that individuals and organizations please upload any presentations or related materials to a personal/business flash drive or online storage media to use with the built-in technology for confirmed meetings and events.

TECHNOLOGY CHECK-OUT PROCESS

• Print and complete the Technology Checkout Form
• Contact Jason Leichner to schedule equipment pickup
• Drop off completed forms, pick up and review use of equipment at Weitz CEC suite 111
• Return all technology equipment to Weitz CEC suite 111 (if locked please visit the front desk or suite 115)

The following items are available for checkout:

• Samsung BluRay/DVD Player
• Conference/speaker phone (Avaya)
• Document camera

For last minute technology equipment needs visit the IT Office.

CONTACT JASON LEICHNER:
jleichner@unomaha.edu | 402.554.5947

PRINT, SCAN, AND FAX

Printing, scanning, or faxing is available through two building printers, located in Rooms 103 and 208. Printers are for internal use with an organizational code.

Fax Document To Omaha Metro Area
1. Log in to Multi-Function Device, as normal
2. Choose “Fax”
3. Enter number in format 914025551212
   Example: 94025551212
4. Press “Start” (Green button)

Fax Document To Long Distance Number
1. Log in to Multi-Function Device, as normal
2. Choose “Fax”
3. Enter number in format 914025551212
   Example: 917859131212
4. Press “Start” (Green button)

Pick up Transmission Confirmation

• When transmission completes successfully or fails, a transmission confirmation form will print and drop into output tray below scanner glass

For assistance please visit the Weitz CEC Management in suite 115.

PRINTERS

Questions or additional training can be scheduled with Jason Leichner.

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