BUILDING PARTNER WELCOME PACKET

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

The dream for this building is for the community to become all it can be. It’s for people to come together to work for the greater good of all of Omaha’s citizens—not my little neighborhood, not your little neighborhood, but for the whole community.

– BARBARA WEITZ

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WELCOME PACKET

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

VISIT OUR WEBSITE
weitzcec.unomaha.edu

OUR VISION

The dynamic programs, initiatives and partnerships fostered and supported by the 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

DIRECTOR AND EXECUTIVE ASSOCIATE TO THE SENIOR VICE CHANCELLOR FOR COMMUNITY ENGAGEMENT

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.

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.

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.
THE MANAGEMENT TEAM

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 our brand manager, Robyn ensures that the Weitz CEC has a 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.

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.

BUILDING SERVICES MANAGER

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.
THE MANAGEMENT TEAM

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 that the University of Nebraska cultivates. 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”.

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.

OFFICE HOURS

<table>
<thead>
<tr>
<th>MONDAY - FRIDAY</th>
<th>8 A.M. - 5 P.M.</th>
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<tbody>
<tr>
<td>SATURDAY</td>
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<tr>
<td>SUNDAY</td>
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</tbody>
</table>

OFFICE LOCATION

FIRST FLOOR | SUITE 115
NEW BUILDING PARTNER ON-BOARDING

BEFORE YOUR FIRST DAY

URGENT: SUBMIT A PERSONAL INFORMATION FORM

Please submit a personal information form for new building partner organization employees (residents) by going to the link: https://goo.gl/2On7Zm. This will start the process to obtain a MavCard ID and NUID, which is needed for access and parking, and to place your information on the directory. If you already have an NUID or MavCard ID, please email that information to David Peterson, Building Services Manager, davidpeterson@unomaha.edu, 402.554.5965, Weitz CEC 115G.

URGENT: RESERVE FIRST DAY PARKING FOR NON-UNO RESIDENT PARTNERS

Please reserve a parking stall in Lot E for your visits prior to and including your first day of residency and orientation by contacting Traci Fullerton, Operations Assistant, unocecreservations@unomaha.edu, 402.554.6000, Weitz CEC 115H. UNO building partner organization staff should park in their usual lots according to their permits.

URGENT: REVIEW PARKING PLANS

UNO utilizes a permit system, and all lots on campus require a permit, except reserved visitors in Lot E. Your options for parking on campus for the 2016-2017 school year include: Surface Lot at $360.00/Year, West Garage at $330.00/Year, and Weitz CEC Garage at $646.00/Year. There is currently a wait-list for the Weitz CEC Garage, so it will not be an immediate option. Payment methods include: lease-pay, organization cost center, organization credit card, and self-pay. More information on parking can be found at the UNO Parking Services website at www.unomaha.edu/business-and-finance/support-services/parking-services/

URGENT: GET A MAVCARD ID

After completing the personal information form, you will need to go to MavCard Services in the northwest corner of the Milo Bail Student Center, Room 216, with a picture ID to pick up your MavCard ID. Once you have received your MavCard ID, please contact David Peterson by email, davidpeterson@unomaha.edu, with the NUID number.

URGENT: SUBMIT PARKING PLAN FORM

After determining your parking plan, please submit a Parking Plan Form at the link: https://goo.gl/0TXZa1. This will ask all the information that Parking Services needs to process your permit. You must complete this form before you go to Parking Services to pick up your permit. Parking Services is located in the Eppley Administration Building, on the south side facing the Pep Bowl, in Room 107.

SCHEDULE A BUILDING TOUR

Please contact Heike Langdon, Weitz CEC Manager of Possibilities, halangdon@unomaha.edu, 402.554.2565, Weitz CEC 126G, to set up a tour of the building. We recommend scheduling the remainder of your orientation on your first day.
ACCESS AND MEETING ROOM BOOKING AND USAGE POLICIES

Please contact Dave Peterson, Building Services Manager, at davidpeterson@unomaha.edu, 402.554.5965, Weitz CEC 115G to schedule a time to discuss making reservations for meeting spaces in the building, and to discuss your building access needs. Office keys must be ordered, so please let David know in advance the name of the individual who will be picking the key up from UNO Public Safety.

BUILDING TECHNOLOGY NEEDS AND PRINTER USE

Please contact Jason Leichner, IT Director, jleichner@unomaha.edu, 402.554.5947, Weitz CEC 111C to schedule a time to discuss any particular technology needs or issues, and to set up an account to use the printer/copier rooms.

COMMUNICATIONS AND MARKETING, SPECIAL OR PUBLIC EVENTS, AND WEBSITE RESOURCES

Please contact Robyn Loos, Special Projects Associate, at rloos@unomaha.edu, 402.554.2173, Weitz CEC 126B to schedule a time to discuss opportunities.

BUSINESS OPERATIONS | FOR EXECUTIVE DIRECTOR OR LEAD CONTACT ONLY

Please contact Sonia Carbonell, Business Assistant, at scarbonell2@unomaha.edu, 402.554.2056, Weitz CEC 115C to discuss whether or not a meeting is required to discuss business needs (billing, mail codes, etc.).

ON YOUR FIRST DAY

ATTEND YOUR WELCOME TOUR AND ORIENTATION

Community building partner organization employees (Non-UNO) should park in Lot E on their first day. Begin your welcome tour with Heike Langdon in the Union Pacific Atrium, followed by your orientation meetings.

PICK UP YOUR UNO PARKING PERMIT

Please pick up your parking permit from UNO Parking Services in the Eppley Administration Building, room 107. Remember to bring your MavCard. And while you are in Eppley, go across the hall to pick up your private office key, if applicable.

PICK UP YOUR PRIVATE OFFICE KEY

FOR PRIVATE OFFICES: Please pick up your private office key from the UNO Public Safety Office in the Eppley Administration Building, Room 100. Remember to bring your MavCard ID and photo ID.

PICK UP YOUR CABINET KEYS

Workspaces have cabinets to secure personal items and files. Please pick up your cabinet keys from David Peterson or Traci Fullerton, Suite 115.

PLEASE NOTE: Building partner organizations are responsible for returning keys when offboarding to avoid a $10 fee for each key that is not returned. Please be mindful when distributing these keys to office staff and students.
BUILDING PARTNER OFF-BOARDING

BEFORE YOUR LAST DAY

URGENT: SUBMIT A WEITZ CEC OFF-BOARDING FORM

Please submit an off-boarding form for building partner organization employees who are separating by going to the link: https://goo.gl/G3r1OI. This will start the process to return Weitz CEC property and to remove your information from the directory.

ACCESS

Please contact Dave Peterson, Building Services Manager, at davidpeterson@unomaha.edu, 402.554.5965, Weitz CEC 115G to schedule a time to return any keys to offices or office equipment in your possession.

REMINDER: There is a $10 fee for each key that is not returned. This will be assessed to the organization's account.

BUILDING TECHNOLOGY

Please contact Jason Leichner, IT Director, jleichner@unomaha.edu, 402.554.5947, Weitz CEC 111C to schedule a time to discuss any particular technology issues, including return of licensed software, email accounts/forwarding, and return of any Weitz CEC equipment.

ON YOUR LAST DAY

DROP OFF YOUR UNO PARKING PERMIT

If your parking permit was self-paid, please return your parking permit to UNO Parking Services in the Eppley Administration Building, Room 107 to receive a pro-rated reimbursement. Remember to bring your MavCard ID. If your permit was paid by the organization or through the lease, please return your permit, with your name on a post-it note attached, to David Peterson, Suite 115, so that the organization can be reimbursed.

RETURN YOUR PRIVATE OFFICE KEY AND CABINET KEYS

Please return office/workspace keys to David Peterson or Traci Fullerton, Suite 115. Please do not leave them in the workspace, in a drawer, or in the lock to be picked up.

RETURN YOUR EQUIPMENT

Please return any Weitz CEC technology/equipment to Jason Leichner, Suite 111. Please do not leave them in the workspace to be picked up.

REMINDER: There is a $10 fee for each key that is not returned. This will be assessed to the organization's account.
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

19 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

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

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
- Reservation Process
- Facility and Operations

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.

Visitors of 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 a temporary ‘Visitor Permit’ with instructions on where to park.

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

TO LEARN MORE CONTACT OUR RESERVATIONS TEAM:
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 a temporary ‘Visitor Permit’ with instructions on where to park. Use the GPS address 6400 South, University Drive Road North, Omaha, NE 68182 to assist finding the lot.
## BUILDING HOURS

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MONDAY - FRIDAY</td>
<td>6:30 A.M. - 9 P.M.</td>
</tr>
<tr>
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<tr>
<td>SUNDAY</td>
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## HOURS OF OPERATION

<table>
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<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MONDAY - FRIDAY</td>
<td>7 A.M. - 9 P.M.</td>
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<tr>
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<td>Closed</td>
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<td>SUNDAY</td>
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## HOLIDAY CLOSURE DATES 2017

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>MLK JR. DAY</td>
<td>Jan. 16</td>
</tr>
<tr>
<td>MEMORIAL DAY</td>
<td>May 29</td>
</tr>
<tr>
<td>INDEPENDENCE DAY</td>
<td>July 4</td>
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<tr>
<td>LABOR DAY</td>
<td>Sept. 4</td>
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<tr>
<td>THANKSGIVING HOLIDAY</td>
<td>Nov. 23 and 24</td>
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<tr>
<td>WINTER CLOSE DOWN</td>
<td>Dec. 23 - 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 unocecreservations@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 Heike Langdon at halangdon@unomaha.edu


**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/](http://www.unomaha.edu/security/)

**SHUTTLE BUS ROUTES**

UNO Parking Services offers shuttle routes back and forth from Center and Dodge campuses, Center and Scott campuses, and Scott and Dodge campuses. Shuttles pick up and drop off every 15 to 20 minutes from 6:30 A.M. to 10:30 P.M. while classes are in session. Center and Dodge shuttles make stops on the north side of Durham Science Center and Eppley Administration Building. Center and Scott shuttles make stops at Mammel Hall and PKI (Aksarben area). Scott and Dodge shuttles operate between Dodge and Scott campuses with multiple stops on both campuses. For more information and to download shuttle maps please visit Parking Services website: [http://www.unomaha.edu/business-and-finance/support-services/parking-services/where-to-park.php](http://www.unomaha.edu/business-and-finance/support-services/parking-services/where-to-park.php)

**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 Heike Langdon at halangdon@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 Heike Langdon at halangdon@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

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.

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 printer 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 DIFIBRILLATOR (AED) MACHINE

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

Emergency 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.

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).

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).
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.
ORGANIZATIONAL AND CAPACITY BUILDING EVENTS AND WORKSHOPS

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

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

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 space for our building partner organizations to ask questions or provide suggestions.

FEED YOUR BRAIN

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.

BUILDING PARTNER WORKING GROUPS

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.

• House Committee
• Liaison Committee
• Welcome Committee
• Social Committee

TO LEARN MORE CONTACT HEIKE LANGDON
halangdon@unomaha.edu  |  402.554.2565
Building Partner Organizations

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.

A Time To Heal (ATTH) C
http://atimetohealfoundation.org/

Black Police Officers Association of Omaha (BPOA) C
http://bpoaofomaha.com/

Buford Foundation C
http://bufordfoundation.com/

Coalition Rx C
http://coalitionrx.org/

Down Syndrome Alliance of the Midlands C
http://www.dsamidlands.org/

Every Bite Counts U
http://www.unomaha.edu/sustainability/every-bite-counts.php

Girl Scouts Spirit of Nebraska C
http://www.girlscoutscenebraska.org/

Inclusive Communities C
http://www.inclusive-communities.org/

MaverickPR U
http://unoprssa.com/

Metro Area Continuum of Care for the Homeless (MACCH) C
http://www.endhomelessnesstoday.org/

Nebraska Civic Engagement Table C
https://www.facebook.com/nebraskatable/

Nebraska Extension C
http://extension.unl.edu/

Nebraska Shakespeare C
http://www.nebraskashakespeare.com/

Nebraska Watershed Network (NWN) U
http://www.unomaha.edu/college-of-arts-and-sciences/aquatic-toxicology-lab/

Nebraska Writers Collective (NWC) C
http://newriters.org/

Nebraskans for Civic Reform (NCR) C
http://nereform.org/

Nonprofit Leadership Alliance at UNO (NLA) U

Office of Civic and Social Responsibility (OCSR) SOP

Omaha Public Library (OPL) C
http://www.omahapubliclibrary.org/

ONE Omaha C
http://oneomaha.org/

Operation Youth Success (OYS) C
http://operationyouthsuccess.org/

Partnership 4 Kids (P4K) C
http://p4k.org/

Service Learning Academy (SLA) SOP
http://www.unomaha.edu/service-learning-academy/

UNO Social Media Lab U
http://www.unomaha.edu/college-of-communication-fine-arts-and-media/communication/community-engagement/social-media-lab.php

Spirituality, Public Health, Religious Studies (SPHRS) U

Support and Training for the Evaluation of Programs (STEPs) U

The Transitions Program U
https://www.facebook.com/unotransitions/?fref=ts

Tribal Management and Emergency Services (TMES) U
https://www.facebook.com/UNOTMES/?fref=ts

UNO Center for Urban Sustainability U
http://www.unomaha.edu/sustainability/center-for-urban-sustainability/index.php

UNO Communities of Practice U
http://www.unomaha.edu/faculty-support/campus-connections/cop.php

Urban League of Nebraska C
http://www.urbanleagueneb.org/

Urban Bird and Nature Alliance C
http://www.theurbanbirdandnaturealliance.com/

Volunteer Program Assessment - UNO (VPA-UNO) U
http://www.unomaha.edu/college-of-arts-and-sciences/psychology/community-engagement/vpa/

WELLCOM C
http://www.elevatingwellness.org/

WhyArts? Inc. C
http://www.whyartsin.org/

William Brennan Institute for Labor Studies (WBILS) SOP

C | Community Building Partner Organization (C=21)
U | University Building Partner Organization (U=12)
SOP | UNO Signature Outreach Program (SOP=3)
SUITE 126 BUILDING PARTNER ORGANIZATIONS & SUITE 130 OFFICE OF CIVIC & SOCIAL RESPONSIBILITY
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 STRUCTURE AND SOCIAL MEDIA

ABOUT THE WEITZ CEC
• Facility information – building hours, inclement weather policy, and UNO holiday and close-down dates
• Our impact, Mission, Vision, and Values
• About the Weitz CEC
• Meet our team
• Website feedback form

RESERVATIONS AND PARKING
• Meeting spaces – where images and capacities of the rooms are located
• Reservation request form
• Who we serve
• Technology office
• Visitor parking – method-based directions for parking
• Catering and alcohol policy
• Request meeting spaces – where the booking and usage policies are located

EVENTS
• Scheduled events - a list of all monthly confirmed events in the Weitz CEC
• Special and public events, building news and spotlights
• Featured spotlights of your partnerships or other initiatives to celebrate the work of our building partner organizations
• Advertise Your Event – How to share your fliers, etc.

BUILDING PARTNER ORGANIZATIONS
• UNO and Community Building Partner Organizations lists all of our building partner organizations, and a summary or mission statement, with website and social media links
• Become a Building Partner discusses completion requirements for released space applications and the application process
• Space Application Eligibility and Expectations
• Amenities for building partner organizations
• The current rental fee rates for organizations interested in our spaces
• Share Your Partnerships is a form we hope you will use to share your partnerships with UNO and other neighboring organizations in the building
• Building Partner Portal is a page dedicated to our building partner organizations, and lists out all important dates for our events, workshops, and other engagement and capacity building opportunities

GET INVOLVED
• Learn different ways your organization can get involved with our signature outreach programs

SUPPORT US
Opportunities to support the Weitz CEC through the University of Nebraska Foundation

CONTACT ROBYN LOOS:
rlloos@unomaha.edu | 402.554.2173

FIND US ON SOCIAL MEDIA

FACEBOOK | TWITTER

LOOK US UP ON FACEBOOK, TWITTER, AND INSTAGRAM BY SEARCHING OUR USERNAME | @UNOWEITZCEC
HASHTAG US IF YOU ARE DOING SOMETHING FUN IN THE BUILDING LIKE ATTENDING EVENTS | #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 from, 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.

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.

CONTACT JASON LEICHNER:
jleichner@unomaha.edu  |  402.554.5947