



News from Facilities Management

Vol. 8 Issue 1

February 2012

The focus on basic safety has paid off. The incidence of on-the-job injuries has declined over the past year. Katie Booton records all University injuries and based on the OSHA form 300 completed this year, the safety training is working. If you consider that Creighton has over 3,000 paid employees ----

- Only sixty-two employees reported an on-site injury or illness.
- Of the 62 reports, 28 were needle sticks.
- Twelve of the reports were from employees working in Facilities Management. For those 12 reports,
 - Nine work days were lost. There were over 39,000 work days for Facilities Management last year, after taking out vacations, sick leave, and paid holidays.
 - One incident was a slip/trip/fall on ice
 - Two incidences were eye injuries
 - Three incidences were back injury related to lifting.

The focus for calendar year 2012 will be on greater use of Personal Protective Equipment and on the stretch and flex program. John Baxter and his team will lead the effort along with Bryan Burton and the Safety Committee. Over the next few weeks, the Facilities Management Safety Committee will be inspecting custodial closets, mechanical rooms, and shops for safety infractions and the need for additional signage. This action enhances our safe work environment Thanks for working safely.

Some of you are aware of the changes that are being considered with a potential move of the College of Business Administration to the Harper Center. The move is a well thought out concept to increase the use of the Harper Center while avoiding the cost of a new building. There are several aspects to the plan including an initiative to raise gifts for the project. The construction piece of the project is estimated to be about \$15 million which is significantly more affordable than the \$35 million estimated for a new building. The day to day operating costs of running the Harper Center are in place and will continue whether the building is busy at its maximum or not. A new building would require more of the operating budget. Re-purposing Harper makes sense from the initial cost and from the annual operating costs. In addition to fund raising for the project, an endowment for new students is also being sought. The potential of increasing the student body makes the operating costs less of an impact because tuition income is increased. The Board of Directors has approved moving forward with the design, but has not yet authorized any construction. There are several spatial aspects to re-purposing the Harper Center. The list of work continues to be refined.

- Relocating the Vice President for Student Services from 3rd floor Harper to Creighton Hall 2nd Floor
- Relocating the Center for Student Success and Retention from 3rd floor Harper to the Reinert Alumni Library.
- Relocating Educational Opportunity including Student Support Services and Disability Services from 4th Floor Harper to the 2nd and fourth floors in the Old Gym
- Relocating Multicultural Center from the 3rd floor of Harper to an unspecified location as options are studied.
- Relocating International Programs to 3rd floor of Creighton Hall.
- Relocating History from 3rd floor Creighton Hall to Hitchcock.
- Relocating Math from the Old Gym second floor to Eppley
- Relocating the Education Department from Hitchcock to Eppley 4th floor.
- Relocating the Registrar from 2nd Floor Creighton Hall to the second floor of Brandies
- Relocating the Department for the doctoral in Education from the main floor of Brandies to the top floor.
- Relocating the offices of the Dean of Arts and Science from second floor of Creighton Hall to Eppley space formerly occupied by the Dean for CoBA.
- Adding an elevator addition to the north side of Brandies.
- Possibly activating Walsh Lecture Hall for new space. Current thinking is to install a ramp for access.

As the work becomes more defined, there will be a way of reducing deferred maintenance by remodeling some of the spaces. Along with Facilities Management, DoIT will also need to make systems improvements. The work is still in the program stage. The Board of Directors has authorized work on the designs for remodel and to develop a cost estimate. The actual remodel projects are not approved and may not be for several months. At the earliest, construction could start later in 2012.

The Rasmussen Center continues to be on schedule. It looks like the 50,000 sq ft building could be done in late October, 2012. The opening date isn't defined yet. The move of the fitNest from the Harper Center to the second floor of the Rasmussen Center may be the deciding factor toward selecting an opening date. Operationally, it is thought that the best time to move the fitNest equipment is December, 2012 after school is over.

Many of us are involved with a comprehensive study of deferred maintenance. The Buildings and Grounds Committee of the Board is very interested in seeing the report of the amount of deferred maintenance in each building when the committee meets in March. Brian Besack and Deb McAtee had been chipping away at the report but do not have the time to meet the deadline so Alvine Engineering has been employed to help. The report will look at each building defining the needs for 20 separate systems within the building. The systems range from roofs to heating/cooling to foundations to flooring. We will spend some time with you on this topic at our March, Information Sharing Session. For now, thank you for all the input given to make the study as comprehensive as possible. The effort by Brian has been Herculean.

The process of hiring new employees to backfill open positions continues well. There are several postings now listed. The University has allowed us to hire reasonably quickly when a position becomes open. Some of the positions have been open for a while but I have not requested replacements because of the need to understand the re-structuring the staffing pattern to meet the available budget. Each budget refinement comes with some pain. I know we are not done looking at our budget and the number of positions in our staffing pattern but we get closer each step of the way.

Part of our changes is the shift of responsibilities for Jill Dickey to the Business Services Center. Jill will be missed for many reasons, not the least of which is her candy dish. This Newsletter is an example of her contributions to Facilities Management. She makes the Newsletter a plethora of information. Jill will be in the Jelinek Bldg often so it isn't like she is gone forever. Maria Jerrell is working through the transition of Jill's duties to others in the office.

There are many good things happening in Facilities Management.

- As one who dislikes snow, I think the Grounds Crew has done a great job of snow removal this year.
- Energy conservation and controlling the utility budget is also going great with the warm weather we have experienced this winter.
- The holiday shut down went well with very few calls. Having staff here to inspect and tweak buildings daily made a difference.
- While we have done well with deferred maintenance projects and space enhancements recently, we will see more starting in July. Most exciting is funding for a roof membrane replacement on Criss II/III. Maria Jerrell will keep us informed of budget approvals.
- A utility master plan is in the work schedule. A Request for proposal to help with the study has been sent to 8 consultants. Interviews with the top three will be held in mid-February. The plan will focus as much on energy distribution and use as it does on utility distribution. The plan isn't funded yet. Knowing our partner will allow us to focus on the scope of work and the final pricing. With that, we can seek budget support.
- The next fiscal year will also have funding for energy conservation measures that have a quick payback. The utility master plan will identify several areas but this funding will be used for those projects we already know of. The project for steam trap replacement is such a project.
- For me, the exciting project in the planning stages is the installation of an elevator in St John's Church. Planning for this architecturally pleasing addition to the west side of the building is going well. The construction isn't funded but it is a project that the parish is confident will be gifted.

All is okay in Facilities Management thanks to you. There isn't a shortage of work to do and quality service to be provided. The work you do to make the life of people living and working on campus safe, comfortable and productive matters.

Thank you for your continued effort.

Lennis

SAVE THE DATE:

*Facilities Management
Information Sharing Session
Tuesday, March 13, 2012*

More information to follow



Extreme Cold Temperatures and Buildings

Cold weather has returned, so please help in making sure all windows and doors to the outside are kept closed to avoid freezing pipes and building heating coils.



Mary Lucretia and Sarah Emily Creighton Awards Luncheon

Reserve your ticket today for the 32nd Annual Mary Lucretia and Sarah Emily Creighton Awards Luncheon on Thursday, Feb. 9, 11:30 a.m. to 1 p.m., Harper Center, Ahmanson Ballroom. For ticket and table pricing and to make your reservation, please visit the Committee on the Status of Women website.

The 2012 award honorees are: Betsy Elliot-Meisel, Ph.D., associate professor of history and chair of the Department of History; Tanya Winegard, Ph.D., associate vice president for student life; and Kathryn Del Vecchio, College of Arts and Sciences senior student.



CREIGHTON UNIVERSITY

Office of the President

December 2011

I want to congratulate our colleagues in two programs upon receiving well-merited accreditations:

- Creighton has joined an elite group of only about 250 U.S. health organizations with our recent full accreditation by the Association for Accreditation of Human Research Protection Programs (AAHRPP). This is a special certification that exceeds federal standards for human research, so we are proud of all those who work hard to ensure the protection of our human subjects in Creighton's health sciences and behavioral sciences research programs. Currently, Creighton's institutional review boards oversee approximately 700 active clinical research projects.
- The Commission on Collegiate Nursing Education (CCNE) reaffirmed accreditation of the School of Nursing's B.S.N. and M.S.N. programs for the period of ten years, and granted initial accreditation to the Doctor of Nursing Practice (D.N.P.) program for five years, the maximum number of years for a new program.

At the most recent Board of Directors meeting last week, the Board approved proceeding with planning the design for repurposing the Harper Center for the College of Business. The Board also approved initiating a "mini-campaign" to raise the funds needed for this project, which will make much better use of our campus space. There will be benefits not only for the College of Business, but many departments in the College of Arts and Sciences that will utilize the Eppley Building and other student-centered programs that will relocate to the core campus. We will not begin implementing the repurposing project until we have sufficient pledged commitments in hand.

In order to ensure that we communicate clearly, effectively and consistently to all Creighton University constituencies, we are initiating a marketing enhancement of the Creighton brand. It is extremely important that alumni, students, parents, prospective students and their families, faculty, staff, patients and the public understand Creighton's mission. To that end, our first steps include a market research study, which is being conducted by the higher education market research firm SimpsonScarborough, so that we can assess the current perceptions all these groups have of the University. The study began this week.

Once again, I want to congratulate our men's soccer team on their spectacular season, which ended with a trip to the College Cup. To be among the final four teams in the nation is a tremendous achievement. We thank the student-athletes, the coaches, the staff, the spirit groups, the fans and everyone involved for making Creighton very proud.

More than 260 graduates will participate in winter commencement this Saturday at the Ryan Center. In addition to conferring degrees upon these well-deserving students, we will honor Board member, Connie Ryan, and our own Creighton Cardiac Center for the positive impact they have on our community. Connie, president of Streck, Inc., is receiving an honorary Doctor of Science degree; the Cardiac Center is receiving the Presidential Medallion for its 50 years of vital service to the region.

Please welcome Mr. Michael Rossman, S.J., to our campus in January when he begins a semester of work at the Creighton Center for Service and Justice. Michael recently completed First Studies in his Jesuit formation at Loyola University Chicago, with an emphasis on philosophy and theology and is awaiting assignment for the fall. He is a graduate of the University of Notre Dame and entered the Wisconsin Province of the Society of Jesus in August 2007. Michael will also assist other Jesuits on campus with vocation promotion.

Thank you for your kind and warm welcome to Creighton! I am grateful to all of you for your commitment to the mission of this great university! God's Blessings!

Gratefully,

Timothy R. Lannon, S.J.



Inclement Weather

The **official** means of notifying Creighton students, faculty and staff of a weather closing or delay is the Weather Hotline at 280-5800 and the CUAAlert system. The Weather Hotline is updated by 6 a.m. on the business day in question. If the hotline is not updated with a message or you do not receive a CUAAlert, the University is **open**. If you are unsure of the situation, please contact your supervisor.

To sign up for CU Alert, visit the Public Safety Homepage or ask your supervisor for assistance. You can be contacted by the CUAAlert system on a personal cell phone, home phone, and/or email.

CUBuyplus



There is a new tool, e-procurement, a web based program, being implemented by Purchasing Department. This tool will assist in purchasing and standardizing the buying processes and will provide benefits to the University such as:

- better information for decision-making
- minimizing manual processes
- user- friendly "shopping cart" experience
- cost savings on goods and services
- enhanced policy compliance, and more

Creighton University has chosen CUBuyplussm as the name for its e-Procurement tool. The software system was developed by UniMarket - a leading vendor of online catalog and ordering solutions for higher education and other institutions - and the CUBuyplussm website is hosted and maintained by this vendor, with key modifications for Creighton University.

Electronic procurement - generally known as e-Procurement - is the automation and management of the procurement-to-payment process. It involves creating and approving purchase requisitions, placing purchase orders, receiving goods and services, and processing invoices through the internet.

Transforming our procurement process to e-Procurement is an important part of an overall strategy for reducing costs and leveraging efficiencies. Universities like ours find that implementing e-Procurement makes the purchase and payment processes faster, more efficient, and more policy compliant. Electronic procurement is considered a best practice across higher education and supports the University's priorities.

CUBuyplussm will help by making researching, ordering, or approving goods and services for our department easier, faster, more compliant, and more transparent and trackable. In particular, we will be able to locate the best pricing with our preferred suppliers, find items on contracts, compare products across suppliers, and much, much more.

There will be several options for training including instructor-led training along with training documentation and tutorials available for employees that will be users.

Implementation is expected to be late spring 2012.

[Help Bake Cookies for Homeboy Industries](#)



Do you like to bake? Then you might want to consider joining a Creighton group that sends a monthly batch of cookies to the youth served by Fr. Greg Boyle's Homeboy Industries in Los Angeles. Cookies, brownies and other varieties of baked goods (as well as contributions toward postage) are collected each month and sent on to the Homeboys along with a note from the Cookie Moms (and Dads). You don't have to bake every month. An e-mail reminder is sent monthly to those who wish to be on the baking list. To get on the list, e-mail Alice Smith at alices@creighton.edu. Learn more about Homeboy Industries and Fr. Boyle at

<http://onlineministries.creighton.edu/CollaborativeMinistry/Boyle/> or at the site for the Homeboys at <http://homeboy-industries.org>.



Mary Duda

Sustainability – a simple definition

I often get asked what sustainability means. I think the simplest (and one of the best) I've heard recently came from my 5-year-old, Jonas. His school celebrated the Feast of St. Francis and the kids learned about how St. Francis of Assisi is the patron saint of the environment. They recycled, made a bag to put trash in, learned to shut off lights, etc. Simple things.

But the best thing he brought home was a summary of what he learned that day. To him, everything he learned about environmental responsibility was summed up in the following sentence:

"We're taking care of God's beautiful creation."

It really is that simple. Taking care of God's creation for us, for those that are less fortunate, and for those that come after us.

<http://www.creighton.edu/about/sustainability>

<https://www.facebook.com/pages/Creighton-Sustainability/107402615961924>

<http://catholicclimatecovenant.org/>

Innovative Team

is always looking for new ideas and new members. If you have any suggestions or would like to become a member please contact Mary Duda, Dave Feder, Tom Holmer, Justin Burgett, or Jessica Heller.

Creighton University Multiplies Savings by Taking its Energy Automation System to the Next Level

Cindy Workman
Marketing and Public Relations

Imagine controlling your energy costs in your house while keeping everyone in your family happy. Now imagine trying to do that for a college campus on 140 acres with a student body population of more than 7,000 and more than 3,500 faculty and staff that includes 61 buildings and the three r's – residential, recreational and research usage.

George Tangeman, director of the energy management team at Creighton University in Omaha, Neb., knew a one-size-fits-all building automation system wouldn't be the way to go, especially because of the weather extremes he deals with in Nebraska.

"Managing energy use on a college campus is like running a utility company for a small city. We have a large density of buildings with various usages spread out on several acres." said Tangeman.

While the use of building automation systems isn't new or unusual, how Creighton University uses the system is a little more complex.

According to Ken Merchant, at Control Services Incorporated in Omaha, a company that specializes in technology-based facility automation, 80 percent of the energy conservation projects pay for themselves in a year or less and 95 percent pay for themselves in less than three years.

"The building automation system gives the energy technology folks a quick and efficient way to see that systems are running at their peak performance. However, George and his team at Creighton are really able to make use of the total functionality of the system by utilizing the back end even more than most customers do, providing them with even better energy savings" said Merchant.

According to Tangeman, he and his team are able to "tweak" the automation systems through the use of just about any computer on campus and are constantly experimenting with ways to save energy by making changes to minimum and maximum inputs and outputs. The system can schedule temperature setbacks during the night and temperatures can be scheduled and set for occupied and unoccupied spaces.

"By more closely managing the amount of conditioned air supplied to specific rooms we can control costs. In April of this year we were able to save more than \$140,000 in chilled water expenses alone," said Tangeman.

Working with the building maintenance engineers on a daily basis, physically recording building temperatures and by identifying hot and cold areas to reduce energy use and are also able to compare actual temperatures in a given room to what is shown on the energy management system back at the office.

The systems have a high rate of return on investment and pay for themselves fairly, quickly, especially in a residence life setting found on a college campus.



Did You Know?

Approximately 141 million Valentine's Day cards are exchanged annually, making Valentine's Day the second most popular card-sending holiday after Christmas.



Landscape News

Jessica Heller

You'd be hard pressed to find someone who will complain about the warm weather and lack of snow this winter, but look no further. As a Horticulturist, I am enjoying the unseasonal weather begrudgingly as I think about what this warm, dry weather is doing to our landscape plants. While it's true that most plants in our part of the world lose their leaves or even die back to the ground completely in winter, it is also true that the roots of these plants remain alive and well and benefit from the cooler temps and abundance of moisture that accompanies a typical winter. In fact, tree roots do a significant amount of growing in the late fall before the ground freezes.

The damage to plants comes from loss of moisture through leaves, stems and roots when winter weather is dry and is exacerbated when the dryness is accompanied by unseasonably warm temperatures. Evergreens, such as pines and yews, are extremely susceptible to winter drying as they continue to lose large amounts of moisture from their persisting leaves. The result is dieback of stems on deciduous trees and leaves then stems on evergreens. If warm, dry conditions persist too long, roots then begin to die as they lose moisture to the soil and the entire plant eventually dies.

So what do you do? Water! Start with your evergreens, which are most sensitive to winter drying. Deciduous trees should be next on your list, followed by herbaceous plants such as daylilies and turf grasses. New plantings are especially susceptible, so if you have any thing that has been planted in the last three years, give it a good soaking while the weather's warm and dry. You'll see on campus that we're doing the same



News from Planning and Design:

Fran Angerth

A quick look at a few of the current approved projects:

- Becker Hall dining room got new paint and wall paper and a new salad bar.
- BIC is receiving a new air compressor thanks to the efforts of Ed Grudle in supplying his labor to the parts that needed to be ordered.
- Sara's Place in Boyne is in progress to divide off the vending area, add new refrigerators, ice maker and furniture as well as some new carpet for a more student friendly environment.
- Boyne 222 remodel space to install SIMS lab equipment is fully completed with students using the new technology.
- The interior of the Child Development Center received a whole new paint scheme during semester break.
- Lab 614 in Criss Science is home to a Zebra fish multilinking tank system.
- Davis Square wireless augmentation was completed as part of the semester break projects.
- The Philosophy Department in Dowling Hall received new carpet and minimal painting during the break.
- Labaj building will be the host to a new Business Service Center starting January 16th.
- Law School room 124 - install new desks, power, new flooring and paint. The Fall Break work was completed. The carpet removal, cutting of the concrete for new conduits, installation of the new divider panels started December 16th. Project is scheduled to complete by January 27th which will include new fixed tables and seating.
- Morrison Soccer turf replacement started the middle of December and the plans call for it to be completed in time for the spring season in April.
- Rasmussen Center construction is underway as you see the foundation work in progress with the good weather.
- Skutt Student Center is in progress with the first four of seven sets of exterior doors being replaced.

"If you don't like something, change it, if you can't change it, change the way you think about it."

~ Mary Engelbreit



“Smoking areas in restaurants are like peeing areas in swimming pools.”
~Unknown

A new year brings New Year's resolutions. One of the top resolutions each year is to quit smoking. Besides all the health reasons on why you should quit, check out these other reasons for quitting for good!

1. **It's INCONVENIENT** - since 2008, Creighton has been a Tobacco Free campus. So that means, if you light up during the day, you have to go off campus.
2. **You are not being a good ROLE MODEL** - *“Children have never been very good at listening to their elders, but they have never failed to imitate them.”* ~ James Baldwin
Almost 1 in 5 teens smoke cigarettes. Children of parents that smoke are twice as likely to begin smoking too. If you have a young adult that uses tobacco send them the following link to receive SmokeFree Text Messages! This is a free mobile service for teens and young adults. Check it out at the following link: <http://smokefree.gov/smokefreetxt/>.
3. **It's EXPENSIVE!** - everyone knows that buying cigarettes takes a chunk from our budget. Check out this Savings Calculator to do a quick estimate of how much your habit is costing you: www.healthstatus.com/calculate.smc
(Scroll down to “Smoking Costs”)

If you or your spouse is thinking about quitting tobacco, Creighton University offers some great programs to help you give up the unhealthy habit once and for all!

Learn about all the Tobacco Cessation benefits that Creighton offers in this short Brainshark presentation. Click on the following link to view the presentation:
<http://www.brainshark.com/Creighton/vu?pi=zFgzDZKa6z33Hkz0>

Check out the Creighton Wellness website for a schedule of the upcoming Tobacco Cessation classes.:
<http://www.creighton.edu/health/wellness/programs/tobaccofreeyou/index.php>

If you're not able to join a class, never fear. Contact Tobacco Cessation Specialist, Shavonne, to determine if individual coaching might be right for you. Contact tobacco@creighton.edu or 402-280-5287.





Environmental Health & Safety

John Baxter

There are currently two new safety programs that are starting in Facilities Management. The first is an inspection by the Facilities Management Safety Committee of the shops at the Jelinek Building and all of the custodial closets and engineering rooms across the campus. The purpose is to locate hazards that can be corrected and to mark hazards that are not currently marked adequately. This would include trip hazards and low clearance areas. It is the committee's intention to have these inspections completed by the end of the month. The results of the inspections will be provided to our department for action or to assign to another shop to repair. A summary report will be provided to Lennis that documents the hazards that are found and the corrections that are needed.

The second program is an expansion of the Job Safety (formerly hazard) Analysis program. The shop foreman or other designated team members will be completing a Job Safety Analysis for each of the tasks that individual shops complete. They will be reviewing the actions needed to complete the task, determining the hazards for each action and how to mitigate the hazards. The completed Job Safety Analysis (JSA) will be placed in a book stored in each shop so that it can be reviewed by a staff member before they perform the task. This will allow the team member to insure they are prepared to safely perform each task. During the completion of the Job Safety Analysis you may be asked to help by describing the steps you take to complete a task. In addition, if you know of a hazardous task that does not have a Job Safety Analysis completed, please inform your supervisor or Environmental Health & Safety.



Monday, February 20

Presidents' Day dates back to our founding father and first President, George Washington. Washington was born on February 22, 1732. On his birthday in 1796, when Washington was in his last full year as president, the day became the holiday known as Washington's Birthday. However, Americans didn't observe this holiday until 1832, 100 years after his birth.

Abraham Lincoln was the next President to gain reverence similar to Washington. Born on February 12, 1809, Lincoln's birthday was first celebrated in 1865, the year after he was assassinated. Although his birthday was not honored as a federal holiday like Washington's, many states adopted it as a legal holiday.

In 1968, Congress passed legislation placing any federal holiday on a Monday, including Washington's birthday, to create a three-day weekend. In 1971, President Richard Nixon combined Washington's and Lincoln's birthdays into Presidents' Day. It would be celebrated on the third Monday in February, regardless of which day it fell on. Presidents' Day is now viewed as a holiday that pays tribute to both Washington and Lincoln, as well as all those who have served as president.

Service Awards

The Annual Service Award Luncheon was held on Tuesday, December 22. As part of this traditional celebration, 23 Facilities Management employees were recognized for reaching important service anniversaries. We express our congratulations to the following individuals and say thank you for your commitment and dedication to the success of Creighton.

25 years

Daryl Baker
George Tangeman

20 years

Dan Baker

15 years

Mary Comstock
Mark O'Doherty
Wayne Talbert

10 years

Carolyn Devers
María Jerrell

5 years

María Arevalo
Phillip Bailey
Robert Chatman
Robert Crawford
Oscar Delaney
Lindsay Frederickson
Keith Lloyd
Brian Nelson
Barbara Romero
Ruben Sanchez
Paul Starr
Dave Thomas
Fred White
Dave Whitmarsh



- **United HealthCare: 1 card, 1 number**

Beginning January 1, 2012, there will be one phone number to reach United HealthCare's Medical and Pharmacy customer service, call 800-842-5784. In addition, you can now lighten your wallet and get rid of last year's UHC card and Walgreens Prescription Drug card and begin using the new UHC card, mailed to your home address in late December. Temporary cards can be printed and additional cards can be ordered at www.myuhc.com. Don't forget to give the new card to your pharmacist!

Card Front: New RX Info



- **View benefit deductions**

Now is the time to compare your Benefits Confirmation Statement against the deductions shown on your pay slip. Biweekly paid employees will see the 2012 deductions on the January 6th paycheck, and monthly paid employees should review their February 1st paystub. To view your paystub, access **HR Self-Service**. Though every effort is made to ensure accuracy, no system is perfect and your review will ensure your net pay is correct in the coming year. If you don't have the hard copy of your benefits statement, you can always log on to portal.adp.com. In the upper right corner, click 'View Election Confirmation' to view a PDF of your Annual Enrollment elections. For questions call X 2709.

- **Watch for W-2's**

Employees will receive their 2011 W-2 Wage and Tax Statement forms no later than Tuesday, January 31. All employees will be mailed a paper copy to their homes and an additional electronic copy will be available on HR Self-Service. Once you've logged in, click 'Employee W-2' and you will be able to view the 2011 form, as well as forms from previous years of employment at Creighton. Contact Payroll with questions at X 2769.



Don't forget to utilize the **Creighton Patient Navigator** to assist patients and their families in coordinating care, health education & resources. To learn more view the flyer, call 402.449.5058 or email Monica.robinson@creighton.edu



2011 Holiday Spirit Project Update

Children's Square USA

Thank you for a successful Holiday Spirit Campaign!! We collected \$300.00 and with Lennis's match money of \$150.00 we were able to present Children's Square USA with **\$450.00!!**

Theresa Novak, Children's Square representative was **EXTREMELY GRATEFUL!** The money will go directly to the Emergency Shelter and will provide toys, supplies, books, etc. for the shelter.

Thanks again for your generosity to these children.



Welcome to the new employees that joined us in November, December and January ~

Custodial Services:

- **Christopher Ciriaco** served for 5 years in the Air Force and worked at Menards for 2 years before joining us as a custodian in the Residence Halls on November 30. His mom, Sandy Ciriaco, is a long time Creighton employee. Chris is single; currently working to complete an Associate Degree in Automotive Technology at Metro Community College; and enjoys cars, video games, mixed martial arts, and Smartphone's.
- **Michael Lindmier** is a new night shift custodian in Hixson Lied and started working at Creighton on December 5.
- **Barb McCluskey** started working as a Porter in the Harper Center on December 1. Barb has been married to Carpenter, Pat McCluskey, for 40 years and has 3 daughters and 10 grandchildren. Barb enjoys reading and watching good movies.
- **Ka Ne** is a new custodian working on the night crew in the Harper Center. Before joining Creighton on November 28, he worked in Worthington, MN in meat production. Ka Ne is married and has 1 son. In his spare time he enjoys watching the news.

Mechanical Engineering:

- **Nick Ferraguti** is a licensed Plumber and joined us as a Maintenance Engineer on December 12.
- **Nick Moore** joined us on November 28 as a Maintenance Engineer in Kenefick and Heider. Nick previously worked at Millard Electric for 4 years and will be testing soon to become a licensed Journeyman Electrician. He also is an NBFAA certified technician on alarms, access controls, and CCTV systems. Nick is married and has 4 children (3 boys; 1 girl). His stays very busy with his children's activities of baseball, softball, cross-country, wrestling, and dance.

Upcoming University Holiday



Good Friday
Friday, April 6, 2012



Martin Luther King, Jr. Celebration
Creighton University
JANUARY 16-20, 2012

“Everyone Counts” is the theme of a weeklong series of events which will be held at Creighton University Jan. 16-20 to celebrate the life of the Rev. Martin Luther King Jr. Celebration highlights include: an award presentation and remarks by Creighton president, Timothy R. Lannon, S.J.; a unity prayer luncheon with keynote speaker Joseph A. Brown, S.J., Ph.D., professor and director of Black American Studies, Southern Illinois University; a film presentation “Bringing King to China;” and a noon concert on Friday, Jan. 20. These events take place on campus and are free and open to the public.



DAYLIGHT SAVING TIME

March 11 is the start of Daylight Saving Time.

Don't forget to turn your clocks AHEAD 1 hour.



Top 10 New Year's Resolutions for 2012

With the coming of a fresh year people always strive hard to have a good beginning. Every year most of us make unique and new resolutions. We plan it well and stay determined to fulfill those resolutions. But somehow only a few have the relentlessness to keep up their resolutions. If you haven't made your list of resolutions yet, here are the **top 10 New Year's resolutions for 2012** to see if they can be applied to your life.

1. Lose Weight - This is probably one of the resolutions which are common to many people who always dream of having a beautiful and lean body. Was this one of your resolutions from past year? If so, be encouraged this year to follow it until you see positive results. Make a plan of what you will give up (late night snacks, that extra meal) in exchange for a lean body. You only have to make this shift once in your lifetime to get lasting results.

2. Getting Organized - Punctuality and organization is very crucial in a man's life. People should always organize things accordingly and never delay any work what so ever. Work planning is very important both in office and also in home. The 2012 resolution must also include being organized and well planned. This will not only help in becoming a disciplined person but can also help in earning appreciation. In life problems are inevitable but handling these problems in planned and organized way is the main thing. Therefore a person's resolution must include being disciplined. Simple things such as making a daily goal list before you start the day can go a long way.

3. Spend Less, Save More - How did you do financially in 2010? Many people spend money on unnecessary things without any justification. Money is an important thing in life and should be spent very carefully no matter how rich a person may be. Here's a simple rule for you to follow in 2012. Before you buy something, always spend some time justifying the reason. You should spend the same amount of time it took you to earn that money on reasoning before you buy. If you do this, you will be able to cut most of the impulse purchases and you will be drawn to a better deal elsewhere.

4. Enjoy life to the Fullest - Life comes once and should be enjoyed as much as possible in the right way. Staying alone and isolated, and staying morose does not help. It is an individual's duty to motivate oneself more and more so that they can reach the goal that they intend for. As the years are passing by, you are moving closer to the end of life. This should be seen as a positive aspect in life, because it encourages you to enjoy what you have in your life right now. Therefore make a resolution to find a reason everyday to enjoy life, enjoy everything that you do and enjoy every little moment in life, and then the life becomes worth living.

5. Staying Fit and Healthy - There are many people who lead a much undisciplined life and do not take care of their health. Staying physically and mentally fit should be another important resolution which can change your life positively and effectively. Regular exercise for half an hour everyday can help a lot in keeping mental peace.

6. Learn Something Exciting - Time waits for none and it should never be wasted. There are so many things that a person might engage himself or herself into apart from what they do. Where do you waste most of your time everyday? Do you spend idle time during waiting for the bus or train? Carry a book or an audio book on your career or profession every time you travel. Can you cut down on the time you spend watching TV, and

learn a new skill? You're never too young or old to learn a new skill. Therefore, make a resolution to upgrade your skills.

7. Quit Smoking - Smoking is injurious to health and it is known to all. Many people cannot give up smoking even after trying a lot. If you're still addicted, your 2011 resolution should be to quit smoking. It will not only help you, but it will help everyone else whom you see everyday.

8. Helping Others in Their Dreams - Everybody thinks about oneself but there are few people who care for others. A great resolution is to help others. It always feels very nice to know that our actions can make other people smile and this is something to be proud about. You don't need to be rich to help others. You can help others in 2011 with your time and skills. The more you help others, later you will also receive favors from other people because of the law of reciprocity.

9. Fall in Love - Love is a wonderful feeling, a feeling that comes from within. Are you in a relationship and is it the time to get engaged?, or is it the time to find someone in your life to share your experiences with? It's never too late to fall in love.

10. Spend More Time with Family - Your **2012 resolutions** should include loving family members. Every family member is dependent on each other and so spending time with family is very essential. An individual stays with its family for most of the time and should devote as much time as possible. Something that most successful businessmen and women regret is not spending enough time with their families when they could've. Spending time with the family gives a person a chance to know each other, share feelings with each other, share joy and sorrow. This is indeed an important resolution that will give you fulfillment in life.

These were some of the **top 10 chosen resolution for year 2012**. Some of them may be applicable for your and some may not. However, 2012 is a new beginning in your life. Create your own list of resolutions and make a quantum leap in your life this new year!



Safety Committee

Bryan Burton - Chairman

Over the next month, inspections will take place of all shops, custodial closets, and mechanical rooms around campus. During the inspections, we will be looking for MSDS books, first aid kits, signage, general cleanliness, and ensuring OSHA guidelines are being met.

Any question concerning these inspections can be directed to Bryan Burton at 510-1956.



The history of Valentine's Day — and its patron saint — is shrouded in mystery. But we do know that February has long been a month of romance. St. Valentine's Day, as we know it today, contains vestiges of both Christian and ancient Roman tradition. So, who was Saint Valentine and how did he become associated with this ancient rite? Today, the Catholic Church recognizes at least three different saints named Valentine or Valentinus, all of whom were martyred.

One legend contends that Valentine was a priest who served during the third century in Rome. When Emperor Claudius II decided that single men made better soldiers than those with wives and families, he outlawed marriage for young men — his crop of potential soldiers. Valentine, realizing the injustice of the decree, defied Claudius and continued to perform marriages for young lovers in secret. When Valentine's actions were discovered, Claudius ordered that he be put to death.

Other stories suggest that Valentine may have been killed for attempting to help Christians escape harsh Roman prisons where they were often beaten and tortured.

According to one legend, Valentine actually sent the first "valentine" greeting himself. While in prison, it is believed that Valentine fell in love with a young girl — who may have been his jailor's daughter — who visited him during his confinement. Before his death, it is alleged that he wrote her a letter, which he signed "From your Valentine," an expression that is still in use today. Although the truth behind the Valentine legends is murky, the stories certainly emphasize his appeal as a sympathetic, heroic, and, most importantly, romantic figure. It's no surprise that by the Middle Ages, Valentine was one of the most popular saints in England and France.

Approximately 85 percent of all valentines are purchased by women. In addition to the United States, Valentine's Day is celebrated in Canada, Mexico, the United Kingdom, France, and Australia.