



Thank you for the good work you accomplish to get another school year started. Lou tells me it was possibly the best start up in the recent years. Given the record size of the freshman class; the number of summer camps and conferences; and the seemingly increased number of early arrivals it is increasingly more important to have complete planning and communication among all of us so we don't cause work for each other and we don't get in each others way.

Please be aware of the precautions against H1-N1 virus. It seems it will only be time before the virus infects some of us since it is now present in Omaha. The precautions have been shared through numerous communications earlier. It is important that you take care of yourself because you are needed by your family and you are needed at work. Being available at work to help with cleaning and sanitation may be the most important part of keeping the virus at a low level of incidence at Creighton. Each of us should be ready to work outside our normal job description to help minimize the impact of the flu on campus.

Looking forward, there are some changes on the way.

1. There is an initiative started to bring a program of electronic recording of time and attendance to campus. The program could be rolled out as early as next summer. Basically employees would accomplish some action with a telephone or a computer or a swipe card to log in and out of work each day. The details are still very preliminary because the provider has not been selected. When the program is in place, there will be adjustments in the way we do time sheets since the "bubble" form will go away. Jill Dickey is involved with the selection of the program and will be leading us when the program is brought on line.
2. Maria Jerrell has submitted our requests for more funds to accomplish the work we do. The request ranged from buying a dump truck to haul snow to a replacement for Facility Focus to additional funding for utilities prompted by the additional demand for utilities by the Computer Center in the Old Gym and the recently remodeled Animal Research Facility. In all there were about 10 to 15 items requested. We have been cautioned to not expect any adjustment this year because of the overall tight budgeting process the University is experiencing. Hence, the reason to develop innovative and efficient ways to provide the services expected from Facilities Management.

Some good work already in place

- Lorenzo and Jack are engaged in building checks to shut off lights and close windows.
  - Paul, Chuck, Dave and Jake are doing a lot with new efficient light bulbs to replace the inefficient bulbs without reducing the overall light level.
  - Pat Mc and Ed are testing building operation systems to increase efficiency of the heating and cooling systems. To aid their effort, the Building Engineers are doing daily temperature checks to list hot and cold areas that could be looked at to be more efficient.
  - The Innovative Team is meeting regularly to identify work practices areas that can be changed to improve service delivery and efficiency.
  - More communication is being documented with electronic media like e-mail rather than sending written communication through the mail
  - The shift from big vehicles to the more convenient and efficient golf carts has helped save money.
3. Sustainability will always be in our operational plan. Energy conservation and single stream recycling are platforms we have incorporated into the way we do business already. We should get ready for more. There is a study by DoIT that may result in reducing the number of printers and copiers on campus. Mary Duda is leading a team in the division to look at sustainability initiatives that can help add "green" to the work methods.
  4. Alternative fuels and alternative energy will be a part of our lives. Electric golf carts are just a part of what is coming. Expect to see solar panels and wind turbines on campus. There is also a groundwork being explored with MUD to install compressed natural gas conversion kits on some of our trucks.
  5. Maria Jerrell is part of a Division task force that is developing satisfaction surveys. These will become good tools for us because we will be given input on how we can improve our service delivery.

Facilities Management will be celebrating Christmas and the holiday season, Ray Madej is responsible for not having snow between Christmas and New Years so we can all relax and enjoy the season. Dave McAtee is leading the team to install seasonal lighting and decorations. Judd Allen is putting together a Dec 18 potluck lunch with more details to be forthcoming. Jill Dickey is organizing the annual charity opportunity for each of us to share what we have with people less fortunate.

As always, I plea with you to work safely. We are all trying to get a lot of work done so we can deliver quality service. It is not always easy to work with the impediments that come along with being safe. Eye and hearing protection, seat belts and other PPE are sometimes uncomfortable but will make the quality of your life later on be much more pleasant. Why do something that can cause you to experience blindness or hearing loss when protection is available. John Baxter, Ken Juhl and Justin Burgett are assigned the task of bring the basic training back to us. The work Justin is developing for the EH&S website is a very good tool for training. John has refreshed the job hazard analysis that clearly lists the PPE for specific tasks.

Thanks again for all you are doing. Your work is noticed and is important to the operation of the campus.  
Lennis

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## Innovative Team

We are always looking for new ideas.

If you have any ideas that you would like to suggest you can contact any Innovative Team member:

- Justin Burgett
- Tom Holmer
- Kevin Dague
- Beth Sylvester
- April Gladfelter
- Mary Duda
- Dave Feder
- Dennis Graskowiak
- Jessica Heller
- Mariah Starling

### *The Meaning of Clutter:*

*If you're struggling to eliminate clutter, perhaps it's not your organizational system that's the problem, but the stuff itself. Psychologists estimate that as many as 1.5 million Americans have "hoarding" tendencies that cause them to hold onto unnecessary items for emotional reasons.*

*TopPerformance, May 2008*



# WELCOME

To our new employees that joined us in August, September, and October.

## Front Office:

**Cindy Baumbach** is the new “voice” at the front desk. Cindy is married and has 3 children: Bret (18) a freshman at Stanford University; Betsy (16) is a sophomore at Lewis Central High School; and Bridget (11) a 5<sup>th</sup> grader at Lewis Central. Before joining us on August 31, she worked 3½ years for the American Red Cross. She likes to watch the sports her children participate in: wrestling, volleyball, and softball.

## Custodial Services:

**Palmer Anderson** worked in the Student Center for 5 years before joining the Facilities Team in August. He is currently working as a custodian in the Ryan Center.

**Ryan Globe** is another new custodian in the Ryan Center. He joined Facilities Management in August. He is the grandson of long time Maintenance Engineer, Keith Card.

**Veronica Solis** works as a custodian in Swanson Hall. She is married and has a 9 years old daughter, Paola. She worked at ConAgra before starting at Creighton on August 4. She enjoys playing basketball, listening to music, and playing with her daughter.

**Judith Timko** is the new Lead Custodian in Kiewit/Gallagher and joined us on August 19. She is married and has 3 children; John, Jessie, and Dana and 5 grandchildren: Julia and Shara (18); Joseph (3); Jolite (3) and Brandon (7 months). Before coming to Creighton Judy worked at Westside; Prairie Land Grade School; and Lady of Lourdes. She loves reading and doing things with her grandkids.



## **CREIGHTON TOPS U.S. NEWS AND WORLD REPORT RANKINGS AGAIN**

For the seventh year in a row, Creighton is the **No. 1 Midwest master’s** university in *U.S. News and World Report’s* “America’s Best Colleges.” Especially notable in the 2010 edition is acknowledgment by the broader community for our academic excellence, speaking volumes on the quality of our faculty. Creighton was also No. 1 in the Midwest region as a **“best value”** university for giving the best return on tuition investment and a top **“school to watch”** for our innovation and focus on the future and continued improvement. Creighton was also acknowledged in the 2010 *Princeton Review* as one of the nation’s 371 best colleges and universities.

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## Congratulations to Peter Maas on his promotion to Manager, Campus Services



Before moving to Omaha in 2008, Pete worked for 24 years as the Lead Stores Clerk at the University of Minnesota, where he was responsible for over 43,000 parts and did receiving, shipping, filing orders, and delivering. Pete has worked at Creighton as a Mover/Delivery Worker in Central Receiving since February 2008. He started his new position as Manager of Campus Services on October 12.

# Landscape News from Jessica Heller:

## Putting the Beds to Bed



You've probably noticed the landscape plants on campus vanishing from their beds in the last few weeks. The reasons for cutting landscape plants back in the fall are many. Foliage is easier to remove before it has been crushed beneath the snow and begun to decompose during the winter. Leaves that fall from your (or your neighbor's) trees are easier to clean up when other plants in the landscape have been cut back. Most importantly, many plant pathogens overwinter on the foliage of infested plants, so removing and disposing of debris in the fall can be crucial for control of insect and disease problems.

Ideally, plants should be left until they start to die back for the season, as this is a sign that the plant has finished moving the carbohydrates produced in its leaves down to its roots where they will be stored and used to fuel the next season's growth. This dormancy or "dying back" takes place once the weather consistently cools and the soil temperature drops, usually in November. Cutting plants back too soon removes these essential carbohydrates before they can be moved to the roots. Removing the foliage too early may also prompt plants to put on new growth using energy that would otherwise fuel the next season's growth. On woodier plants such as roses this results in tender new growth that is more susceptible to damage from the cold.

Of course, there are also reasons to leave plants in the landscape until spring. Ornamental grasses, as well as many perennials, can have impressive fall foliage color and add texture, structure, movement, and sound to the landscape through the winter. Also, plants that are marginally hardy such as lavender actually benefit from the protection of their own foliage during cold weather. Such protection also buffers fluctuating temperatures that are common in our area in late winter and early spring. Believe it or not there are even some perennials, like many species of dianthus, which are semi-evergreen in our climate. So...you can either put your beds to bed, or let them drift to sleep on their own.



## Help Keep Creighton's Campus Tobacco Free

As of July 1, 2008, Creighton University has been a tobacco free campus and the University has taken a leadership role on this major health issue. Creighton has continued to offer education, support programs and resources to help the community to achieve this goal. In fact, the University subsidizes the cost for employees to attend tobacco-cessation classes. Everyone is asked to do their part to remind their colleagues, friends and visitors that Creighton is a tobacco free campus.

The fall days are getting shorter and the darkness comes earlier. The fields have yielded their harvest, fall break has come and gone, and the campus has been winterized. I realize I will not see my favorite begonia beds until May. (Be still, my heart!) You should find some of the bountiful items of interest. They will equip you to better tell the Creighton story in the broader community.

■ **Budget**

Although operating results for 2009-10 are expected to be improved over 2008-09, the University will still experience an operating deficit. The solid enrollment numbers for this fall are certainly a big positive; however, the favorable effects of the enrollment on our budgeted revenues were more than offset by higher spending on financial aid. This is a direct reflection of the challenges posed by the current economic conditions on our students and their families. The School of Medicine, which is a significant component of the overall budget, is showing continued improvement from the prior two years of difficulties related to the competitive local health care environment. While much work remains, progress is being made.

The planning process for the 2010-11 budget is under way and early indications point to another challenging year. The financial aid budget will need to be enhanced to reflect the 2009-10 profile. Also high on the priority list for 2010-11 is the creation of a salary merit pool. The general consensus on the economy seems to be for a long, slow recovery with an extended period of historically high unemployment. This translates to continued challenges for us to remain affordable to current and prospective students. It is imperative that we operate as efficiently as possible to ensure we can continue to deliver a high-quality education at an affordable price. I am grateful for your commitment to these efforts and request your continued assistance in identifying ways we can be more efficient with our resources.

■ **Benefits Enrollment for 2010**

Thank you for the strong attendance at this year's Benefit Fairs. The University contributes significant dollars to your benefits, so your attention and commitment to understanding your options is sincerely appreciated. As the end of the benefits enrollment season nears, we are blessed to have flat health insurance premiums for 2010. I encourage you to take time to review the confirmation statement that will be mailed to your home the week of Nov. 2. Your attention in reading this final statement will ensure the accuracy of the benefits you and your family have in place for the coming year.

■ **Construction**

There is light at the end of the tunnel, so to speak – the city's sewer separation project on Cuming Street is nearing completion. This latest phase of the project has shut down Cuming between 24th and 27th Streets and created significant traffic congestion on campus during peak travel times. The pipe is in the ground and paving has begun. With some cooperation from the weather, the work should be completed by Thanksgiving. The end is near!

The state's project to reconstruct the I-480 and U.S. 75 (North Freeway) interchange adjacent to campus is back in action. The work was restarted in September and includes replacement of bridges over Burt, Cuming and 24th Streets. Also coming in November will be the removal of the unused bridges over 30th Street. There will be various barricades, lane closures and periodic street closures to facilitate the interchange work. Facilities Management will continue to provide detailed updates as the work progresses.

■ **New Home for Creighton Baseball**

Creighton and the Metropolitan Entertainment & Convention Authority (MECA) have reached an agreement for the Creighton Bluejay baseball team to play its home games at TD AMERITRADE Park Omaha. The MECA board approved a 10-year lease agreement with Creighton at its Oct. 27 board meeting.

Under the lease agreement, Creighton will play some home games in 2011 and all of its home games in 2012 at TD AMERITRADE Park Omaha. This includes Missouri Valley Conference games and annual games against in-state rival Nebraska. Creighton games will be part of the TD AMERITRADE Park Omaha suite and club seat packages. More details to follow.

I think it is very important that the Creighton community—all of you—are kept updated on these important happenings that have an impact on the quality of our life on and off the Creighton campus. Stay tuned for the Thanksgiving Special, due out next month. You remain in my thoughts and prayers.

# Human Resources Update

## ***Employee Access to HR Data***

Online access to data like compensation, contact information, vacation and sick leave balances and other information through *easy-to-use, convenient systems* is important to employees. Human Resources, in collaboration with other departments, has been working toward achieving this goal as part of input received through workforce surveys like "Best Places to Work". These efforts also support the sustainability of the University by eliminating paper. Significant milestones reached thus far include:

**Employee Self Service** - In addition to viewing your pay slip online, you can now update address and phone data by accessing self service at <http://www2.creighton.edu/hr/selfservice/index.php>. Other enhancements coming later this fall include elimination of paper pay slips and managing your banking details (direct deposit information).

**Total Compensation Statements** - Creighton University values its employees by providing competitive compensation and benefits packages. Benefit eligible employees now have access to online individualized Total Compensation Statements. Bi-annually, you will be able to view this comprehensive compensation statement which includes your benefits as well as support given by the University.

**Tuition Remission** - Applications need to be completed online. The application for Winter term is available now on the [Tuition Remission](#) page.

## New Job Posting and Transfer Policy

Creighton's philosophy is to provide our employees growth and development opportunities so the University can retain valuable talent.

The introduction of a Job Posting and Transfer Process Policy (2.2.25) solidifies the informal procedure that has been in place for many years. Feedback from the Best Places to Work survey identified that employees want to have clear information on how to pursue internal transfer and promotion opportunities.

Some features of the new policy include:

- Job openings will be posted for five (5) days on the Creighton Human Resources Career website at <https://careers.creighton.edu>
- Employees are encouraged to evaluate his/her own career interests and become actively involved in development opportunities.
- The employee's supervisor/releasing manager should encourage an employee to discover and recognize his/her career goals by pursuing internal job opportunities.

The Human Resources Department is available to discuss questions regarding the new policy and providing assistance to employees with the application process.



## Creighton Named 'Best Neighbor' University by National Ranking

Creighton University has again been recognized nationally as a "best neighbor" for its community impact. Creighton ranked in the top 10 at No. 6. The top 25 listing, compiled by a national higher education expert, recognizes the positive effects these institutions have on their urban communities through commercial and residential activities such as revitalization, cultural renewal, economics, community service and development.

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## Energy Management:

George Tangeman

The project at the Old Gym was undertaken to upgrade the lighting in both the east and west gyms to become more energy efficient. The project removed 50 EYE 1,000 watt fixtures and installed 56 new 2'X4' high bay fluorescent fixtures with six T-5 HO bulbs in each fixture. Another addition were zone occupancy sensors which ensures the lights are off when the space is not be utilized. The old fixtures were estimated to cost \$23,652 dollars per year to run. The new fixtures are estimated to cost \$3,942 dollars per year to run, which will result in an annual estimated cost savings of \$19,712. The return on investment is less than 8 months. The old lights provided approximately ½ of what the new lights do now at the floor level. The project was partially under written by OPPD and the University received a rebate of \$1,250 for completing this energy saving project.

The change from cooling to heating is occurring across campus. Unfortunately a number of windows are being left open resulting in energy waste. Report any open windows to Facilities.

The temperature checks that are being conducted regularly are important and here is why. With the increase in the price the University pays for utilities the checks discover if the buildings or even spaces are off by one or two degrees above set point of 67°. It is hard to imagine but this will add about 4% to the University utility bill. With the cooler temperature there has been a huge increase in electrical usage. A major portion of this increase comes from portable electric heaters. Remember portable electric heaters are dangerous and are the cause of most winter fires. The heaters should never be left unattended not even for a few minutes, turn them off.

The Controls office is testing new ways to conserve energy by cycling air handlers off at night and changing set back schedules. With the many repairs to the HVAC systems over the past summer there have been some positive results but there is still a long way to go. It will take all of our efforts to make this all work.



## **News from Planning and Design**

**Fran Angeroth**

The University completed the process to select an architect to design a new sophomore residence hall. Sinclair Hille out of Lincoln will be the architect of record. The kick off design meeting is scheduled late in October.

Burt Street Cooling Tower Phase II: The \$389,280 approved project is the second phase of the work on the tower. This phase which will enhance the performance and the reliability of the tower is being scheduled in late October, 2009.

The repair of the 6" condensate main on Burt Street has been approved for repair and the materials are on order.

Alvine Engineering is working with Mac and Lennis to develop a high voltage master plan for the entire campus.

Criss Room 584M, an existing mechanical space, has been divided to provide office space for Pharmacology for eight post doctoral students. Project is nearing completion.

The project in Criss room 510 was approved in July to add additional cooling for the Pathology equipment occupying the space. The project is in the final stages of completing the punch list.

There are a number of other projects at this time in preliminary discussions, design and estimating, pending approval or scheduled for work at a later date:

- Potential sculpture art faculty studio space in 2020 Cuming.
- Relocation of Visual art faculty studios from Kay Dee West to the County Bldg on Burt Street. The artists will be joined by graphic artist faculty that currently do not have a studio.
- BIC – redesign of main floor service desk
- Upgrading the campus security camera system to modern technology.
- Brandeis Hall – transformer replacement
- Cardiac Care Center – boiler replacement
- Heider Hall – redesign lobby.
- Kenefick Hall – creating a DoIT closet and installing wireless access points throughout the building.
- Kiewit Hall – room 431 remodel into two bedroom apartment
- McGloin Hall – adding additional wireless access points.
- McGloin and Swanson Hall – mass notification system
- Pricing generators for the Florence and Twin Creek Clinics as part of disaster plan

Sophomore housing project: Sinclair Hille has been selected as the architect for the new residence hall. Between now and the end of the year they will be surveying students and convening focus groups to learn what students may want as amenities in the new facility. The design will focus on the site in the parking lot north of McGloin Hall. While the size and shape isn't known yet, it is known that the structure will incorporate the design standards used in architecture the past 5 or 6 years and will also blend with the architecture of McGloin and Creighton Hall. It is planned that the new facility with its 250 to 400 beds will open in Aug 2012.

Alternative Energy: The University has been awarded a grant from the Department of Energy to help fund the installation of an array of solar collectors and wind turbines. Upon confirmation of the award, the project which is being accomplished in collaboration with OPPD will probably include installation of photovoltaic film on the roof of the Kiewit Fitness Center; a series of photovoltaic panels south of Morrison Stadium, a tracker photovoltaic panel south of the Lied Education Center and four wind turbines on the lawn south of the Lied Education Center. OPPD is providing the matching funds for the grant and will use the site as an education tool for its clients to encourage more alternative energy projects. With OPPD as a partner, the objective is to prominently display these systems to enhance the awareness of sustainability initiatives possible in the region. The departments of Physics and Atmospheric Science are actively engaged in the project to develop research opportunities for the students. The installed system will be very important in support of the anticipated award of a second grant for development of academic programs centered around alternative energy generation. DoIT is helping with the web cameras that will provide a way of monitoring the construction and the site conditions when the systems are put to use. The electricity generated will be used to offset other sources of generated electricity consumed by the campus. DoIT is working on dashboard reporting of the efficiency of the panels to be noted at OPD and at several points on campus using digital signage as well as being available on the OPPD website. The project is expected to be operational in mid 2010 pending confirmation of the award.

On a staff note we are grateful for Dan's successful heart procedure and speedy return to work.

# Payroll goes Green

## Payroll goes Green

As announced earlier this month a major goal will soon be reached when the University no longer issues **paper** pay stubs. The Controller's Office, DoIT and Human Resources have been working together to deliver web-based employee self service tools during this past year. This next milestone, paperless pay slips, will be effective November 13th for biweekly paid employees and December 1st for monthly paid employees.

Creighton's Employee Self Service site provides every employee with easy, instant, 24/7, secure access online to important information. In addition to viewing your pay slip online, you can also update address and phone data and view past years W-2's. Know how to access this important information now. Log on at <http://www.creighton.edu/hr/selfservice/index.php> to see how easy and accessible this information is.

**Remember, employee pay stubs will only be available online beginning November 13th for biweekly paid employees and December 1st for monthly paid employees.**

Please visit this soon and log on—

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Winter Weather

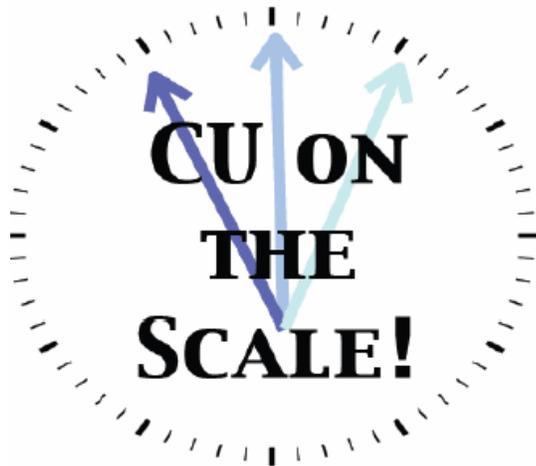
As winter approaches here in the mid-west, we need to be prepared **for snow and ice.**

During severe weather employees are advised to listen to newscasts on the mornings when severe weather conditions may force the closing or delayed opening of the University. You may also call the University Weather Hotline (402) 280-5800. The recording will indicate whether the University is operating under normal conditions, closed, a delayed start or curtailment of operations. If the decision is made to close, delay opening or curtail operations, charge the hours not worked to "excused time" on your timesheet.

In the event the University does not close, employees who may be concerned about safety in traveling to and from work may use their own judgment to stay home or leave work early (after consulting with your supervisor of course). However, you will be expected to charge the time off to vacation or leave without pay. **Sick time MAY NOT be used for this purpose.**

*Note: Please remember that if you have been identified as "Emergency Personnel", it is absolutely necessary you report for your normal shift schedule*

Creighton University Department of Exercise Science  
Human Performance Laboratory



**WEIGHT LOSS CHALLENGE**



Back by Popular  
Demand:  
CU on the Scale!



**Important Dates:**

Initial Weigh in: November 6th

\* Weigh-in #2: December 11th

\* Weigh-in #3: January 22nd

Final Weigh-in: February 26th

\*optional weigh-in



**Initial and final Weigh-In  
Locations:**

- EXS Laboratory KFC 150  
8:00-3:00
- Harper Room 3053  
8:00-9:00, 11:00-1:00
- CUMC -Morrison Room  
11:00-1:00

Questions? Please call (or email)

Geri Moore at 280-2494

Jen Yee at 280-2947 or

Sarah Egan at 280-2977



# Creighton University Medical Center partnership agreement with Tenet Healthcare

I am pleased to share with you that we have renewed our Creighton University Medical Center partnership agreement with Tenet Healthcare. Vice President Frey, Dean Zetterman and I met with our medical school faculty and the deans of our other health sciences schools to share this positive development and answer questions.

The new agreement offers the University stability while preserving maximum flexibility in light of current economic conditions, the competitive local marketplace and pending health care reform. Our new, more collaborative, affiliation agreement is for two years with provision for a rolling renewal. The agreement will automatically renew for subsequent two-year periods unless material changes are requested by one of the parties.

The agreement, which extends the partnership begun in 1995, contains several progressive enhancements and is the right thing to do for today's health care climate. The enhancements will better position Creighton University Medical Center and make it more competitive in the Omaha health care market. They will strengthen our educational mission and our ability to continue to provide comprehensive, quality patient care while maintaining our commitment to the underserved.

Some of the enhancements include expanding primary care networks, opening the hospital staff to private practice physicians, enhancing faculty recruitment, and increasing capital investments in the hospital. Both Creighton and Tenet will contribute to these capital improvements. Creighton will fund its share of the new capital expenditures with philanthropic support.

This new agreement will result in positive changes for the School of Medicine, Creighton Medical Associates, the hospital and all our health sciences schools, but it will also affect the entire University. Creighton has a reputation for collaboration among our nine schools and colleges and various academic disciplines. We are all connected and this new agreement is a win-win for Creighton University.

John P. Schlegel, S.J.

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## Healthy Luncheon Sponsored by the Creighton Wellness Committee

Thursday, November 5, 2009  
12:00 pm - 1:00 pm  
Skutt Student Center, Room 105

- ❖ Topic: "Managing Emotional & Financial Stress of Today's Economy"
- ❖ Speaker: David J. Carter, from the Employee Assistance Program

A light lunch will be served on a first come first served basis.



**Remember .....**

**Veterans Day**

**Wednesday, November 11**

- ❖ It began as Armistice Day, noting the end of the First World War, November 11, 1918.
  - ❖ In the 1950s, it was expanded to become a day to honor all U. S. veterans.
  - ❖ This country has been honored by the service of many, many men and women over the years, serving in the uniforms of our country.
  - ❖ We should honor them, remembering all those that served, especially those that gave their lives in that service.
  - ❖ As citizens, we should honor and thank those that are wearing that uniform today.
  - ❖ Especially remember Dustin Vice (Grounds Crew) and Chris Casey (Planning/Design) who are currently serving in our Military.
- 



*Jessica Heller (Grounds Crew) and her husband Jason welcomed Anabelle Marie into their family on September 3. Anabelle weighed 9lbs - 2 oz and was 21 $\frac{3}{4}$  inches long. Anabelle also has a big brother, Will.*



### **Gratitude at work:**

During this time of Thanksgiving, take a few minutes to feel grateful on the job. Try at least one of these “thank you” tips at work:

**Acknowledge others.** Say “thank-you” to a co-worker, your boss, a teammate or a customer for everything they’ve done for you this year.

**Give positive feedback.** It’s easy to criticize. Today, make a point of praising someone. Even better, tell that person’s supervisor as well.

**Appreciate yourself.** Think back on the past year and everything you accomplished. Appreciate how you grew, what you learned, how you handled mistakes, and what goals you reached. Celebrate your success.

**Watch your language.** Notice how often you use negative words such as “wrong”, “mistake”, “fault”, or “problem”. Try to use positive words whenever you can such as “fix”, “solution”, “right” or “good job”.

**Write it down.** At the end of the day, take a few minutes to write down what went right today. What are you thankful for? What positive feelings did your job give you today?

If you spend more time at work than almost anywhere else, make it rewarding – celebrate the positive parts of your job.

# Environmental Health & Safety

By: John Baxter

## **H1N1**

The H1N1 flu has become a very serious issue here in Omaha. While this flu is not more serious than the seasonal flu it is spreading very fast. Currently the CDC is no longer testing for H1N1 specifically because they assume H1N1 is the most prevalent form of the flu this season. They currently test patients for Influenza type A and if the test comes back positive, they assume it is H1N1 and send people home until they have been symptom free for 24 hours. So what does this mean to Creighton employees? First we have to be diligent about following the CDC's recommendations on prevention: Wash your hands frequently or use the waterless hand sanitizers cough into your sleeves and avoid touching your face including your eye, nose and mouth with your hands.

If you are suffering from flu like symptoms such as high fever, aches and pains and coughing see your doctor as soon as possible. Stay home until you have been symptom free for 24 hours. Please notify your supervisor when you call in if you think you have H1N1 so they can be aware of the situation.

## **OTHER HAPPENS IN THE DEPARTMENT:**

- ◆ Curt and Continental Sprinkler are completing the testing of the sprinkler systems on campus. This process has been expanded this year to include removing a piece of pipe to check for corrosion and excessive deposits as required by new state regulations.
- ◆ Justin continues to train new employees and has taken the lead in developing additional safety training that is needed in Facilities Management. He has just finished renewing his asbestos Management Planner training update with John in Lincoln.
- ◆ Mary is currently very involved with the process to install both solar panels and wind generators here on campus. The windmills will probably be installed along Cass Street near the Lied center and the solar panels will be installed in the parking lot south of the soccer complex.
- ◆ The department also just had the second mock residence hall fire. This educational experience for the students included the fire department in a demonstration of how fast a fire spreads in a room. Donated items were placed in a small room that included furniture, cardboard pizza boxes, books, paper and clothing. The fire was allowed to burn for seven minutes to show students the damage that can happen in the short time it takes for the fire department to arrive at a residence hall fire.
- ◆ As a reminder if you have any safety issues you see or know about please call one of the four members in the department or stop by and talk to us.



## Prevention remains a key word when it comes to the H1N1 virus.

Here are a few things the Centers for Disease Control (CDC) and the University Crisis Committee wants you to remember the following effective strategies:

- **Eating right and getting enough rest** are important prevention actions everyone in our community can take.
  - **Wash your hands often with soap and water**, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective. **Cover your mouth and nose with a tissue when coughing or sneezing.**
  - **Be prepared in case you get sick and need to stay home** for a week or so; a **thermometer**, a supply of over-the-counter medicines, alcohol-based hand rubs, tissues and other related items might could be useful to have on hand and help avoid the need to make trips out in public while you are sick and contagious.
- 



## Energy Saving Ideas for your Office

1. **Avoid using personal space heaters.** Such heating units use a lot of energy, cause breakers to trip, and are dangerous when left unattended. **One space heater can consume the same amount of power that it would take to run fifty-six 4-foot fluorescent lamps!**  
The average space heater consumes about 93% of the load a 20-amp circuit breaker can handle. Combined with the use of another appliance (such as a personal computer), a space heater can cause the circuit breaker to trip. If not properly safeguarded, such sudden power outages can damage electronic equipment and cause data loss.
2. Turn off lights when leaving offices, classrooms and conference rooms, where safe and practical.
3. Enable the **sleep settings** on your computer monitor. Screen savers do not save energy but sleep settings do.
4. Turn off PCs, monitors, printers, copiers, coffee pots, and lights every night and on weekends. If you can't turn off the whole computer, turn off the monitor and the printer.
5. If appropriate, use ink-jet printers – they consume 95% less energy than laser printers. Similarly, **laptops use 90% less energy than desktop computers.**
6. When purchasing PCs, monitors, printers, fax machines and copiers, look for **Energy Star** models.
7. Wear comfortable business attire and wear layers to be comfortable at various temperatures and to avoid resetting thermostats.



For the sixth semester since 2006, Alpha Phi Omega, service fraternity, rolled up their sleeves, and joined forces with *Creighton University's Facilities Management Department* to complete a "campus clean-up" project. The project, which has become an APO tradition, started with the aid of CSU in the fall of 2006. When the project started, CSU was hoping to get many campus groups to pitch in and participate in the program. However, when APO was the only group to complete a project, CSU ended the program. APO has kept it going though, working on projects such as raking leaves on the mall, pruning bushes by the Burt St. parking lots, picking up trash on the road behind the Criss building, and cleaning the playground at the Russell Child Development Center.

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## *Dates to Remember:*



***Thanksgiving Break***  
***November 26 & 27***



***Annual President's Christmas Luncheon***  
***Wednesday, December 23***

***Merry***  
***Christmas***

***Christmas Break***  
***Thursday, December 24 thru Sunday, January 3, 2009***  
***(Return to work, Monday, January 4)***

## Thanks for Making My Day Program

Did someone go above and beyond his/her duties to help you or someone else? Go to [www.creighton.edu/adminfinance/](http://www.creighton.edu/adminfinance/) to locate the form and nominate them.



## Random Acts of Kindness

- ♥ Let someone cut in front of you
- ♥ Send a thank-you note
- ♥ Take a bag of groceries to someone in need
- ♥ Volunteer
- ♥ Give a larger tip than normal
- ♥ Open a door for someone
- ♥ Visit the elderly
- ♥ Pick up litter
- ♥ Write a note of encouragement to a teenager
- ♥ Invite a widow to dinner
- ♥ Be polite
- ♥ Take a neighbor flowers
- ♥ Bake something for a friend
- ♥ Listen
- ♥ Watch someone's children
- ♥ Ask, "What can I do for you?"
- ♥ Invite someone new for coffee
- ♥ Make a new employee feel welcome
- ♥ Smile at a stranger
- ♥ Be a Big Brother or Big Sister
- ♥ Help without being asked
- ♥ Compliment five people each day
- ♥ Offer to pick up a neighbor's mail
- ♥ Talk respectfully
- ♥ Donate to a nonprofit organization
- ♥ Send a gift anonymously
- ♥ Visit someone in the hospital
- ♥ Feed the birds
- ♥ Do for others what you would like them to do for you
- ♥ Make one of your own up and then try it

(Alice Gray, Dr. Steven Stephens, and John Van Diest)