

# Facilities Management News

Vol. 13 Issue 2

May 2017



As I begin my fourth year of employment here at Creighton University I still marvel at all the beauty that surrounds me as I walk the campus grounds and the people that I come into contact with each day. My opinion hasn't changed from that first visit in April 2013, when I told my wife, "This is such a wonderful place; I only wish I could have found it years ago". As I wrote in my first Newsletter submission, "I want to continue and expand on the great work that has been done to date in the areas of sustainability, facilities service delivery, and project management. Being a part of such a talented group of individuals that make up the Creighton University Facilities Management group will certainly be a highlight of my career and I am honored to have been invited to be part of the University family".

I can honestly say that my work here at Creighton University has been the highlight of my career and I look forward to challenges yet to come with confidence that, as a team, Facilities Management and Project Delivery will continue exceeding our customer's expectations. I enjoy the customer service we provide here at Creighton University. I believe that the service we provide has immeasurable value and I take pride in that fact. We are all here at Creighton University, at this point in time, working alongside each other, because our efforts do matter and we need to celebrate that fact. Thank you again, and always, for allowing me to be a member of such a great team of individuals.

**Tim P. Norton, Assistant Vice President  
Facilities Management & Planning**

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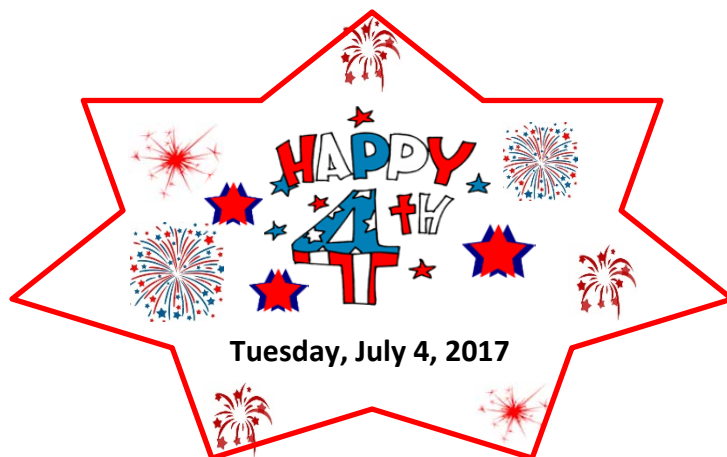
Creighton's Operational Resource of Excellence

CORE

## Creighton University Holidays...



**Memorial  
Day**  
Monday  
May 29, 2017





## Rev. Daniel S. Hendrickson, SJ

Office of the President, Creighton University

### April 21, 2017

**Dear Faculty, Staff, and Students,**

Earth Day is this Saturday, April 22. I would like to take this opportunity to share and celebrate the good work that is being done by many on campus in the area of sustainability. I also would like to invite you to participate in a tree-planting event Creighton is participating in on Saturday with HDR and the Arbor Day Foundation. We will be planting about 18 trees from 9 a.m. to noon; interested volunteers should meet outside the Harper Center at 9 a.m.

Creighton University has been consistently recognized by the *Princeton Review* in its annual guide to the most environmentally responsible colleges across the United States and Canada, and received recognition again in 2016.

With a 140-acre urban campus that features more than 1,000 trees and 100 different species, Creighton received its ninth straight Tree Campus USA designation from the Arbor Day Foundation in February. The award recognizes colleges and universities that produce healthy trees and engage students in the process. Creighton has been honored every year since the designation began in 2008. In addition, through an affiliation with the Nebraska statewide arboretum, Creighton serves as a demonstration site for working with native plants.

In 2010, Creighton conducted its first campus greenhouse gas inventory. In the seven years since this survey, Creighton's greenhouse gas emissions have stayed relatively stable, even though we have added two new buildings and the move to the BIG EAST has significantly increased our air travel footprint. Our Facilities Management Department reports that over the last three years, we realized the following utility savings: steam usage is down 27.7 percent, for a cost savings of \$809,237; chilled water usage is down 8.1 percent, for a savings of \$236,636; and electrical usage has been reduced by 21 percent, for a savings of \$537,626.

We have integrated sustainability into our curriculum, with growing interest among students. We were one of the first Catholic universities to begin offering a degree program in environmental science more than 25 years ago. In 2011, we launched our Energy Technology Program, and, more recently, we began offering a major and minor in Sustainability Studies. Additionally, sustainability-themed or focused classes can be found in a variety of disciplines that are open to all undergraduate students, regardless of major. Our scope reaches beyond campus as well, as we are fostering partnerships with other Jesuit institutions and investigating opportunities through the Creighton Global Initiative. Outside the classroom, our spring and fall Service & Justice Trips now include sustainability options, and a Sustainability Alliance is being formed to gather all student groups



together and coordinate efforts. Notably, we have more than 300 alumni working in fields such as environmental education, earth system science, conservation ecology, and climate change research.

Distinctively, on the northern edge of campus, stands a double row of massive solar panels at the Burt Street parking lot that, when completed in 2010, formed the largest solar array in the state of Nebraska. More recently, an EnergiPlant, constructed by our energy technology students in partnership with Omaha Public Power District, is harnessing wind and solar energy and serves as a charging station for students to power electronic devices. We have increased the number of electric vehicles in our facilities fleet, and have two electric vehicle charging stations available in our parking structures.

We have made significant strides in our campus printing, too, some coming from seemingly minor changes in our printing habits. For instance, 70 percent of our printing impressions have been completed in the duplex mode in the 2016-2017 academic year. That represents an estimated savings of 5.3 million sheets of paper, \$46,600, 635 trees, 540,425 gallons of water, and a 58,281-pound reduction in carbon dioxide emissions. In addition, our single-stream recycling effort in all buildings has resulted in more than 1.5 million pounds of recycled material since 2010.

As the above sampling shows, we have made great strides in terms of campus sustainability, but as Pope Francis challenged us in his 2015 encyclical on the environment, *Laudato Si': On Care for Our Common Home*, we are called to do more.

With Pope Francis' moral charge, as well as in discussion with you during campus listening sessions the first semester of my presidency, I announced in early 2016 the formation of the [President's Advisory Committee on Sustainability \(PACS\)](#). This committee, which includes representation from faculty, staff, and students, seeks to identify new initiatives and collaborations to achieve bold and significant cultural change toward more ecologically sustainable conditions. Mary Ann Vinton, PhD, associate professor of biology and environmental science, and Jay Leichter, PhD, associate professor of communication studies and sustainability studies, serve as co-chairs.

I look forward to the recommendations from this committee, and continue to be encouraged by our collective efforts to model on our campus an appropriate Jesuit, Catholic response to our global environmental realities.

Sincerely,

Rev. Daniel S. Hendrickson, SJ

### **Facilities Management Staff:**

**As we roll into our summer transition, I would like to take this time to thank everyone for your dedication to the job over the past school year. You have been instrumental in maintaining the campus and buildings to meet our client needs. Very shortly our work will be changing to more projects based, in-depth detail work and watching the camps come and go over these summer months. Enjoy the time and know we appreciate what you do for Creighton!**

**Thank you,  
Lou Marcuccio**

# Sustainability

The results are in for last year's (2014-2016) greenhouse gas calculations. We noted a reduction in emissions compared to last year and to the baseline. Much of this can be attributed to a reduction in energy consumption, including electricity, steam, and chilled water. Thank you for all you do to help reduce our emissions!

Greenhouse Gas totals for Creighton University								
		eCO <sub>2</sub> (Metric Tons)						
	Scope	FY2010 Baseline	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Natural Gas/Propane	1	1,131	1,128	908	770	972	1,789	1,579
Purchased Electricity	2	30,534	30,387	29,749	29,521	28,931	28,326	22,272
Purchased Steam/Chilled Water	2	23,504	22,744	21,298	21,101	25,009	24,639	22,264
<b>Transportation</b>								
University Fleet	1	547	630	607	821	575	337	351
Faculty / Staff Commuting	3	4,473	4,493	4,493	4,493	4,493	4,493	4,419
Student Commuting	3	3,830	4,529	4,372	4,372	4,372	4,372	1,530
Directly Financed Air Travel	3	5,440	4,792	5,435	7,020	8,201	10,103	6,853
Other Directly Financed Travel & Study Abroad Air	3	1,339	2,097	2,002	2,305	2,848	2,245	1,307
<b>Other</b>								
Scope 1 (Refrigerants/Chemicals & Agriculture)	1	298	100	19	30	10	162	227
Scope 2 Transmission and Distribution Losses	3	4,257	4,202	4,063	4,030	3,104	3,048	3,196
Purchased Goods (Paper, Electronics, Office Supp	3	2,045	1,464	1,243	1,116	1,248	1,332	901
Waste (Solid Waste & Wastewater)	3	3	7	-9	-6	5	7	-10
Total		77,402	76,573	74,180	75,572	79,767	80,852	64,889
% change from baseline		N/A	1%	4%	2%	-3%	-4%	16%

eCO<sub>2</sub> = Carbon Dioxide Equivalent. This is a calculation that takes into account other types of greenhouse gases, including methane, nitrous oxides and perfluorocarbons

You can see Creighton's updates to the Carbon Commitment (formerly known as the American College and University Presidents' Climate Commitment) here:

<https://reporting.secdnature.org/institution/detail!2463##2463>

## Energy Management

The Energy Management Department has a few new faces since the last newsletter was published. Please welcome Brian McCarthy, Craig Jackson, and Kyle Coppock to the University. These gentlemen are part of the Energy Management team that will be in charge of maintaining the HVAC and Building Control Systems across the campus.

Over the past weeks the Energy Management team has worked closely with Optimized Systems to repair many deficiencies that were identified during a campus-wide building energy optimization project. All of these repairs have amounted to a tremendous amount of energy savings for our campus. By working on this project Brian, Craig and Kyle are learning where buildings and systems are located and how the campus systems operate. This Team has brought a wealth of knowledge to the University with their many years of experience. We are excited to have them working to help control the energy used by the diverse amount of building systems across the University. Please stop by the Energy Management 'Fish bowl' and welcome them to the Creighton University family.

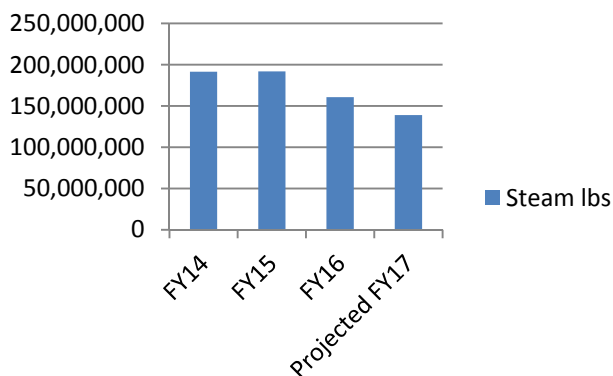
**Energy Curtailment:** Remember that hot weather is just around the corner. Please help us save energy by shutting off lights and electrical items that are not needed. We will send out notices on the peak energy days to help remind everyone to shut off as many lights and devices as possible during certain times of the day.

Creighton University is set to realize a utility savings in excess of \$1.7M during the two most recent fiscal years. This joint effort is a success of many partnerships and cooperation of many individuals including, Faculty, Staff, and Students, team members of Facilities Management and Project Development. Without the additional services provided by Project Advocates, Optimized Systems, Morrissey Engineering, Specialized Products, Alvine Engineering, Schneider Electric, Rasmussen Mechanical, to name only a few, and many local and regional supply vendors Creighton University could not have achieved such a successful first step towards our sustainability goals. As impressive as these figures are we can expect continued energy savings going forward with the many number of projects currently being implemented, those being considered for funding, and through the efforts and talents of all the dedicated individuals involved.

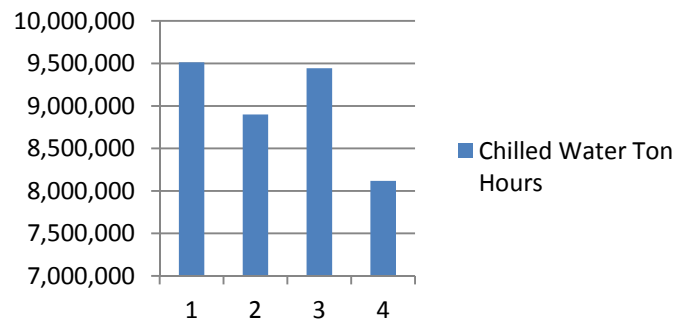
# \$1,736,658.00

Energy Savings (Cost Avoidance) FY 16 & 17, 2017

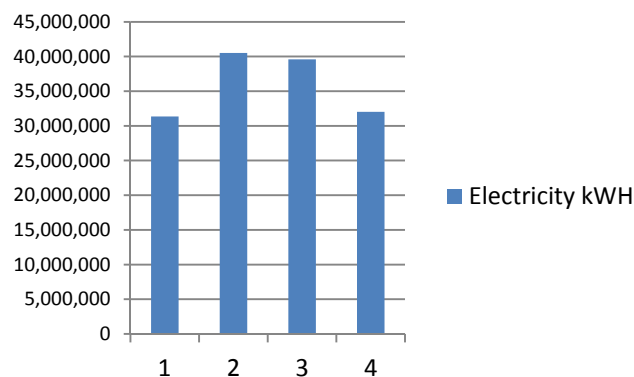
## Steam lbs



## Chilled Water Ton Hours



## Electricity kWh



	Steam Usage	Chilled Water	Electrical
FY15 over FY16	-16%	5.70%	-2.30%
Cost Avoidance/Addition	(\$507,256)	\$150,415	(\$59,549)
FY16 over FY17	-13.50%	-14%	-19.20%
Cost Avoidance	(\$413,881)	(\$458,194)	(\$448,193)

\*FY17 calculations include an estimate of usage for April, May, and June 2017



# Landscape News



The University's second annual Tree Tuesday was held on April 18. A cooperative effort between Facilities Management and Jays Dig Deep, Tree Tuesday is held as part of the University's Earth Week celebrations. Students from Jays Dig Deep plan and promote the event, and Facilities Management provides the trees, tools, and expertise.

Twelve trees and 39 shrubs were planted as part of the event, which started with a demonstration planting in the Jesuit Garden and continued in the stretch of campus between St. John's Church and Old Gym. Nine students, representing Jays Dig Deep and the Schlegel Center for Service and Justice, were in attendance.

The trees planted were replacements for trees that have been removed over the last few years due to construction and general decline and death and were a mix of ornamental and shade trees, and native and exotic species. Species included 'Bloodgood' Japanese Maple, Bald Cypress, Redbud, 'Espresso' Kentucky Coffeetree, and columnar White Pine.

This event fulfills the Service Learning Project requirement of the Arbor Day Foundation's Tree Campus USA program. Creighton University has been recognized as a Tree Campus USA institution every year since the program's inception in 2008. The program recognizes colleges and universities around the country for their commitment to a healthy and diverse campus forest.





**Challenge yourself (and your family) to increase your fruit and vegetable intake this summer with:**

## **6 Week Fruit & Vegetable Wellness Challenge**

**Dates:** May 8 – June 16

**For:** Creighton Employees & Family Members!

- ✓ Weekly motivational emails
- ✓ Guide to what's FRESH this time of year
- ✓ Tips & Tricks to increasing your fruit and vegetable intake
- ✓ Tracker
- ✓ Chance for prizes like Eat Fit Go and Fresh Thyme gift cards



**Get registered here:** <https://www.surveymonkey.com/r/TBXZL9J>

**Questions?** [wellness@creighton.edu](mailto:wellness@creighton.edu)

## **HUMAN RESOURCES OFFICE HAS MOVED:**

On April 6th, the Human Resources Department moved from its location in Fr. Schneider Hall at 2222 Burt Street to the Creighton Cardiac Center at 3006 Webster Street. Our general contact information remains as [hr@creighton.edu](mailto:hr@creighton.edu) and 402-280-2709. Human Resources is located on the third floor, which is the floor you enter into from the parking lot.

This office move allows for the University to fulfill its vision of constructing a state of the art School of Dentistry for Creighton students. Human Resources has moved into newly renovated offices and meeting rooms, and we welcome you to visit our updated work space.

All of your new faculty, staff and student employees are directed to our 3006 Webster Street location to complete their new hire paperwork. There is a parking lot available for employees and guests to park, or you can utilize the University shuttle bus system. Our business hours will continue to be 8 a.m. to 4:30 p.m. Monday through Friday.

We look forward to offering you exceptional customer service from the Creighton Cardiac Center!



*Visit Human Resources at our new location:*

*Creighton Cardiac Center at 3006 Webster Street*



## ■ Now open: Performance Review Phase

As of April 3<sup>rd</sup> the online performance management system will change over from the “Planning” phase to the “Performance Review” phase. Staff employees are now able to begin work on their Self-Review, which consists of completing the ‘Objectives,’ ‘Competencies,’ and ‘Summary’ tabs within the system. Once the employee has completed his/her Self-Review they will click “I am done with my Self-Review” and the manager will then be prompted to complete their portion of the review. The next deadline to be aware of is August 1<sup>st</sup>, when both employees and managers must complete and sign the review to complete the annual [performance review process](#).



## ■ Manager Self-Service

New features are now available within myHR for managers. On April 3<sup>rd</sup>, managers can now update the employee's reporting status to accurately reflect the organization chart and update an employee's physical office location within the system. Training guides and videos to outline process instructions can be found in the [Manager Toolkit](#), then click ‘MyHR’. Questions regarding the new features can be addressed by calling HR at 280-2709 or by emailing [myhr@creighton.edu](mailto:myhr@creighton.edu). As Phase II of the myHR project continues, more manager self-service functionality will become available.



Visit Human Resources new location: Creighton Cardiac Center

## ■ Spring into development

The Compass Professional Development program is aimed at giving employees tools, resources and knowledge they need to excel in their current role or as they look to grow their career at Creighton. Sign up for a spring session today!

*How will you grow?*



### April:

- 4/4 – [Manager Orientation](#)
- 4/13 – [Journey to Omaha: Exploring the Refugee Experience](#)
- 4/18 – [Exploring your Strengths](#)
- 4/25 – [Work/Life Challenge](#)

### May:

- 5/2 – [Strengths and Supervision](#)
- 5/2 – [Managing Flexible Schedules](#)
- 5/9 – [Managing a Team with Strengths](#)
- 5/18 – [Navigating the Choppy Waters of Organizational Conflict: Part I](#)
- 5/23 – [Navigating the Choppy Waters of Organizational Conflict: Part II](#)

**We're moving!** On April 6<sup>th</sup>, the Human Resources department will move from Fr. Schneider Hall to the Creighton Cardiac Center at 3006 Webster Street. Our contact information will remain the same should you have questions or need to reach us. We can be reached by phone at 402-280-2709 or email at [hr@creighton.edu](mailto:hr@creighton.edu). We hope that you will stop by to see us. Details about our Open House to follow.

## ■ Welcome new hires!

Creighton University is excited to welcome new faculty and staff each month. View the [list of new employees here](#). Managers, work with your HR Generalists to include in biweekly orientations.

## ■ Register for Real Appeal



At Creighton University, we've lost 877 lbs.

(and counting)! Join this free, year-long program to get you the tools you need to succeed at weight loss and weight management. Real Appeal is available to employees, spouses and dependents 18+ with UnitedHealthcare insurance and a BMI of 25 or higher. To learn more about the Real Appeal program and whether it is right for you or your family, [review this Creighton flyer](#) for more information, including an employee testimonial.



## All Employees:

Cyber Training emails are sent out by DoIT every Quarter. Please complete the video training **every time** you receive the email notice. Cyber Training is mandatory for everyone using Creighton's website.

Note: Email is the method used for much of our Creighton employee information from DoIT, Human Resources, MyHr, etc. Please check your Creighton email at least once a week.

## Staff Performance Review

Reflecting on your performance is an important step in the performance process. Completing your Self-Review helps your manager better understand the contributions you've made over the past year, and will support in preparation for your one-on-one meeting.

At this time in the performance review cycle, **all staff should be completing their Self-Review and working on their performance review.** The performance review is composed of three tabs within the system. The tabs that need to be completed by *both* the employee and the manager are the Objectives, Competencies and Summary tabs.

### Key Dates

Activity	Date
Annual Review Period	July 1, 2016 – June 30, 2017
Goal & Objective Planning	October / November – March 31, 2017
Employee Self Review	April 1, 2017 – June 30, 2017 (or when directed by your manager)
Performance Review communication to employee	July 1, 2017 – July 31, 2017
Performance Review signed and submitted to HR	<b><u>August 1, 2017</u></b>

If there are any questions regarding process timelines or goal creation, please reach out to your Human Resource Generalist or contact Human Resources at x2709.