

Facilities Management News

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Facilities Management is in a period of transition with the resignation of Tim Norton and the search for his replacement. However, the Facilities Management team will continue to move forward, working together to deliver quality services to our customers. Change is uncomfortable and how we deal with change is the key to our collective success. We need to deal with the reality of change and choose to embrace it and be individual examples, leaders if you will, of change. We may be afraid of the unknown, we may have fears of change but we need to rise to the occasion and be true to ourselves and the Facilities Management mission of delivering quality service as detailed in our Mission Statement:

“As professional employees, we support Creighton University’s mission by providing quality services and the management of physical assets, and the stewardship of resources in accordance with University policies, values, regulatory requirements, and best practice standards.”

Remember you may be the first person a visitor, student, or patient sees when they come to our campus.

Creighton’s Operational Resource of Excellence

CORE



Rev. Daniel S. Hendrickson, SJ
Office of the President, Creighton University

June 29, 2017

Dear Faculty and Staff,

I write to you today to provide an update regarding our evolving strategic plan. Earlier this month, at a planning retreat attended by the President’s Planning Committee (PPC), Goal Stewards, and the President’s Council, strategic planning Goal Stewards shared aspirational plans for our University’s future. The presentations and ensuing discussions identified many areas of synergy and intersection among what were well more than 30 tactics, revealing the need to refine the architecture of our current plan.

The intersections across goal categories show that while our planning themes powerfully chart directions for our work, it no longer makes sense to rigidly assign tactics within them.

Going forward, our five themes will stand as the strategic principles that guide the work of planning, with a recognition that tactics may serve several of the themes. Running through these themes are our continuing commitments to mission, research, and stewardship that will animate our efforts and drive us to further excellence.

Currently, the existing tactics group around three realities that will shape our future:

First, some tactics celebrate and strengthen our distinctive and comprehensive collection of health sciences and professional programs. And, as a Catholic and Jesuit university, our commitment to the liberal arts determines what and how we teach our students in these and all of our academic programs, as well as how our students study and learn. So, in this, we celebrate our impressive spectrum of colleges and schools, and we also recognize both the importance of our health sciences and the impact of core curricular influences in and of the liberal arts upon all we do on this campus.

Second, some tactics serve, shape, and enhance the Omaha community as well as extend our national and global reach and recognition through innovative partnerships and genuine relationships.

Third, some tactics – in and through our Catholic and Jesuit tradition – support the spiritual and intellectual formation of all members of our campus community, including the intentional engagement of our students to become men and women who will make a better world. It is within these efforts, for instance, that we can and should celebrate the importance of our religious heritage, the transformational reality of our work, and the richness of diversity.

Over the next few weeks, using these three realities as a guide, and eager to sharpen planning efforts, I will work with the PPC, the Steering Committee, and the President's Council to identify the tactics that serve these strategic goals and will be named in an evolving draft of the upcoming Strategic Plan. In doing so, some tactics will be combined or reconceived, there may be changes in the membership of Goal Work Groups, and some tactics will be assigned to departments and units as part of their ongoing work.

I expect to share a revised plan with the community in late summer, and I will seek feedback in a Town Hall with you scheduled for Tuesday, Sept. 12. More details about the dates and times of two Town Hall sessions, including an RSVP process, will be available soon.

I wish you a safe and enjoyable July 4th celebration, and I look forward to a productive second half of the summer that will also allow for a retreat and some relaxation.

Gratefully,

Rev. Daniel S. Hendrickson, SJ

The logo for Creighton University, featuring the word "Creighton" in a large, white, serif font above the word "UNIVERSITY" in a smaller, white, sans-serif font, all set against a dark blue background.

Watch for details...

FACILITIES MANAGEMENT FUN DAY/PICNIC

A green rectangular box with a black border, tilted slightly to the right, containing the word "FOOD" in red, bold, sans-serif capital letters.

FOOD

A pink rectangular box with a black border, tilted slightly to the right, containing the word "GAMES" in purple, bold, sans-serif capital letters.

GAMES

COMING IN SEPTEMBER

DATE TO BE ANNOUNCED


MAKE PLANS NOW TO ATTEND!


A red rectangular box with a black border, tilted slightly to the right, containing the text "DOOR PRIZES!" in blue, bold, sans-serif capital letters, followed by "MUST BE PRESENT TO WIN" in a smaller blue, sans-serif font.





DOOR PRIZES!
MUST BE
PRESENT TO WIN




Energy Management

The Energy Management Team has been working through the hot days trying to keep equipment running as well as it possibly can. All systems struggle on Hot and Humid days where systems were not designed to run. Most systems in Eastern Nebraska are designed for -6.3°F to 95°F. On hot, humid days there are areas where the mechanical cooling systems are working outside their intended range. These conditions are hard on all the mechanical systems. During these hot weather conditions we have been asking everyone across the campus to curtail the electrical usage. The manual task of shutting off as many electrical users as everyone can has led the campus to some good electrical savings. Please continue to help with the Curtailment of the electrical systems.

 Today is a hot & humid
PEAK ENERGY DAY
at Creighton
Help us avoid hitting our peak energy use!

**Do More!**
#DoingMyPartCU

		TURN OFF MORE LIGHTS & DEVICES Turn off lights in unoccupied and well-lit spaces Turn off electronics and appliances that are not in use
		CLOSE MORE BLINDS & DOORS Close blinds of south- and west-facing windows Avoid propping doors open or unnecessarily using automatic doors

MORE actions you can do today:
 Turn off fans
 Take the stairs
 Charge after 7:00p

Sustainability



Creighton has a new Sustainability Coordinator!

Exciting changes are happening in Sustainability!

Belyna Bentlage started as the first full-time Sustainability Coordinator in the newly formed Office of Sustainability Programs, which also includes an administrative assistant, Becky Crowell. The office is a part of the Global Engagement Office and is housed on the first floor of Creighton Hall. Stop by and say hi!

In the coming months, look for more information to come from the office, including an Open House, a mission and vision, and more.

The Sustainability Council will be morphing into a new entity, Sustainability Forums, which as always will be open to the Creighton community. These

forums will provide a space for dialogue, expert presentations, and campus sustainability reporting.

Also upcoming is the annual St. Francis Day celebration; it will be held the first week of October, with more details to follow.

Office of Sustainability Programs: Open House



The Office of Sustainability Programs invites you to stop by our office to meet Belyna Bentlage, Creighton's new Sustainability Coordinator, and talk about OSP's mission and vision for sustainability at Creighton.

Time: 3 p.m. – 4:30 p.m. (come and go as you please)

Date: Friday, August 18, 2017

Place: Creighton Hall 110 (right across from the Business Office)

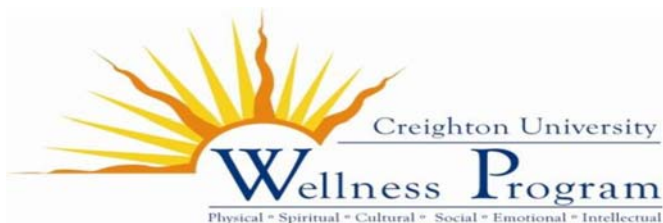
We will provide light refreshments. Please feel free to bring your own cup or mug.
Hope to see you there!

Questions: Please contact rebeccacrowell@creighton.edu or
belynabentlage@creighton.edu

Creighton
UNIVERSITY

Global Engagement Office
Office of Sustainability Programs





Enrollment has started for the 2017-18 SimplyWell Wellness Year!

This year we have added dates to our screenings:

- There are two morning dates in August and many in September.
- There is a late afternoon screening in the Jelinek building. (Just make sure you're fasting.)

Wednesday, September 13

4:30 - 6 PM

@ Jelinek Building Conference Room 102

Night Staff!

To get enrolled, fill out your questionnaire and sign up for your screening:

Go to [MyCreighton](#)

Click on the Apple (SimplyWell)

Log in with your NET ID and BLUE password

Get started!

Reach out if you have any questions!

wellness@creighton.edu

x5721

Creighton University Holidays...

Labor Day – Monday, September 4, 2017

Other Dates to Remember...

STUDENT MOVE-IN WEEKEND
AUGUST 18TH – AUGUST 20TH

Creighton University Classes begin
Wednesday, August 23, 2017

FALL RECESS
OCTOBER 15TH
THROUGH
OCTOBER 22ND

COLUMBUS DAY
MONDAY, OCTOBER 9, 2017



Happy Halloween

TUESDAY
OCTOBER 31, 2017

■ myHR phase II in progress

On January 1st of this year myHR phase I went live, which included online time keeping and advanced self-service features. Since then, Human Resources along with our partners in DoIT have been diligently working on Phase II of the myHR project set to go live this fall. Phase II components include: candidate recruiting and onboarding, compensation and merit, goal planning and performance management and talent and succession planning objectives. Look for more information next month!



■ Check your retirement statements online

As a reminder, your quarterly retirement plan statements are available online. If you'd like a paper copy for your records, you can change your delivery options in your account at www.principal.com or contact Principal directly at 800.547.7754. TIAA participants can also change the delivery option of statements by visiting <http://www.tiaa-cref.org/creighton> or calling TIAA at 800.842.2776.



■ The importance of self-care



The Ignatian principle of cura personalis is care for the whole person. Most often we relate that to caring for others, but “one implication of this faith that is appropriate during the summer months is that our care for other persons must not neglect the care of that one person whom we will know our entire lives: ourselves,” says Tim Muldoon in his article [Care of the Person, Care of the Self](#).

■ New manager orientation

Investing in our managers is an important key to an engaged, motivated, and well-trained workforce. This program is for new managers at Creighton or those in leadership positions looking for a refresher. This session will serve as an introduction to our organization's policies and procedures, as well as an opportunity to meet the HR professionals that will assist you. [Register for the August 8th session here](#).

■ Revitalizing relationships

This month's focus from Magellan Health's Employee Assistance Program is improving relationships. Whether in or out of the workplace, investing in relationships is key to a fulfilled life. The [Magellan newsletter](#) provides you with tips on being present and listening well, helping others solve problems, and creative steps to revitalizing your relationships. You're invited to [log in to this free webinar](#) on July 12th, from 1-2 pm from your desk, *8 Ways to Destroy Relationships, and How to Avoid Them*.

■ Talk about performance



With staff performance reviews due August 1st, now is the time for employees and managers to engage in one-on-one conversations regarding their 2016/2017 performance. After you've discussed your performance, ensure that both the employee and manager have completed the 'Objectives,' 'Competencies,' and 'Summary' within the system. The final step is to acquire the signatures at the bottom of the 'Summary' tab. [Performance management resources and log in](#) can be found on the website.

How to sign the review:

- After Objective, Competency and Summary tabs are complete, **manager** will click “I am done with employee review” in top, right corner of Summary tab.
- To sign and share the review with your direct report, **manager** will go to the Summary tab, scroll to the bottom of the page and click “Finalize and Share.”
- **Employee** will receive email prompt to log in to the system to sign the review. Go to Summary tab, scroll to the bottom of the page and click “Finalize and Share.”

■ 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.