

Creighton UNIVERSITY

Facilities Management

August 2019

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Quarterly Newsletter



The Department overcame many significant challenges this past school year. Card Services ushered in a new card and access control system, Mail Services delivered a record number of packages while relocating and operating with minimal staffing, and Facilities Management labored through record winter temperatures and snow events followed by record rainfall to ensure a world-class educational environment.

Those are just a few of the many 'opportunities' the team faced this past year. There were certainly challenges through this past year, but I couldn't be prouder of your resolve! You persevered, and in many cases did it under less than ideal conditions, to provide top quality service to the Creighton community.

The budget outlook was bleak at the end of February due to the utility demand caused by extreme temperatures and excessive snow removal costs. Through significant team effort you all were able to help the Department finish the year in budget. This was no small feat, especially given the monumental challenges faced this year.

For the upcoming year, we have a major initiative with which you can help. Utility use reduction and utility expense reduction are top priorities. These initiatives align perfectly with Creighton's Catholic-Jesuit mission and with your involvement, we can have a direct impact on reducing Creighton's carbon footprint.

Thank you again for your dedicated service to the Creighton community and I'm proud to be part of this amazing organization.

GO JAYS!

Derek M. Scott

AVP for Facilities Management

President's Update

Daniel Hendrickson, Office of the President Messages to Campus
August 1, 2019

Dear Faculty and Staff,

I am pleased to share that the Executive Committee of the Board of Trustees gave its preliminary endorsement to our 2020 fiscal year budget at its meeting on July 30.

This approval includes support for a merit-increase pool for the upcoming year. As in previous years, a merit increase recognizes achievements made over the past year as determined by your supervisor or, as is the case with faculty, your department chair and dean.

Merit system review and training for managers will begin Aug. 14, and I encourage you to keep an eye open for information on training dates and locations, to be shared soon. Beginning in early September, deans, vice presidents, and vice provosts will evaluate and finalize all recommended merit increases, which will be reflected in October paychecks.

Along with other members of the University's leadership team, I remain committed to fostering a culture that recognizes and celebrates faculty and staff for outstanding work in advancing our mission, and I thank you for your dedication to our students, in particular.

Moving forward, we will continue to refine and align the University's strategic goals with the budget through the strategic-objective task force groups, the formation of which I announced in messages earlier this summer. As a reminder, these task forces of faculty, staff, and administrators are focusing attention on five key areas: undergraduate enrollment, lifelong-learning enrollment, collaborative health care education, community engagement and impact, and stewardship and operational excellence.

I am encouraged by the thoughtful work of our colleagues, and eager for your feedback this fall during and subsequent to my Town Hall meeting with you on Sept. 10.

While I am very pleased with the 2020 fiscal year budget process this season, I am ever aware that the University must continue to remain good stewards of our resources, embrace efficiencies in our daily work, and – in the face of a radical demographic shift of student populations, acute sensitivities to the costs of higher education, and evolving career and lifestyle interests and opportunities – discern how to both keep enlivening our mission of transforming minds and hearts and remaining on the forefront of excellence and innovation.

The operating margin for fiscal year 2020 did not grow over last year's budget, and yet I remain very optimistic about our ongoing efforts to reach the goal of a 5% operating margin. By holding open positions, trimming expenses, deferring requested investments, and more, we are able to realize improvements of nearly \$15 million. While this does not equate to cash in the pocket for the University, it does provide the funding to maintain and enhance our campus in the upcoming year.



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President's Update

I want to thank members of the Creighton community whose time and expertise helped shape the budget and move it forward. I am confident that the collaborative nature of our work will result in new opportunities to significantly advance the University.

Sincerely,
Rev. Daniel S. Hendrickson, SJ, PhD

Facilities Staff Shout Outs



Erica Peterson was recently voted into Creighton's Staff Advisory Council. She joins Dave Feder and Mary Duda as representatives for Administration. Staff Advisory Council helps shape the future of Creighton University, they stay up to date on issues affecting staff and serve as an advocate for University staff members.

Have something you'd like voiced? You can submit an [anonymous feedback form](#).

You can also seek out Erica, Dave and Mary and voice your concerns for them to bring to the council.

Congratulations Erica!

Notes from HR

Parking Permits 2019-2020

Registration for faculty and staff parking passes for the 2019-2020 academic year opens Tuesday, June 18. After evaluating market rates for parking among comparable Omaha locations and with rising costs for infrastructure repairs and leasing fees, parking passes for Creighton employees will increase for the 2019-2020 academic year. A tiered pricing structure is being implemented to more equitably distribute this increase consistent with Creighton's mission. The tiered structure is based on the salary range in which an employee falls as of June 12 (see chart below). Automatic payroll deductions for those purchasing parking passes will begin Sept. 1.

All benefits-eligible employees can apply for a parking decal online starting Tuesday, June 18. The open registration is earlier this year to avoid the long lines waiting to pick up decals in August, at the start of the semester. Parking decals will be available at Public Safety beginning on July 1. There will also be temporary distribution points in the Harper Center and the Skutt Student Center later this summer. Watch for announcements of those times, dates and locations in Creighton Today. Past citations must be paid in full before receiving a new decal.

Non-benefits-eligible employees, including long-term contract partners, temporary employees, and adjunct faculty, can also apply online for a parking hangtag starting Tuesday, June 18. Because payroll deductions are not available for non-benefits-eligible employees, payment can be made by check or credit/debit card when picking up the hangtag at Public Safety.

To register your vehicle, please click on the link that aligns with your HR status: [Benefits-Eligible Employees](#) | [Non-Benefits-Eligible Employees](#). Learn more about parking on campus. Questions about parking may be sent to parking@creighton.edu.

Benefits-Eligible Employees; Cost Per Paycheck:

Annual Pay	Full-Time Monthly	Full-Time Bi-Weekly	Part-Time Monthly	Part-Time Bi-Weekly
Less than \$40,000	\$33.34	\$16.67	\$16.67	\$8.34
\$40,000-\$80,000	\$36.67	\$18.34	\$18.34	\$9.17
Greater than \$80,000	\$40.00	\$20.00	\$20.00	\$10.00
VPs/Deans	\$80.00			

Non-Benefits-Eligible Employees; Cost Per Semester:

≤ 16 hours per week	17-28 hours per week	>28 hours per week
\$25	\$50	\$100

Notes from HR Cont.

Short-Term Hangtags:

Daily	Weekly	Monthly
\$5	\$15	\$60

Parking decals for 2019-2020 academic year will be available for pick-up at Public Safety beginning July 1. Public Safety will also offer once-a-week parking decal distribution for benefits eligible employees at Skutt Room 209 on Thursdays.

Decals will be available 11:30 a.m. to 1:30 p.m. every Thursday from July 11 to Aug. 22. In order to obtain your permit at one of these distributions, you will need to allow 48 hours for processing prior to the distribution time. During these times decal pick up will not be available at Public Safety.

All outstanding citations must be settled prior to picking up your decal.

Facilities Wellness

Breakfast On The Go!

Join us for a cooking demonstration to learn how to create simple, healthy, on the go breakfast items. Walk away with three new recipes, ideas to simplify breakfast, and samples!

For: Facilities Department

When: Wednesday, September 4 at 10:30-11:00 AM OR Thursday, September 5 at 5:00-5:30 PM

Where: Facilities Management Break Room 128

CU Wellness

2019 Health Screenings

Your biometric screening needs to be scheduled at least two weeks prior to your screening date. Please be mindful and good stewards of the resources available for this program and schedule an appointment that you're confident you can attend. Creighton is charged for all no-show appointments. To schedule your screening, log in to the portal. On the homepage, scroll down and click on Biometric Screening. You'll be directed to the Quest website where you can choose an on-site screening, the Quest Patient Service Center or Physician Results Form. Please contact the Wellness Team at wellness@creighton.edu if you need to reschedule your appointment.

Date	Time	Location
August 13	7- 10:30 AM	CUMC Bergan 11661 A and B
August 14	4- 6 PM	Facilities Building: 1006 N. 20th Street
August 21	7- 10:30 AM	Skutt Ballroom
August 22	7- 10:30 AM	Skutt Ballroom
August 28	7- 10:30 AM	Harper 3023
August 29	7- 10:30 AM	Harper 3023
September 5	7- 10:30 AM	CUMC Bergan 11661 A and B
September 10	8- 10 AM	Hastings Campus
September 10	7- 10:30 AM	Harper 3023
September 11	7- 10:30 AM	Harper 3023
September 17	7- 10:30 AM	Skutt Ballroom
September 18	7- 10:30 AM	Skutt Ballroom
September 25	7- 10:30 AM	Skutt Ballroom
September 26	7- 10:30 AM	Skutt Ballroom

Upcoming Campus Events

Event	Date	Location
Birthday Cake Celebration	Tuesday, August 13	Facilities Management Lobby 10:00 AM
Move-In	Friday, August 16– Saturday, August 17	
Welcome Week	Sunday, August 11– Tuesday, August 20	
New Faculty Orientation	Monday, August 19	Harper Center
Fall Semester Begins	Wednesday, August 21	
Labor Day	Monday, September 2	Office Closed
Wellness Cooking Demo	Wednesday, September 4	Facilities Management Break Room 10:30-11:00AM
Wellness Cooking Demo	Thursday, September 5	Facilities Management Break Room 5:00-5:30PM
Keynote Speaker Ft. Greg Boyle & University Reception	Monday , September 9	
Mission Week	Monday, September 9— Friday, September 13	http://www.creightontoday.com/ headlines/2019/07/01/save-the-date- mission-week-2019/
Campus Town Hall Meeting	Tuesday, September 10th	
Mass of the Holy Spirit	Wednesday, September 11	St. John's Church
All Things Ignatian Poster Presentation	Thursday, September 12	http://www.creighton.edu/allthingsignatian/
FUN DAY!	TBD—Keep an eye on your email	TBD—Keep an eye on your email
Family Weekend	Friday, September 20— Sunday, September 22	
First Day of Fall	Monday, September 23	
Fall Break	Sunday, October 13— Sunday, October 20	

Ignatian Corner

A Minute with Mission and Ministry

The **Division of Mission and Ministry** provides opportunities to integrate faith, education, service and justice through Creighton's Jesuit, Catholic tradition. We are dedicated to serving each student, faculty member and staff person, respecting their individual cultures and faith traditions, as they seek to walk their life path.

"A Minute with Mission and Ministry" is a new feature in the Facilities Management Newsletter, in which the Division of Mission and Ministry will introduce topics of interest to staff.

This month, we are highlighting Personal Support for Community and Mission Formation here on campus for staff:

- * **Daily Mass** is offered several times a day all week long in St. John's Church.
- * **Masses** are also celebrated frequently in the chapels of **Criss I** and the **School of Dentistry** building, and weekly in the **Ahmanson Center and Mike and Josie Harper Center**.
- * **Taizé ecumenical prayer, liturgy of evening prayer and a memorial service** for those recently deceased are offered on regular schedules and are announced in Creighton Today. Regular opportunities for the sacrament of **reconciliation**, and for **anointing of the sick** are posted on the St. John's website.
- * **Protestant liturgies** are celebrated on Sunday evening in the chapel in lower St. John's.
- * The **process for joining the Catholic Church** with the sacraments of initiation (baptism, confirmation and eucharist) is provided for those interested through St. John's and Campus Ministry.
- * **Ignatian lay communities** (Christian Life Community and Ignatian Associates) have faculty/staff groups meeting on campus as well as student groups. **Ordinary spiritual direction and pastoral counseling** are also provided when requested.
- * A volunteer group of faculty and staff provide **Bereavement Ministry** to all employees who have recently lost a family member in death. The committee visits on the first month after death, the third month, sixth month and the one-year anniversary.

More information can be found on the Division of Mission and Ministry website: <https://www.creighton.edu/missionandministry/>

Mary J. Duda, MS, CHMM
Chemical Coordinator
Environmental Health and Safety