

Facilities Management News

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The Creighton University Division of Facilities Management and Project Planning recently completed an Examen process, as did all other divisions and departments of the campus community. Invited by our President, Father Hendrickson, we met in several groups before convening as one team to share our insight on five tenants of reflection.

- What contribution do we make that is special, important, and necessary to the daily life and work of Creighton?
- How do we witness and celebrate the talent and contributions of our members?
- How do we participate in and enhance academic excellence, community engagement, mission and identity, and stewardship of resources of the University?
- How can we embrace and impact the issues of diversity, sustainability, service-learning, shared governance, and institutional planning?
- In the course of the next five years, what do you dream or imagine will make Creighton University extraordinary?

As a group, we then gave thoughtful contemplation to compiling a condensed document that would be shared at a Round Table discussion in April 2016 and utilized going forward by all of us in divisional meetings and daily interaction in order to stay focused on spirituality that is personal, practical, and accessible.

With the entirety of the notes and reflective comments posted on the Facilities Management and Project Planning web site I encourage each of you to review our team members' honest and truthful contributions. Below are stipites of those posted comments.

- ❖ We provide service and are servants of the university – it's about being a servant leader and doing our job well in order to help others do their job.
- ❖ We do things that often go unnoticed or without credit because of our commitment to service others. We treat every client the same and try to be fair across the board. We have a lot of diversity within our teams and respect each individual's talent, views and faith.
- ❖ We give to the CU Community by providing friendly, engaging, professional Service.
- ❖ Community engagement; we tell family, friends, and neighbors about Creighton University. We always have been and will continue to be positive ambassadors. Examples include; community gardens; support of global service learning; and working with community partners through work supported volunteer activities.

With true team work anything is possible and during the months and years to come I envision more success for Creighton University and the Division of Facilities Management and Project Planning. My goal is to continue providing true Servant Leadership that not only inspires but encourages each of us to have a voice in the definition of success and the continued support of the mission of Creighton University.

**Tim P. Norton, Assistant Vice President
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Rev. Daniel S. Hendrickson, S.J.
Office of the President, Creighton University

April 28, 2016

Dear Faculty and Staff,

The end of a very busy spring semester occurs, and I would like to thank everyone for all you do to support our students and the University's mission in Jesuit higher learning. I also want to update you on numerous initiatives that are in progress or recently completed.



Many faculty and staff spent a considerable amount of time creating the all-University Area Examen materials, participating in department gatherings, and developing the program for the April 22 roundtable discussions. In the coming weeks, I will be distilling the feedback as we look forward to commencing long-range planning in the fall.

Twenty-six faculty, staff, and students served on the [Creighton Global Initiative \(CGI\) committee](#) this spring. For most Fridays of the semester, the group convened to review and sharpen CGI criteria and accountability, and evaluated 85 thoughtful and innovative proposals for better connecting Creighton to the world and the world to Creighton. I am pleased that we announced [30 projects](#) for an initial \$1.5 million in seed-funding for scholarships, immersion opportunities, research, and lectures, just to name a few.

Three Creighton undergraduates have earned one of the nation's most prestigious awards for students in mathematics, science, and technology as scholars in the 2016 Barry Goldwater Scholarship and Excellence in Education Program. Jordan Roth, Samantha Stoupa, and Alex Tarter bring Creighton's Goldwater Scholars total to 19 in the last 12 years, making the University one of the nation's premier institutions for Goldwater Scholars.

Roth is a junior physics and mathematics major from Omaha; Stoupa is a sophomore biochemistry major from Omaha; and Tarter is a junior physics and mathematics major from Belleville, Ill. This year, the Goldwater Foundation awarded 252 scholarships from 1,150 nominees selected by the faculties of colleges and universities nationwide.

In addition, Hannah Smith, a senior education and Spanish major from Overland Park, Kan., has been awarded the Fulbright Scholarship to teach English in Spain. Congratulations to all our students who are being honored for their academic achievements, and to faculty mentors who have nurtured and supported them.

Creighton's many student-athletes and coaches are also enjoying success on and off the field. Seven teams were recognized by the NCAA for perfect Academic Progress Rates: men's cross country, men's golf, men's tennis, women's softball, women's basketball, women's cross country, and women's tennis. But perhaps most impressively, our athletics program leads the BIG EAST and ranks 14th nationally in the latest NCAA Graduation Success Rate.

Our men's basketball team reached the quarterfinals of the NIT, while women's basketball made its ninth straight postseason appearance with a trip to the WNIT; men's soccer team advanced to the quarterfinals of

the NCAA Tournament, one win shy of reaching the College Cup; our volleyball team claimed its second straight BIG EAST Conference Tournament title and then made history with its first appearance in the NCAA Sweet 16; and baseball has won nine straight series. In addition, Softball Coach Brent Vigness picked up his 700th Creighton victory in March, which makes him the winningest coach in Creighton Athletics history, and Head Volleyball Coach Kirsten Bernthal Booth will be honored with the Leaders For Life award at a luncheon next Friday.

The work to restore the electrical distribution system damaged by the steam line break under Burt Street is progressing as planned. Before the end of May, buildings west of 24th Street will once again be serviced through Creighton's electrical equipment. Periodic planned outages that are necessary as part of this work will be announced in advance and are not expected to occur until after the semester is completed.

Burt Street is scheduled to reopen by mid-June, following the final placement of steam lines under the street and roadwork that must be completed by the Metropolitan Utilities District and the City of Omaha. We will also see Burt Street improvements over the summer as the city expands a bike trail from 30th and Dodge, along Burt to 20th Street. The enhancements also will include replacement of overhead street lighting. Many Creighton staff have worked long hours, including nights and weekends, since the first power outage occurred. We all owe them our gratitude for persevering to find solutions to the problems they encountered.

The University Committee on Benefits recently proposed the creation of an employee emergency fund. This fund would support employees experiencing an immediate or severe financial struggle due to an emergency. Examples of an emergency include loss of property due to a storm or fire, loss of a spouse's employment, significant personal health crises, death of an immediate family member, etc.

I approved the creation of the fund and agreed to provide initial seed funding of \$5,000. Please consider making a tax-deductible contribution to help fellow members of our community. For those employees experiencing an emergency and needing assistance, a page has been created on the [Human Resources website](#) with more information about the fund. Creighton truly is a community filled with women and men for and with others.

After the near completion of a full academic year, I am restructuring staffing in my office. I am suppressing the position of Associate Vice President to the President effective June 30. I would like to thank Ms. Colette O'Meara-McKinney for five years of service in this role, including her work on strategic planning, the Opus Prize, and my inauguration ceremony.

Doctor Richard "Rich" Rossi, Associate Vice Provost in Student Life and former Interim Vice Provost of the division, will become my Interim Special Assistant to the President and Liaison to the Board of Trustees effective July 1. After a distinguished 31-year career in Jesuit higher education and 23 years at Creighton, Rich will be retiring from Creighton at the end of this interim assignment.

I am pleased to announce the re-formation of a [President's Cabinet](#) that is constituted by the roles of the President, Provost, Senior Vice President for Operations, General Counsel, Vice Provost for Enrollment Management, Vice Provost for Student Life, Vice Provost for Mission and Ministry, and Vice President of University Relations.

In addition, the [President's Council](#) will now include the following two new roles: Assistant Vice President for Human Resources and Associate Vice Provost for Academic Administration. As you recall, earlier this academic year I invited our Athletic Director, Mr. Bruce Rasmussen, to join the council. Additionally, the new Vice President for Finance, when named, will be a member of the council.

The President's Cabinet will meet the first and second Wednesday of each month, and the President's Council will meet the third Wednesday, followed by a luncheon that Interim Provost Dr. Tom Murray and I will host with the academic deans.

Finally, I am looking forward to welcoming Fr. Jim Martin, S.J., to Creighton for the afternoon commencement ceremony on Saturday, May 14. Please note that on Friday, May 13, at 7:00 p.m., the Creighton and Omaha communities will have an opportunity to hear Fr. Martin speak at St. John's Church. Proceeds from the sale of his books that evening will support faith formation activities at the parish.

As I look forward to my annual retreat at the end of May, I wish you the best in your summer work and respite.

Gratefully,

Rev. Daniel S. Hendrickson, S.J., Ph.D.

The logo for Creighton University, featuring the name "Creighton" in a serif font above "UNIVERSITY" in a smaller, all-caps serif font, set against a blue background with a white outline.

Upcoming Creighton University Holidays...



CUAlert™



CUAlert™ is a multi-channel communication system that allows the Creighton community to receive emergency information in a time effective manner. All active CU students, faculty, and staff will have their CUMail address automatically added to the CUAlert™ system. If you want to receive notifications via cell phone, landline phones or text messaging you have to log in to the CUAlert™ system



(<http://www.creighton.edu/cualert/>) and provide this information. You are responsible for keeping this data accurate. You can log in at any time and update or remove your information.

Be prepared for Severe Weather! Sign up for CUAlert!



Sustainability



Sustainability Survey

Many of you participated in the sustainability survey in February; thank you for taking the time to do that. We're still looking at the data, but wanted to share some good news from the survey.

- 85% of students, faculty, and staff think sustainability is important at Creighton.
- Motivations. The top three motivations for why sustainability is important at Creighton are:
 - *Environment*: because it lessens the university's environmental impact, conserves resources, and reduces greenhouse gas emissions
 - *Responsibility*: because it is the right thing to do, and
 - *Health & Wellness*: because it protects public health and promotes wellness.

The survey participants had the opportunity to respond to the open-ended question, "If you have any final comments regarding this survey or sustainability at Creighton University, please enter them here." These are some summary findings from a qualitative analysis of that question:

- Participants were appreciative of existing sustainability efforts and asked the university to "keep up the good work" and do even more.
- Participants referenced sustainability's alignment with Catholic social teachings, care for our common home, and Pope Francis' most recent Encyclical, [*Laudato Si'*](#).
- Participants mentioned challenges and opportunities related to recycling and waste management and energy conservation (e.g., lightning; plug load) and renewable energy.
- Participants want Creighton University to be a leader and model institution in regards to sustainability: locally, among Jesuit universities, and nationally.
- Participants expressed confusion about what is recycled, how material is recycled, and whether material is recycled.

Recycling

As the survey comments mention, people seem to be confused about whether or how much the university recycles. The numbers below show how much has been recycled and thrown away over the last 5 school/fiscal years.

| | Fiscal Year | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|------------------------------|-------------|-------|------|-------|------|------|------|
| <i>Landfilled waste tons</i> | | 1,088 | 953 | 1,094 | 758 | 863 | 672 |
| <i>Single-stream tons</i> | | 155 | 63 | 63 | 271 | 117 | 151 |
| <i>Cardboard tons</i> | | 73 | 73 | 73 | 208 | 69 | 73 |
| <i>Total recycling tons</i> | | 228 | 136 | 136 | 479 | 187 | 224 |

Last school year, we recycled about 224 tons of materials; that's the weight of over average-sized 20 cars. Help us keep up the great work by recycling *metal, paper and plastic* in the blue bins!



Are you taking advantage of the FREE Fitness Centers on campus? All benefit eligible employees get FREE access to both the Rasmussen and Kiewit Fitness Centers! Not

signed up? Stop by the campus recreation office (KFC) to sign the waiver and to get your card activated. Your membership includes access to both facilities and the walking tracks! Plus all employees are invited to participate in the FREE Faculty & Staff Yoga classes on Tuesdays and Thursdays from 11:30-12 noon in the KFC Group Fitness Room!

Find out more here: <https://www.creighton.edu/studentlife/campusrecreationintramurals/>

Keep your eyes out for the upcoming “Summer Slimdown” Weight Loss Challenge for all CU Faculty, Staff and Families starting in June!

Questions, comments or suggestions can be sent to the Wellness Team at wellness@creighton.edu or x5721.



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Harvard Health Publications



April 2016

Shingles (herpes zoster)

What Is It?

Shingles, also known as herpes zoster or just zoster, occurs when a virus in nerve cells becomes active again later in life and causes a skin rash.

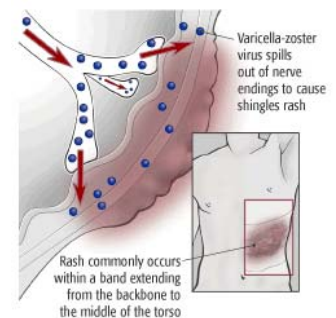
The virus that causes shingles, the varicella-zoster virus, is the same virus that causes chickenpox. It is a member of the herpes virus family. Once you have had chickenpox, varicella-zoster virus remains in your body's nerve tissues and never really goes away. It is inactive, but it can be reactivated later in life. This causes shingles.



Doctors aren't sure how or why the varicella-zoster virus reactivates, but they believe your immune system's response to the virus weakens over the years after childhood chickenpox. When the virus reactivates, it travels through nerves, often causing a burning or tingling sensation in the affected areas. Two or three days later, when the virus reaches the skin, blisters appear grouped along the affected nerve. The skin may be very sensitive, and you may feel a lot of pain.

If you have had chickenpox, you are at risk of developing shingles. However, the virus doesn't reactivate in everyone who has had chickenpox. Shingles most often appears in people older than 50 and in people with weakened immune systems. If you are having treatment for cancer, for example, you are more likely to get shingles. People with HIV commonly get shingles, which is often one of the first signs that the immune system is in trouble.

Your chances of getting shingles increase as you get older, although the disease can occur at any age. When shingles appears in children, which is uncommon, it usually is very mild. Up to 20% of people in the United States develop the disease at some point.



Potential complications of shingles include:

- **Post-herpetic neuralgia** - About 10% of adults who get shingles experience long-term pain in the area of skin where blisters occurred, even after the rash has healed completely. This condition may last for months or, very rarely, years. Severe pain is most common in older patients and often is accompanied by extreme sensitivity to heat and cold in the affected area of skin.
- **Herpes zoster ophthalmicus** - This occurs when shingles involves the eye. Herpes zoster ophthalmicus can affect your vision, even causing blindness, and can be very painful.
- **Otic zoster** - Also called Ramsay Hunt syndrome or geniculate zoster, otic zoster occurs when shingles affects the ears. It can cause hearing loss.
- **Bell's palsy** - Shingles can cause Bell's palsy, in which a facial nerve is paralyzed.

Symptoms

Shingles usually begins with a burning sensation, a mild itching or tingling or a shooting pain in a specific area of skin. The affected area usually is located only on one side of the chest, abdomen or face or on a portion of an arm or leg. The skin may be extremely sensitive, so that you may not be able to stand clothing touching or rubbing the area.

After about five days, the skin becomes red and mildly swollen, and a rash appears. Blisters may cluster in patches or form a continuous line that roughly follows the path of the infected nerve. The blisters may be painful or itchy, and some may be as large as the palm of your hand. Blisters continue to appear over two to seven days and eventually break, form crusts and then heal.

Shingles also can cause fatigue, a low-grade fever and mild muscle aches.

Diagnosis

Shingles can be difficult to diagnose before visible signs of the disease appear. Once a rash and blisters appear, your doctor probably will diagnose shingles based on your symptoms and the appearance of your skin. Rarely, when the diagnosis is less certain, the doctor may scrape tissue, collect cells from the affected skin and examine them under a microscope for cellular changes consistent with a herpes zoster infection.

If you have a rash across the bridge of your nose or anywhere near your eyes, your doctor will include an ophthalmologist (eye doctor) in your care.

Expected Duration

Shingles usually takes 7 to 10 days to run its course, although blisters may take several weeks to disappear completely. Within 4 weeks, the appearance of your skin most likely will return to normal. Some people are left with dark spots on the skin in the area of the original rash.

The duration of pain is highly variable. Most people's pain decreases within 2 or 3 months. About 10% of people have pain for many months and about 2% continue to have pain longer than 1 year.

Prevention

A vaccine called Zostavax is recommended for people 60 and over to help prevent shingles and to decrease the risk of post-herpetic neuralgia if shingles does occur. It is also approved for people 50 and over. The vaccine is given once. The ingredients in the vaccine are the same as the chickenpox vaccine for children, but the dose is 14 times stronger.

In a large study, patients who received Zostavax decreased their risk of developing shingles by 50%, and of those who did develop shingles, the ones who received the vaccine rather than the placebo had a 39% reduced risk of having post-herpetic neuralgia. The shingles vaccine is not effective for and should not be used in people with active shingles or people who already have post-herpetic neuralgia.

The standard chickenpox vaccine for children is still too new to determine how effective it will be in preventing shingles later in life.

Treatment

If your condition is diagnosed within 72 hours after the rash appears, your doctor may prescribe antiviral medication. Antiviral medications may help to reduce the risk of developing chronic (long-lasting) pain from shingles.

The skin rash and blisters should be rinsed gently once or twice per day with cool water. Your doctor may suggest that you use antibiotic ointment on open areas. Because the pain that accompanies shingles can be intense, your doctor probably will prescribe a pain medication.

For post-herpetic neuralgia, different medications are often prescribed for the pain that lingers well after the rash has gone away. These drugs alter the way pain signals are perceived by our central nervous system.

When shingles affects the eyes, an eye specialist (ophthalmologist) should be consulted immediately.

When To Call a Professional

Early treatment may help deter long-term complications, so call your doctor immediately if you are experiencing symptoms of shingles.

Prognosis

Most people recover completely from an acute episode with no pain; and skin color returns to normal. Once you have had shingles, it is unusual for the condition to return. Shingles comes back in only about 2% of people, but in up to 20% of people with AIDS. Long-term complications from shingles, such as post-herpetic neuralgia, may continue for months or many years. The disease also may cause varying degrees of skin discoloration, primarily darkening.

Additional Info

National Institute of Allergy and Infectious Diseases (NIAID)

Office of Communications & Public Liaison
6610 Rockledge Drive, MSC6612
Bethesda, MD 20892-6612
Phone: 301-496-5717
<http://www.niaid.nih.gov/>

Centers for Disease Control and Prevention (CDC)

1600 Clifton Road
Atlanta, GA 30333
Phone: (404) 639-3534
Toll-Free: (800) 311-3435
<http://www.cdc.gov/>

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2015/2016 Performance Management Staff Key Dates



Remember, [the performance management system](#) is open for staff to be preparing their Self-Reviews. 9, 10, & 11 month employees have until **June 1, 2016** to complete and submit their self-reviews. Twelve month employees have until **July 31, 2016** to complete their self-reviews. This includes completing the 'Objectives,' 'Competencies' and 'Summary' tabs in the online system. Visit the [performance management website](#) for more details.

Employee Emergency Fund



After years of program suggestions and review, the University Committee on Benefits has developed a solution to situations where our colleagues are in need; the Employee Emergency Fund. In line with the Jesuit value of Cura Personalis, this fund will be supported through your gifts and will provide financial support of up to \$1,000 to a staff or faculty member experiencing an unforeseen emergency resulting in hardship. This fund has been generously seeded by the University with \$5,000, but ongoing funding is needed to sustain the fund's ability to provide financial support to our colleagues in need.

More information about the fund, how to apply for assistance, and how to make a [tax deductible gift](#) is on the [Employee Emergency Fund Website](#).

Heart Walk



The American Heart Association's annual [Heart Walk](#) is on Saturday, May 7th, 2016 at Miller's Landing in

Omaha. It's a family friendly 2 or 3 mile course. Get involved and stay healthy!

Multiple EAF's

Payroll will allow the submission of ten or more changes/actions on certain items via spreadsheet in order to reduce the number of Employee Action Forms that departments need to process and submit. These processes include Costing, Pay Rate Change, Special Payments, Supervisor Change, and Temporary Instructors. You can find the spreadsheets [here](#).

Professional Development Opportunity - Immersions

There are multiple opportunities in May for professional development. These sessions led by Mission and Ministry focus on learning more about our Omaha community and visiting some of our neighbors. Facilitated by the Schlegel Center for Service and Justice, this orientation will offer history, catholic social teaching principles and the opportunity to visit community partners to speak with local leaders.

-**South Omaha: A Dynamic Immigrant Community:** May 5th [Register here!](#)

-**North Omaha: Context and Connections:** May 20th [Register here!](#)



Flex for the summer



School is almost out, kids will be home for the summer and vacations are on the horizon. This is the perfect time to

consider a flexible work schedule. Flex scheduling is another wonderful benefit that Creighton employees are entitled to, however not all positions are eligible. Discuss how a flexible schedule might work with your supervisor. There are many variations and scheduling options for employees to explore. Examples include four, 10-hour work days, earlier starting hours with earlier departure times and vice versa, and more. To learn more about policies, guidelines and benefits to working a flexible schedule take a look at the [Flexible Work Policy](#) or contact Human Resources at 280.2709.

Welcome to Creighton!



Creighton welcomes new faculty and staff for the month of April. View the list of new employees [here](#). Managers, [email your HR Generalist](#) to include your new hire in our bi-weekly Orientation.

myHR Update

The myHR governance committee advocates have been selected and had their first meeting on April 26th. Currently, the myHR team is configuring self-service and Time & Labor, while also continuing testing. To view updates and timelines, please visit the myHR [website](#). If you have any questions or concerns, please contact the myHR team at myhr@creighton.edu.



Coming in January 2017...

To improve Human Resources services, we are modernizing our systems to automate various payroll processes to allow improved access to HR related data for our faculty and staff.

This new, easy and modern system, is called myHR. The new myHR system will go live on January 1, 2017 and will include human resource, payroll and timekeeping components. As part of the larger Creighton digital strategy, myHR will be integrated into the myCreighton Intranet digital experience to support our anytime, anywhere and any device vision. Creighton aims to achieve the following objectives and benefits with the new myHR system:

- Simplify and standardize processes
- Online timekeeping system
- Online forms and processes, including: Employee Action Form (EAF), approvals and access to important people data (e.g., vacation and sick time balances).
- Lower operating costs and improve effectiveness
- Establish an accurate, trusted and timely report environment
- The new system will improve operations, data back up and technical maintenance.
- It will eliminate paper time sheets, including the cumbersome process of manually processing 2,500 time sheets.
- **myHR** will deliver 24/7 secure access, which will enhance student, staff, and faculty experience and convenience.
- **myHR** will further Creighton's commitment to a green campus by saving on energy and paper waste, along with allowing Faculty, staff, and students to focus their energy on other job duties.

Current v. Future

| Current | Future |
|---|--|
| Bubble sheets | Online timekeeping |
| EAF (Employee Action Form) – routed via email | Online form with approvals via workflow |
| Limited employee self service | Enhanced self-service (change address, withholdings, update all personal information) |
| No Manager self service | Manager self-service (access to data, online forms) |
| Very limited people data for managers | Manager would have access to people data (compensation, emergency contact, vacation/sick and |
| PeopleAdmin (applicant tracking) | Taleo (best of breed talent system) for faculty, staff and student |