

Facilities Management News

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It's been two years since I began my assignment in the Facilities Management (FM) Department at Creighton University. Each quarter I've written a short note, typically expressing gratitude, offering praise, and/or pointing out accomplishments that we have made as a team of talented individuals.

Each of us has chosen to come together as a member of the FM team and provide superior service to Creighton University in areas of operations and project management. When I offer my gratitude in being but a single member of such a dedicated group I truly and sincerely mean exactly what I say.

Each one of us bring unique talents, knowledge, and expertise to the "table" (work place) each day and beginning August 1, 2015 we will have an empty chair. Fran Angereth is stepping into a well-deserved retirement after 31 years of service to Creighton University. Fran has been a fixture in FM for 13 of those years in various positions of leadership. I've had the pleasure of working with Fran for only the past two years but recognized immediately the valuable skill sets and institutional knowledge she gained over those years, which she freely shared with me when I was a relative rookie.

Having left the comfortable confines of Minnesota for the first time in 2013 and crossing the bridge from Iowa to Nebraska, with the elevated sign stating, "Living the Good Life" I knew I would depend heavily on people I didn't even know. Fran was one of the first people to offer me assistance as I fumbled and tried to muddle through all the new regulations, standards, policies, and procedures of my new position. I couldn't have known that I would also need her support in a manner that didn't have any work related elements. As I've told Fran in the past, her kindly and friendly counsel, willingness to listen, and being able to provide honest feedback, steadied me during periods of personal loss. I'm forever grateful for her help.

I could offer all varieties of humorous (mostly) anecdotes related our interactions during the past two years but I'll leave that for another day. Rather, I've asked Fran if she would be willing to take the front page of this newsletter to offer her encouragement one last time.

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

I came to Creighton University in January of 1984 seeking an opportunity to grow professionally in a quality organization. I have had that opportunity in so many ways with so many wonderful managers, co-workers, contractors and of course the students. Names I recall as I sit here and reflect Lee Kozeny, George Grieb, Pat Callone, Wes Wolfe, Mr. Murphy, Fr. Kelley, and Fr. Zuercher to name just a few that were influential people in my professional and personal growth over the years.

I am thankful for the support provided by the Jesuits to my family during the time of loss. I am thankful to the University for the undergraduate education to my only child, Angela. Angela went on and graduated from Creighton's Law School and is a successful attorney now.

I am thankful for the friendships that have been formed over years and who will be with me in my retirement adventures. My interaction with students in my early days at the University has resulted in a 28 year friendship with a student who worked for me in Purchasing when I managed the auto fleet. He still refers to me as Mom and I was out to Seattle to spend Memorial Day weekend enjoying the city and remembering his early days on the campus and how far we both have traveled and yet we are still very best friends after all these years.

The body of work in 31 years involves starting in the Development Office accounting for incoming gift contributions, moved on to then University College to work with the non-credit programs where I came to know Pat Callone and Wes Wolfe, up to the Economics and Finance Department within the College of Business. And then the cross road came with opportunities in purchasing or personnel, I called it the case of which Jack as my boss, my heart chose purchasing in honor of my early days with my father who was purchasing director at Mercy Hospital in Council Bluffs when I was growing up.

Sixteen years with purchasing brought so many chances to impact policies and procedures and to start working in interior project management. And then the move to facilities management to take on construction management. I have had the opportunity to be involved with building new buildings, to demolish a high rise, to develop campus standards but most of all to be a small part of developing a campus of great beauty.

I am thankful for all these opportunities to grow and learn, to serve the campus and metro communities, to be a leader and a follower. I will miss my friends, co-workers and colleagues but it is time for a full time life with whatever the future may hold.

Thanks – Fran

Upcoming Creighton Holiday...

LABOR DAY
MONDAY, SEPTEMBER 7, 2015

Other Dates to Remember...

FACILITIES MANAGEMENT FUN DAY



Coming up in September
**DETAILS TO BE ANNOUNCED
SOON**

**REMEMBER...
YOU MUST BE
PRESENT TO WIN
DOOR PRIZES!**

**Columbus
Day
October 12**

**HALLOWEEN
OCTOBER 31ST**

**Autumn
Begins

September 23rd**



CREIGHTON UNIVERSITY

Office of the President, Rev. Daniel S. Hendrickson, S.J.

Dear Creighton University faculty, staff, and students,

It is an honor to write to you today as the 25th president of this University. Studying here in the Jesuit Humanities Program during the 1996-1997 school year, teaching here in the philosophy department from 2000-2003, and serving as a trustee here since November of 2013, I have experiences of Creighton from unique perspectives. It is humbling to embrace the role of the president of such a prestigious place of higher learning, but particularly so as I have learned and worked alongside some of you.

As a trustee nearly three years ago, and more intensely during my time of transition since being named as president on Dec. 7, I have enjoyed reacquainting with you and this campus. Your hospitality has been generous, including your conversation and accommodation. In the past months, I was able to meet with the leadership of faculty, staff, and student groups, as well as others of you in different positions and departments. Spending time with the students of the Cortina Community, volunteering at the Siena-Francis House, offering Mass at Sunday evening liturgies, and meeting new students and families at the first Summer Preview have likewise been important to me. While there are many more of you to meet and speak with, it is clear to me that Creighton's challenges and opportunities are real and ripe. I am eager to engage them in a more sustained way.

On my first day in office, please join me in thanking Dr. J. Christopher Bradberry for his service as interim president. He embraced the position with energy and conviction, and he remained at the helm until yesterday afternoon. Today, he is in his former office of the Hixson-Lied building, reassuming fulltime responsibility as Dean of the School of Pharmacy and Health Professions. To this end, I am also grateful for Dr. Victoria Roche's willingness to serve effectively as the interim dean of the school.

Also on my first day as president, I am pleased to begin my leadership with new governance of the University's Board of Trustees. As announced to the Creighton community nearly a month ago, Mr. Mike McCarthy and Mr. Bruce Grewcock were elected, respectively, as chair and vice-chair of the board during the June 1 meeting of trustees, and they too formally assume their roles today. In the new semester, I will look for an opportunity for you to meet them and welcome them into these essential roles for Creighton. I am very grateful for the generosity, expertise, and commitment of their predecessors, Mr. Bruce Rohde (BSBA '71, JD '73) and Mr. Dick Kizer (BSBA '71, JD '73).

In addition, I am excited to welcome Paul McGreal, J.D., LL.M., who officially joins Creighton today as the new dean of the School of Law, and Dr. Catherine Todero, BSN '72, who began her duties as the new dean of the College of Nursing in June. The University is fortunate to have experienced leadership in our nine schools and colleges.

I am looking forward to communicating with you in a variety of ways, including through Twitter, which I am happy to launch today (@CreightonPres).

Gratefully,

Fr. Hendrickson



Rev. Daniel S. Hendrickson, S.J.

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Sustainability

Mary Duda

The Pope's latest encyclical, *Laudato Si*, was released in June. In it, Pope Francis talks about ecology and the environment and encourages all people to live more sustainably, giving concrete examples such as "...avoiding the use of plastic and paper, reducing water consumption, separating refuse, cooking only what can reasonably be consumed, showing care for other living beings, using public transport or car-pooling, planting trees, turning off unnecessary lights, or any number of other practices.

According to an article in the Creighton News Center,

Climate change skeptics have gone so far as to admonish Pope Francis for blending science and theology, but as John O'Keefe, Ph.D., a Creighton professor of theology and a specialist in environmental theology, said, Catholic thought and teaching have long incorporated scientific proofs and truths into its work.

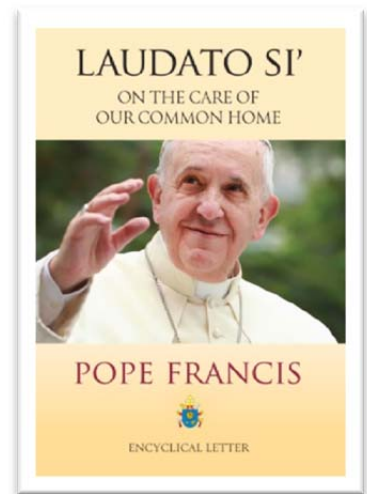
"This is not something new at all, it's not something idiosyncratic," said O'Keefe, who added that he wept tears of joy when he began reading the encyclical. "Catholic intellectual practice has reconciled science and theology for a long time. It doesn't mean there's not tension, occasionally, but they're not at war. This is reality. This is how science and theology work together. And what the Church can do that science can't always do is put a moral face to the issue. It can look at real people and call attention to how we live, how we act, and bring about change.

"The Catholic world needs to take notice of this. It's major. You might not agree with every single word, but it's not something that can be ignored. We have to ask ourselves, at the very least, how it challenges us."

Reading groups will be held in the fall, hosted by Collaborative Ministry. Announcements coming soon.

Read more at the Creighton News Center: <http://bit.ly/1GzFnw5>

Read the encyclical here: <http://onlineministries.creighton.edu/CollaborativeMinistry/Environment/>



Spirit of St. Francis Award Nominations will be due in September!

This award identifies and recognizes Creighton University students, faculty, staff, and administrators from across the university who are engaged in *making an impact on, and developing a culture of, campus sustainability efforts*. Their efforts can include generating awareness, implementing strategic projects, or catalyzing new initiatives.

Announcements coming soon!



Environmental Health & Safety

John Baxter

Over the past five years EH&S and the Safety Committee have sponsored a Safety Fair for employees across campus. This year we have been asked to combine the Safety Fair with Wellfest. Originally Wellfest was a wellness event for students, however, this year it has been expanded to include faculty and staff members. Wellfest will be held on October 8th at the Kiewitt Fitness Center and will span several hours so you can find a time that fits your schedule. Wellfest will address wellness in several areas including but not limited to your mind, body and spirit. I believe it will be an excellent way for students, faculty, and staff to come together for a common benefit. Some of the vendors and items we will have at Wellfest include:

- An inflatable obstacle course that will be used with “drunk Googles”
- Omaha Police and Fire Departments
- Various restaurants from the Omaha area that serve healthy items.
- Flu shots
- Habitat for Humanity
- Wenninghoff Farms
- Therapy dogs (Yes the dogs will be here!)
- Massage therapists (Yes you can get a short massage!)
- Literature from Parks and Recreation and Under the Sink (Household Hazardous Waste disposal).
- A “seatbelt enforcer” ride and a rollover demonstration vehicle.
- Fire extinguisher training
- Counseling services
- And many others that we believe that you will find interesting and have valuable information for you.



We look forward to seeing all of you there!

Custodial Services

Matt McKenzie

With the latest Custodial inspection software from the company CleanTelligent, Supervisors are now able to inspect their buildings with more detail and mobility than we have done in the past at Creighton University. This program is able to hold all inspections and produce tracking information on the cleaning levels and trends of each building and their individual spaces. Maintenance issues can be inspected also.

Our goal for this year in Custodial Services is to track as much information as possible to create a more detailed and efficient program of cleaning for you, the staff. As custodians, your input and cooperation will be vital for the success of the program.

As with any other successful business, we are only as good as the people who do the work. As Creighton seems to grow each year, Your Supervisors need your eyes and ears to create a cleaner and healthier environment for our students, faculty and staff.

Thank you for all that you do!

Matt McKenzie

Custodial Services Accomplishments...



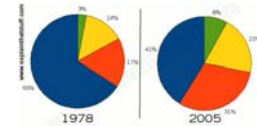
Congratulations Z - for obtaining your United States of America citizenship!

Matt McKenzie, Manager - Custodial Services, was featured in an article in the June 2015 issue of "Facility Cleaning Decisions".
Congratulations, Matt!



Energy Management

Wes Walling



Many may not understand what the Energy Management department really does, so I would like to take a few moments of your time to talk about this department and what they do for Creighton University. Energy Management is in charge of the overall energy use on this campus. The energy use on this campus is multiple millions of dollars, and is a big part of our campus overhead. So the tasks the personnel in this department perform affect the whole campus. The goal of this department is Safety first. They monitor and control the building systems to maintain the safety of all people while maintaining the safety of the equipment within the buildings. The second goal of this department is to balance energy savings versus comfort.

Energy Management accomplishes these goals by monitoring the systems, to insure the proper ventilation and conditioning of the air quality; they monitor CO2 and other hazardous air quality. Sophisticated control monitoring is used to accomplish this. We just install an air monitoring system in the Criss Science building called Aircuity that will monitor these air qualities so we know when we can reduce the airflow to save energy. This type of system is a win for everyone. It encompasses safety while allowing us to gather information and save energy. We have also installed new energy saving chilled water valves on many of the campus air handlers. These new Belimo Energy valves help us monitor and control the pressure, the temperature and the flow of the chilled water that is used to cool off the building spaces.

Energy Management continuously monitors the buildings for abnormalities in the mechanical systems. They respond to alarms and work requests, working closely with the engineering department to verify that the required mechanical repairs are completed and that the systems are running correctly.

Energy Management works with other departments across campus to understand the building uses and occupancy schedules. The heating/cooling schedules in public areas are changed as needed to save energy.

The department continues to make changes to the campus mechanical systems to save energy. They must understand the buildings demands associated with the weather, occupancy and heat loads of the space. They continually look for new and innovative ideas that will help the department save energy.

So when you walk past the glassed cage with all the monitors on the walls you can be assured that Energy Management personnel are working to save the campus energy every day.

Landscaping

Jessica Heller



John Schwede, Assistant Supervisor of Operations in the Landscape Maintenance Department, is leaving his position at Creighton University after 21 total years of service. John started working at Creighton University in 1994 as a summer employee in Environmental Services. He also worked with the movers, recyclers, and project crew. Once he graduated high school he became a student at Creighton and worked nights doing custodial work at the Dental School. After three years of study he was required to complete an internship, which landed him at the Pottawattamie County Parks Department where he spent two summers maintaining The Narrows, all the while still working overnight at the Dental School.

In 2000 John was hired as a full-time employee in Creighton's Grounds department as the crew leader for the mowing crew. In May of 2014, after 14 years leading the mow crew, he was promoted to Assistant Supervisor of Operations and has spent the last year working tirelessly to bring the operations of the landscape department to a higher standard. He has helped develop new and existing skills in veteran Groundskeepers and trained several new Groundskeepers and temporary employees. He has improved the maintenance and care of the department's vehicles and equipment, and leaves us with a clean, well-maintained fleet. He has held the department to a higher standard of quality and achieved it, most importantly, by being a respectful, fair, and encouraging leader to our department.



At the end of July John and his wife Susie are moving to Atlanta, Georgia where Susie has accepted a promotion with her employer, Cox Communications. John will take some time once they've moved to seek a new job of his own. He hopes to continue working in the landscape field in a University setting, but is open to new opportunities as well. We wish John and Susie the best in their new adventure!



We are only a month and a half away from the annual SimplyWell Health Screenings! We have over 12 screenings scheduled in the mornings from 6:30-9:30am at different locations around campus between September 22nd and October 9th. Plus, we will be coming to the Jelinek building for a screening on Wednesday, September 23rd from 5pm – 7pm!

During these quick health screenings you will get your weight, blood pressure and a blood draw. The results will give you a snapshot of your health to see how you are doing. And you can take a copy into your doctor at your next visit so you don't have to get another blood draw. Plus they are FREE for all Creighton faculty & staff. And all benefit eligible employees will earn a discount on your monthly medical premiums for participating.

**Seeing your physician this summer? If you have your annual wellness exam scheduled between June 1 and October 16, 2015, you can complete the Medical Provider form. Completing this form satisfies the health screening requirement, but know you may incur charges for some lab work filed through medical insurance; you are responsible for paying those costs. The Medical Provider form can be found on the wellness website. Please carefully read & follow the instructions on the form.*

SIMPLY WELL NIGHT TIME SCREENING:

Wednesday, September 23, 2015 – Jelinek Building, RM 102 – 5 P.M. TO 7 P.M.

Hiring for temporary, student & fall assignments

Human Resources strives for all new hires at Creighton to have a positive onboarding experience. Preparation is key when scheduling your new employee to visit HR. To best serve those who come to our office located in Schneider Hall, it is important that a new hire completes their new hire paperwork at least 3 days prior to their start date. This allows HR to process paperwork and enter them into the payroll system for NetID and email generation.

Temporary hires need an employee action form (EAF) must be properly completed to indicate the assignment and budget information needed prior to the hire arriving in HR.

Student hires should have completed a PR2S with student employment.

Faculty hires require HR to have a copy of the faculty contract. Please submit as early as possible.

For questions on the new hire onboarding process, contact your HR Generalist, log on to the [toolkit](#) or call 280-2709.

Health4Me app improves

There's an App for That



Having access to your health information from your mobile device is already a win, but new enhancements

have given this app even more reason to download. In addition to viewing and sharing your ID card, managing claims, finding a physician and accessing personal health records, you can now estimate procedure costs and look up prescription drug costs before you get to the counter for pick up!

Welcome to Creighton!

Creighton welcomes new faculty and staff for the months of June. [View the list of new employees.](#) Managers, [email your HR Generalist](#) to include your new hire in our bi-weekly Orientation. New leaders are invited to attend [New Manager Orientation](#), on August 4th.



Manager Toolkit

HR has created the [Manager Toolkit](#) to be a resource to you. Find step by step directions on hiring, HR forms and answers to questions on employee life cycle, performance, payroll, compensation and more!



Dates to remember:

- **July 3rd** – University holiday observed for Independence Day
- **July 7**—Performance Management Session for Managers ([register here](#))
- **August 3** – Performance Review submission deadline
- **August 4**—New Manager Orientation ([register here](#))
- **August 20**—Professional development session, *Gratitude: It's more than a feeling.* ([register here](#))



Performance conversations

It is during the month of July that most employees have completed their self-review and managers are completing the performance evaluations. Managers and employees should be scheduling their one-on-one performance conversations as reviews are due to Human Resources by Monday, August 3rd. Both the employee and the manager should

complete three tabs: 'Objectives,' 'Competencies,' and 'Summary' in the online system. A few tips for the review conversation:



- Clear distractions and block out sufficient time for a conversation
- It is a two way conversation, ask for feedback or clarification, if necessary
- Keep this conversation focused on the past year's performance
- Schedule a time to discuss goals for 2015/2016

View [performance web page](#) for key dates, system guides, FAQ's and more!