

Facilities Management News

Vol. 10 Issue 1

February 2014



Providing timely, effective, and on-going communication is an universal need. In the work place it is often the number one request made in survey responses, requests from customers, co-workers, and in conversation each of us have. The communication also needs to be two-way, which requires listening skills that include full engagement by both parties. I offer these comments only with the thought that I need to do a better job of both.

We have periodic “all staff” meetings where I offer information that has been provided to me and I want to make sure that each and every one of our Facilities Management (FM) team members have the chance to be informed of current issues related to our operation or that of Creighton University in general. Recently we had one of those all staff meeting where I offered information related to the Strategic Planning process that had taken place over many months and had recently been authorized for implementation. We also discussed issues of staff development and opportunities within the FM department. It was gratifying that many members in attendance asked question and gave me a chance to provide a response.

During many one-on-one conversations since those meetings I have been asked additional questions that fall within the communication realm. I was somewhat surprised during those conversations to hear that job opportunities within FM are not always widely disseminated and are sometimes going unnoticed. We are missing the opportunity to fill some of these positions internally by team members, many of whom have the prerequisite skills and a willingness to engage in a new assignment. I’ve listened and have made it a priority to make sure that each of us has access to development opportunities, including knowledge and access to internal FM job postings. Current postings include: [Maintenance Engineer II-7am-3:30pm](#), click the link below to go directly to the site.

<https://careers.creighton.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1193148652514>

During one of the all-staff meeting mentioned above, I also heard from a team member, who had been with Creighton University for a number of years, that the tuition remission benefit was not widely known. I expect that during initial hire orientation all the benefits and work rules were discussed, but I also surmise that without offering on-going communication of such matters we can tend to lose focus and forget that our hourly pay is only part of our total compensation for our work efforts. A passion of mine is development, in all its forms. I’m a life-long learner and have enjoyed taking one class or another for many years. I have taken classes as wide ranging as Horticulture to Native American Studies, Gerontology to Construction Law, Higher Education Administration to Technical Writing, and have been fortunate over the years to have the majority of the cost of tuition and fees supported by my employers. Among all the great benefits we have at Creighton University the inclusion of tuition remission is certainly one that caught my attention early on. I know the benefit that the knowledge gained has afforded me and I promote those same benefits as development opportunities. In brief, the tuition remission program states: An employee or spouse/dependent of an employee may qualify for full or reduced tuition for undergraduate courses at Creighton University. Refer to Policy 2.2.12 for policy and eligibility details, located on HR website at: [Tuition Remission](#). You may also contact Toni Parsley in Human Resources at 280-2913 if you have additional questions.

Going again with the communication theme, I wanted to inform everyone that Creighton University recently went through a validation process related to the cost and effectiveness of our service delivery. Sometime before my employment started a Request for Proposal (RFP) was submitted to service providers requesting responses to determine the potential benefits of out-sourcing grounds and custodial services. During the past six months myself and a number of other individuals met with potential service providers and evaluated their proposals. During several of those meetings the service providers stated the obvious, that we are performing our work at a very high level and that they would mirror those efforts. What then became the primary question was if the cost of out-sourcing would provide a

significant reduction in financial allocation. In short, the answer was no. The consensus was that we should maintain our in-house staffing but work towards peer averages in the area of staffing.

The good news is that through your efforts it was recognized that we provide operational excellence. The challenge then is to determine what changes or operating model will maintain those high standards while working towards a viable budgetary model. As we discussed during the all-staff meeting, we have a need to reduce our operating budget by \$1.2M during the next three fiscal years. I have proposed a number of changes to address this issue. I plan on addressing this issue during upcoming all-staff meetings during February and March but I'll offer the following outline that I hope to discuss. We are currently in a "hiring pause", which means that we are only filling positions that provide critical service needs. Part of the plan is staffing, hence, why fill positions now if we can use the current attrition as part of the overall budget reduction plan. We are also working towards reducing our energy spend, which I feel can make up the bulk of the reduction needs. Other action plans are in the beginning stages of discussion and will be offered when possible.

As I started this message, communication and listening are of vital importance. Please offer your feedback to me as we move forward and thanks you so much for all the work you do each day and allowing me to be part of your team efforts.

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

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402-280-2355 (Desk)
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Congratulations!

Facilities Management Employees - 2013 Faculty & Staff Service Awards

It is that time of year when we step back and recognize the outstanding individuals and their contributions to Creighton University! **305** employees were recognized in 2013. A full list of this year's honorees can be found on the Human Resources website; please join us in congratulating these honorees for reaching their service milestones at Creighton! Facilities Management Employees being honored:

Forty Years:

Ron Adrian, Mechanical Engineering

Ten Years:

Thomas Holmer, Grounds Crew

Five Years:

Andrew Ernster, Custodial Services (Moving)
Aung Naing, Custodial Services
Bettina Bush-Sanders, Custodial Services
Brang Maran, Custodial Services
Cora Straight, Custodial Services
Dennis Cooper, Custodial Services
Di Po, Custodial Services
Dolores Pollock, Custodial Services

Five Years (continued):

Erin Stanley, Grounds Crew
Geh Htoo, Custodial Services
Gerald Nollett, Custodial Services (Moving)
Ian O'Riley, Paint Shop
James Mueller, Carpenter Shop
Kaw Htoo, Custodial Services
L Lu Bu, Custodial Services
Matthew Rau, Mechanical Engineering
Mungranaung Kareng, Custodial Services
Patrick McCluskey, Carpenter Shop
Peter Maas, Custodial Services
Saw Soe, Custodial Services
Sha Lo, Custodial Services
Sha Ra, Custodial Services



Dear Colleagues,

Let me begin by thanking you for the prayers, well wishes, cards and emails you've shared with me over the past two months. The care and support I've received is yet another demonstration of the spirit of Creighton. I have always believed and now personally understand what you report back to me all of the time – this truly is a special community because of your commitment to the mission of Creighton University.

So many people have stepped up to offer assistance in my absence but let me especially recognize Ed O'Connor and Dan Burkey who have worked together to ensure decisions were being made and progress continued. The Office of the President's staff (or Team Lannon as they call themselves) has been tremendous in managing daily operations while I was out of the office. I am very grateful to Bruce Rohde, Chairman of our Board of Trustees, and Dick Kizer, the Vice Chair of our Board, for their support.

I am feeling much better and eager to return to campus. I expect to attend some previously scheduled meetings and a few events this week and will return to work full-time beginning February 1st. I do have some travel for university business which will take me away from campus that week but I'm ready to return to the duties of President and do so with renewed energy.

Together, we will continue to enhance what has really been a remarkable period in time for Creighton University. The journey continues with a sincere sense of gratitude and optimism. Thank you again for all you do for Creighton University!

God's blessings,

Timothy R. Lannon, S.J.



Timothy R. Lannon, S.J.

President | Creighton University | www.creighton.edu |

phone: 402.280.2770 | email: president@creighton.edu |

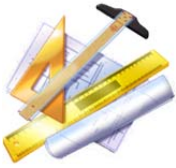
2500 California Plaza, Omaha, Nebraska 68178

Upcoming Creighton University Holidays...

Good Friday

April 18, 2014





Planning and Design



A quick look at a few of the current approved projects:

- a. Becker Hall experienced a fast paced replacement of air handling unit three during semester break.
- b. Boyne room 313 is approved to renovate a lab into office space. Work is expected during February and March. Nick Mascio is the project manager.
- c. The project to remodel the upper level of Brandeis is basically complete and the Registrar moved in the end of December. The elevator tower is operational but the steps leading to the dining hall will be removed starting February 5th. Kiewit Building Group is revised the completion schedule to March 19th for final certificate of occupancy.
- d. COBA/Harper project is the work of many people in house and contracted to accomplish this multi building project. Except for punch list items the work is complete.
- e. Boyne Building fire alarm is at the stage of testing for fire marshal approval.
- f. **Championship Facility.** The new facility is well under construction by Kiewit Construction. The facility is currently scheduled to done the end of May 2014.
- g. Kenefick voice evacuation upgrade is underway. First phase completed during semester break. The second phase will take place after graduation in May.
- h. Deglman, Kenefick and McGloin Halls all received hot water heater upgrades over the semester break.
- i. Skutt Student Center data closet and camera upgrade was approved mid-December with Nick Mascio as project manager.
- j. Combined project with DoIT at Skutt and Kiewit Fitness Center to do a technology rewire. Nick Mascio is the project Manager

Larger projects in design or discussion

- a. Brandeis Hall ground floor renovation for additional space for Pharmacy.
- b. Dental School facility programing by RDG is routing for approval.
- c. Retreat Center expansion of the dining hall.
- d. St. John's Church façade stabilization and restoration is routing for approval

On the Facilities Management front construction is under way in the front office to relocate Tim, Deb and Lou to a more centralized location to keep abreast of all the multiple activities. Mary, Curt and Justin will be moving up the ramp when the offices are vacated which will bring EH&S back to a central location. All the work is being done by in house personnel - to coin a Lennis phrase "You Can Do It".

Planning and Design continues to appreciate not only the Facilities Management employees but also all those we impact across campus for their cooperation as improvements and deferred maintenance is tackled in so many locations.

FACILITIES MANAGEMENT VEHICLE USAGE:

Effective immediately, the following vehicles will be parked outside the Jelinek Building during business hours in an effort to facilitate effective and efficient short term use for all members of the FM team. Moving the fleet vehicles to Jelinek and back into secure storage each day will be assigned.

T00310 PV3 Golf Cart

4007 Lic#250 – Chevy S-10 Truck

T00311 PV4 Golf Cart

4008 Lic#285 Chevy HHR

T00370 Lic# 987 4 Seat Gem

As stated above, the purpose of this procedure is for the accommodation of short term travel on campus or otherwise. With the understanding that usage may vary at times, I ask that each of us check the keys in/out **ONLY** with Cindy Baumbach at the front desk and return after usage.



RECYCLEMANIA IS HERE!

Recyclemania is an 8-week competition (February 2 -March 29) among hundreds of colleges in the U.S. and Canada. Millions of people compete each year to see who can take the title and recycle most. We need YOUR help to increase our recycling rates from last year! Last year, Creighton recycled **90,417** pounds of materials during Recyclemania, which works out to **8.616** pounds per person (staff, faculty, and students).

WHAT CAN YOU RECYCLE?

- Paper – all types!
- Empty water and pop bottles or cans (lids do not need to be removed)
- Cardboard boxes
- Clean plastic containers -- all types
- Metal containers -- all types

These are some of the items that can be recycled on campus:



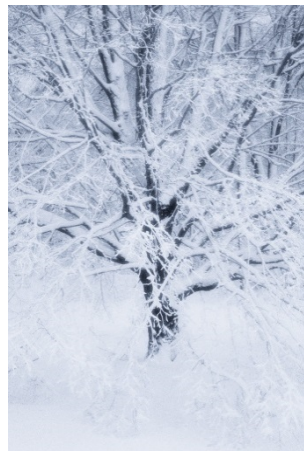
Also, if you live off-campus and have no way to recycle, feel free to bring your recyclable materials to Creighton and deposit them in one of the many blue recycling bins across campus.

Just be sure to follow the recycling guidelines: <http://www.creighton.edu/recycling/>

Grounds & Landscaping

Managing Winter Drought

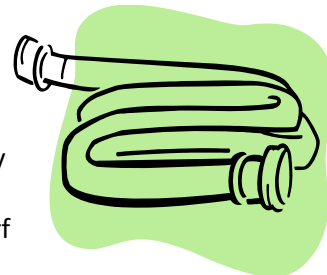
It's been a relatively snow-free winter in Omaha this year, which many of us would consider a good thing. The problem with a snow-free winter, however, is the negative effect it can have on our landscape plants. Obviously, snow is a form of precipitation so snow throughout the winter months provides moisture for landscape plants. In addition to moisture, consistent snow cover also helps to buffer plants from excessive cold and wide temperature swings, which can be critical in the survival of landscape plants, especially those that are marginally cold-hardy.



Immediately obvious are the effects winter drought has on evergreen plants such as spruce and yew. By nature of having leaves throughout the winter, evergreens continue to lose large amounts of water to the surrounding atmosphere through the pores in their leaves, long after their deciduous and herbaceous counterparts have shed their leaves. As such, evergreens often suffer winter burn or winter desiccation, which presents itself as browning (or orange-ing) of their leaves. While minor browning may be considered a cosmetic issue, extensive desiccation can result in plant death.

Deciduous trees and shrubs and herbaceous plants also suffer from winter drought, although the symptoms are less obvious. It is important to remember, however, that the stems and roots of trees, shrubs, and perennials are losing moisture to the surrounding dry air and soil throughout the winter, and lack of precipitation can cause severe desiccation and plant death. The same is true for the leaves, stems, and roots of turf grass plants.

The key to maintaining the health of your plants is to provide moisture when Mother Nature does not. This is as easy as laying a trickling hose near your plants on the occasional warm day and moving it every five minutes or so to soak the entire area under the plant's canopy. When the weather's cold and the ground is frozen this is not practical, but on the occasional days that temperatures rise into the forties, fifties, or even sixties the upper surface of the soil has usually thawed enough by mid-afternoon to absorb some moisture. Watering should be done every two to four weeks or so, if possible, as long as dry conditions persist. Providing moisture for turf grass lawns is more difficult but still possible for lawns on a residential scale.

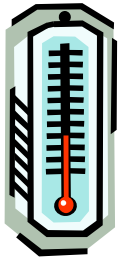


In addition to supplemental moisture, you can help landscape plants survive winter drought by applying mulch to the soil around them. Mulching serves the same purpose in winter as in summer, helping to conserve soil moisture and buffer the wide-ranging temperatures that come with every season in Nebraska. In a year when we have consistent snow cover the snow serves the same purpose, insulating the soil and the plant's stems and roots. Mulch is especially important for plants that are only marginally cold-hardy for our area.

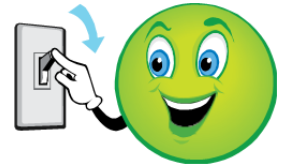
An additional line of defense against drought, specifically for evergreens, is application of an anti-desiccant. Anti-desiccants protect from drought injury by coating the leaf and stem surfaces with a layer of oil, minimizing moisture loss from these surfaces. Plants can be sprayed with anti-desiccant whenever the temperatures are above freezing and remain there long enough to allow drying of the product. Repeat applications are important; we spray campus evergreens such as yews, boxwoods, and newer spruce and fir trees twice in a winter season, in late November and again in February.

ENERGY MANAGEMENT

Welcome back from the Holidays



This has been a cold month and the Energy Management department is finding a lot of things broken across campus, we have replaced several heating valves and actuators along with failed thermostats this month, luckily nothing has frozen up and caused damage. The Energy Awareness committee met and discussed things like installing more motion sensors to turn off lights, possibly doing away with electric space heaters, reporting leaking faucets and toilets. We have spent a good amount of time locating and testing the Chilled Water meters across campus, and certifying them for accuracy, and we will continue the process with the steam and condensate meters when the weather permits.



Facilities have installed a new monitor in the front office area with information on electrical usage from Harper and information from Creighton Today along with the local and national weather. We will soon have a second one in Harper on the second floor by Admissions.

Environmental Health & Safety

Please remember to file an HR-24 form for all injuries. While we do not expect you to file one for a paper cut, it will always be better to fill out a form and not need medical attention than to not file one and need medical attention later. The HR-24 form protects your right to medical attention and workers compensation if you have a significant injury. The injury must be reported to your supervisor within 48 hours. It is also used to determine if procedures should be changed or if other equipment should be purchased to allow work to be completed safely and efficiently. The proper procedures for the HR-24 are as follows:

1. Report the Injury to your Supervisor if they are available.
2. Fill out the HR-24 form and discuss the accident with your supervisor.
3. Your supervisor will turn in the form to Maria Jerrell who will provide me a copy and send one to Katie Booton at Risk Management.
4. If you need treatment our preferred vendor for injuries on the job is Concentra Medical located at either 2900 "F" Street. Or 9202 "M" Street. However, you are also allowed to see your own doctor that you have seen in the recent past. There are some rules about this option so please check before you go to a doctor other than Concentra to ensure that you will not be responsible for paying the bill.



The EH&S Department will also review the injury to determine if further investigation and possible interviews with you and/or your supervisor are needed to determine if an evaluation of task performance by the OT/PT Department may help you prevent these injuries in the future. Remember the HR-24 protects your rights. So fill it out!

What's Coming Up In Wellness?



C.U. Track Challenge

Head to the KFC or Rasmussen track for the semester walking challenge! Complete 100 or 300 miles between January 15 and May 4th to win some great prizes! To participate, stop by campus rec to register. Each time you use the track, check out a clicker from the equipment desk. "Click" for each lap and record your total with the student worker at the equipment desk.

Prizes:

100 miles = FREE summer group fitness pass

300 miles = FREE summer group fitness pass & T-shirt

It's not too late to start so get moving TODAY!



WEIGHT LOSS PROGRAM

Need to Lose Weight? The Creighton Wellness program is implementing FUEL this Spring for Creighton Faculty & Staff to help you learn how to effectively and safely lose weight!

FUEL: 10 Week Weight Management Program

When: Starts February 27th

Days: Tuesdays (12:30pm in Skutt Student Center) or Thursdays (11:30 am in Health Science Library)

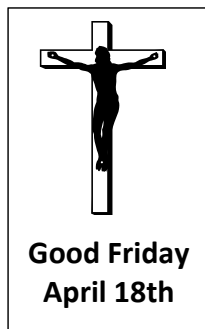
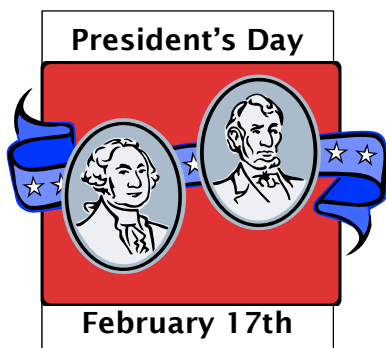
Busy Schedule? If you are unable to attend the weekly meetings, there will be webinars to view each week

Cost: \$25 (with eligibility to earn your \$ back!)

Sign up will begin the first week of February.

Questions? Contact us at wellness@creighton.edu or 402.280.5721

Dates to remember....



■ 2013 Faculty & Staff Service Awards

It is that time of year when we step back and recognize the outstanding individuals and their contributions to Creighton University! **305** employees were recognized in 2013. A full list of this year's honorees can be found on the [Human Resources website](#); please join us in congratulating these honorees for reaching their service milestones at Creighton!



A reception will be held on April 10th, 2014 to honor service milestones. Be looking for registration details this spring.

■ Ready for CUTT & Zumba?

Creighton University Transforming Together (CUTT) is a 12-week weight loss challenge starting Jan. 28 and runs through April 18th. Get the support you need to help reach your 2014 weight loss goal as well as a chance to WIN a split of the pot! The more participants, the more the pot will grow! Weekly weigh-in opportunities will be available!

**Be sure to [subscribe to the list serve, cu_wellness](#) to get the latest information.



Zumba: Get fitness crazy with Zumba classes! Monday and Thursday from 5:15-6:00 at the Cardiac Center. Pay as you go for \$2 a class. Questions? Contact Sharon at x4626.

■ Development calendar

Always committed to your development, the Compass Professional Development program has some exciting opportunities to start off 2014!

Joe Gerstandt is coming to Creighton! Joe is a leader helping cultures of organizations understand diversity and inclusion. Make sure to attend this noteworthy session!

January: Architecting Inclusive Networks

Facilitator: Joe Gerstandt

Audience: All Employees

Date & Time: 1/30/14, 9:00-10:30

[Register HERE.](#)

January: Inclusive Leadership

Facilitator: Joe Gerstandt

Audience: Managers

Date & Time: 1/30/14, 11:00 -12:30

[Register HERE.](#)

January: Manager Orientation

Facilitator: Human Resources Team

Audience: Managers

Date & Time: 1/19/14, 8:00 – 12:00

[Register HERE.](#)



■ W-2's on the way

Employees will receive their 2013 W-2 Wage and Tax Statement forms no later than Friday, January 31. All employees will be mailed a paper copy to their homes and an additional electronic copy will be available on [HR Self-Service](#). Once you've logged in, click 'Employee W-2' and you will be able to view the

2013 form, as well as forms from previous years of employment at Creighton. Contact Payroll with questions at X 2769.



■ Tuition Remission apps

[Applications for Spring 2014](#) Tuition Remission can now be completed using the online form. Applications must be submitted no later



than January 15th.

Information regarding administrative fees, online grad school

programs, and more can also be found on the web.

→ For questions and assistance regarding Tuition Remission, contact Toni Parsley in the Human Resources Department at 402-280-2913 or via email at tparsley@creighton.edu.

■ Double check your deductions

Comparing your 2014 benefit deductions against what comes out of your pay check will ensure accuracy in the new year. Biweekly paid employees saw the first 2014 deductions on their Jan. 3 paystub.

Monthly paid employees will see 2014 costs on their Feb. 3 paystub. To view your paystub, access

[Employee Self-Service](#),

and if you did not save a hard copy of your benefits statement, log on to portal.adp.com to view your election deductions.

