

# Facilities Management Newsletter

Vol 4 Issue 3

August 1, 2008

## **WELCOME!!!**

*We'll need to use that word a lot for a while. There are many more of us than there has been thanks to receiving funding to operate the Harper Center and the Wareham Bldg. I am told that the Fun Day attendance may exceed 170 people which is great. Thanks to the new employees that have chosen us for a place to work. We also need to say welcome or welcome back to students. Make the nearly 1,000 freshmen feel like they are at home at Creighton. Move-in is in mid August as always and the student athletes, professional students, and student leaders all come back earlier starting about August 5 or 6. Thanks for all you have done this summer to make the campus ready for the students.*

**SERVICE:** *Last time I wrote about service and I challenged us to define our value. No repeat jobs. Do it right the first time. Ask the right questions so we give the client what is desired during the first work visit. Minimize equipment break down with sound preventive maintenance practices and care of the tools and equipment we are assigned. Take training as many now are doing with the Harper Center.*

*Service is an industry that says WELCOME each time we are called to do our job. Doing the job well will welcome us back for more work. Here are some questions to ask when you come to the customer that needs your help. Remember a customer is possibly one of us, A Jesuit, a student, a fellow staff person, or a campus visitor. Ask them:*

- "Please tell me what needs to be done?"
- "How can we resolve this situation?"
- "What can we do right away to get this situation straightened out?"
- "Was there anything else that wasn't the way you wanted it?"
- "How can I assist you?"

*Again WELCOME! It is good to work at Creighton University and be part of such a dynamic place. Through it all, we are reminded that we are our own customers and we should treat each other with honesty, dignity and respect. Work safe, we need you back tomorrow and your family needs you forever.*

*Lennis*

## **Internal Promotions**

In Custodial Services, **Tammy Clawson-Dritschel** has been promoted to Custodial Supervisor. Tammy has worked at Creighton for 8 years and will take on the responsibility of supervising the custodial staff in the newly opened Harper Center. From Landscape Services, **Michael Bogard** has been promoted to Groundskeeper. Michael started working for Landscape Services as a temporary worker and became a full-time employee in April 2007.

# Project Updates

The **Ryan Center** is underway. The new facility along Webster Street will be the home for Women's Varsity Basketball and Volleyball. Designed by Sink Combs Dethlefs, the facility will also be home to baseball, softball and soccer locker rooms as planning for the future continues. Coach's offices and a visitors lounge round out the building. The target is to have the structure completed by August '09, and Hawkins Construction is pushing hard to make that happen.

Along with the Ryan Center, a fitness center is being constructed east of 18<sup>th</sup> Street along Webster. This building, being uncomfortably close to the Jelinek Bldg is posing some problems for Facilities Management like parking and storage. Soon the UniService Bldg will be demolished along with the parking lot. The new fitness center is in design and looks like it will contain a rock climbing wall, weight and exercise machine area, and a large open floor covered with an artificial turf. The building will also have a juice bar and an elevated running track. The Fitness Center is about six months behind the Ryan Center in construction so anticipate it opening in February or March 2010. The funding for the two buildings is largely from gifts. There are a number of people working on the gift requests to raise even more money.

In early August, there will be a **MASTER PLAN** work shop with the members of the Buildings and Grounds Committee of the Board of Directors. The master plan was completed in 2003 but so much has been done since that time, it is time to look forward again. The updated master plan will take into consideration the baseball field east of campus, the many hotels in the area, the number of new and planned condos and apartments and design standards like Omaha by Design. The new or updated Master Plan can be accomplished with more accuracy now because of the work done and because of a more complete University strategic plan. For example, it is understood that the undergrad population may be allowed to grow to 5,000 but it will be a controlled growth based on facilities like housing. The new or updated master plan will be very helpful in setting the next 10 years of growth.

## Landscape News from Jessica Heller:



There is a lot of buzz around campus about the new Harper Center for Life and Learning. The building itself is spectacular, but the landscape also has a lot of interest. For example, London Planetree (almost identical in appearance to Sycamore) is being planted on campus for the first time in decades. The only other specimens on campus are on the northeast corner of the Law Building and the southeast corner of Heider.

Two shrubs are also making their campus debut at the Harper Center. Althea, or Rose of Sharon, is a hardy shrub related to Hibiscus. It can be found at the back of the bed on the northeast corner of the building. Althea's best attribute may be its bloom time: it blooms in late summer when few other shrubs make an effort.

Snowberry is also new to our campus, making its appearance on the west side of the Harper Center. It is a native shrub with a colonizing or suckering habit and dark, blue-gray leaves. While the flowers aren't showy, Snowberry makes its contribution in the fall when its clusters of white fruit ripen and persist into November.



We had a record number of new employees join us in May, June and July.  
Welcome one and all ~

### ***Landscape Services:***

- **April Gladfelter** started as a temporary worker on the Grounds Crew in February, and was recently promoted to a full-time laborer. She has 3 grown children and 2 grandsons. Besides loving the outdoors, she enjoys grooming/riding horses and attending Native American celebrations. Her nephew is Lorenzo Gladfelter who is a new hire in Energy Management.

### ***Paint Shop:***

- **Ian O'Riley** started at Creighton as a Painter on June 24. He comes to us with several years painting experience. He previously worked for Birchwood Homes where he painted newly constructed homes and also worked with his dad who is also a painter. He is single and in his free time he likes to watch TV, walk his dogs, swim, and go boating.

### ***Energy Management::***

- **Jack Rose** has extensive HVAC and energy management experience with the LDS Church and started at Creighton as an Energy Control Technician on July 14. Jack also has a Bachelors degree in Geography from Northern Illinois University and did post graduate work in electronics and aviation maintenance; held several customer service/project management positions; and owned and operated "The Main Street Market", a full service grocery store in Malvern, IA.
- **Lorenzo Gladfelter** filled the newly created position of Energy Control Assistant on July 21. His Aunt, April Gladfelter works on the Grounds Crew. He has a 9 month old son and enjoys spending time with his extended family.

### ***Mechanical Engineering:***

- **Samuel Ennis** has a 1<sup>st</sup> Grade Engineer's License and worked for KETV prior to joining us on July 14 as a Lead Maintenance Engineer. He works the day shift Sunday-Thursday. Samuel is married and has a 27 year old daughter and a 19 year old son. He enjoys reading, playing games and working out.
- **Jeff Kangior** is a new Maintenance Engineer II working in Kiewit, Gallagher, and Becker Halls. Jeff worked at Tyson Foods before coming to Creighton on July 7. He is single and has 2 sons, Josh 18 and Jeremy 17. In his free time he enjoys camping and reading.

### ***Custodial Services:***

- **Jamar Johnson** spent 4 years in active duty with the Navy before joining us on July 16 as the new Lead Custodian in the Harper Center. He has a 16 month old son and in his free time enjoys designing aquariums, writing, exercising, and nature. Jamar has taken several business courses at various colleges and is looking forward to using the tuition remission benefit to complete his Bachelor's degree at Creighton University.
- **Brang Maran** started on July 7 and is working on the evening shift as a custodian in the Boyne Building.
- **Bettina Bush-Sanders** is a licensed CNA and worked several years as a Home Health Care Aid before joining us on July 17. She is working as a custodian on the night crew in the Harper Center. Bettina has a son, Javion, and enjoys reading, fishing, cooking, music, and watching poker tournaments.
- **Delores Pollock** recently moved to Omaha from Spokane, Washington and joined Creighton on July 16 working as a custodian on the night crew in the Harper Center. Delores is a widow and has 2 grown children and 6 grandchildren ranging in ages for 2 years to 17 years old. Besides spending time with her family, she likes to read and cook.
- **Nang Soe** started at Creighton on July 16 as a custodian on the night shift in the Harper Center. She is married and has a Bachelors degree in Literature from the University of Mandalay.
- **Sha Lo** started working as a custodian in the (new) Wareham Building on July 7. She is single and enjoys playing the piano.
- **Lay Lay** started at Creighton on July 7 and works as a custodian in the (new) Wareham building. He is married and has 3 children. One of his daughters, Naw Paw, is a custodian in the Boyne Building.
- **Di Di Po** started as a custodian on the night shift at the Harper Center. He is single and likes to read.
- **Mu Wah** is a new custodian in the Harper Center. She is working Wednesday-Sunday from 2-10:30. Mu is single and likes to read, cook and listen to music.
- **But La** works as a custodian on the day shift in the Harper Center and started at Creighton on July 16.
- **Linda Rickard** is the new custodian in Swanson Hall. Linda started working at Creighton on July 14 after working for 22 years at Baum Iron. She is single and loves to cook.
- **Kaw Htoo** started working for Creighton on May 14 as a custodian on the evening shift in the Boyne Building.
- **Aung Naing** started as a custodian on the evening shift in the Boyne Building on May 27. He is married and has 3 children.
- **Ban Mayberry** is a custodian working early mornings in the Criss Complex. She is single and has 2 grandchildren, Basha and Georgia.



## News from Planning and Design Fran Angeroth

Planning and Design is experiencing a busy summer full of a wide variety of projects across the campus. Here are a few that may be of interest to you:

- Creighton Hall (formerly the Administration Building) is hearing the sounds of remodel once again. The first floor space formerly occupied by Development and University Relations will become the new home for the English Department from Communication Arts. This work will complete in time for them to move in before school starts.
- Deglman Hall is getting a full building fire sprinkler system and a wireless network upgrade. This work will continue right up to the day before move-in. Many of you in Facilities Management and contractor personnel will pull together to complete the building for the arrival of the students.
- Kellom Knolls has also been experiencing some renovation for EMS. Once Student Health relocated to the Harper Center workers began construction to join and expand the space used by the EMS program. When completed, the EMS space will nearly double and become contiguous.
- The projects on the 6<sup>th</sup> floor of Criss's have experienced the arrival and placement of a new autoclave, cage washer and mechanical units. There was much to do as the cranes moved in on several occasions to lift the equipment onto the roof. When done the space will have redundant heating, air conditioning and electrical service to maintain the space during times of utility outages and times when it is too nice outside to have either the central steam or central air conditioning working.
- Rigge Science 324 labs for Biology have seen their work nearing completion and will occupy the first week in August.
- Rigge Physics Shop expansion and update has completed. This project was one that provided an improved mechanical room because the expanded shop extended into the old mechanical room and gave way to making the improvements.
- Law School roof work is not complete yet due to the tremendous amounts of high winds and rain in our region. I don't want to jinx the finish by stating a date and upsetting Mother Nature.
- Heider Hall and Kiewit Hall elevator projects are in progress with first cabs in both buildings expected to complete after school starts. For those of you working move-in the cabs being worked on will be operational but must be run by an O'Keefe Elevator employee. So they will be able to be used for move-in. The second elevator in each building will be upgraded as soon as the first elevator is complete. The full project will be done in December.
- Brandeis Hall roof is nearly complete – providing the weather cooperates, the contractor should be gone by the first week in August.
- Brandeis lower level, where Career Services used to be, is being updated for the College of Business to occupy with their new Center for Entrepreneurship.
- A project to remodel the former bookstore in the lower level of Brandies is being designed. If the design can align with the funding available, the area will be remodeled into Pharmacy labs to be open in Jan,'09.
- The sewer separation project underway by the City has been plagued with maladies but is now up to speed on Webster. It is expected that the work on Webster Street will be ending in early August and the project will make a big turn up 20<sup>th</sup> to Cuming. The scheduled completion date is late November. When done, Webster Street will become a pedestrian mall from 17<sup>th</sup> Street west to 21<sup>st</sup> Street.
- The design of the new Public Safety Building and Shuttle Services facility is underway. The goal is to advertise for bid in early winter and have the contractor on board sometime in February. Most of this project is streets and parking because the site will be a significant MAT bus stop area and a place for the University shuttle busses to terminate on the respective routes. The new facility is funded by the Federal Transit Authority and will be constructed east of 24<sup>th</sup> Street between Burt and Cuming.
- Planning for the new Stereotactic Radiosurgery Center (aka cyberknife) continues. The facility will be built west of 30<sup>th</sup> Street in the new parking lot. It was always known this would be a building site so the parking lot was built a bit weaker in the area. While the plans are not complete as yet, if all goes well, construction could begin in spring, 2009.
- The very unique project of building a new home for Modern Equipment is nearly completed. The new facility will be transferred to Modern Equipment in a few weeks. In exchange for the new facility, Modern Equipment will transfer ownership of their property on Cuming and Burt near campus. The buildings will be more closely evaluated for usability but it is expected that some of the buildings will be demolished soon.
- St John's Church is receiving a new sound system to further accent the remodel that has happened over the past couple of years. The new sound system will likely be operational by the time school starts.

The pace of the work is in overdrive to complete the work for the return of the students so we continue to ask for your patience and cooperation as we work in your spaces.

## Innovative Team

has been discussing cross training and task sharing between Facilities departments in an effort to make our jobs easier through teamwork. There has also been continued discussion about transportation and vehicle sharing and maintenance. The goal is to help employees get to jobsites, meetings, and other obligations safely, efficiently and without hassle.

If you have any thoughts about how operations within Facilities Management could be improved please share them with someone on the team.

### Innovative Team Members

Mary Duda  
Dave Feder

Dennis Graskowiak  
Jessica Heller



**▶ ATTENTION SPANISH SPEAKING EMPLOYEES**

On Wednesday, August 20th a Spanish-speaking representative from *The Principal* will be in Facilities Management to explain the transition of the Retirement Plan of Creighton University to The Principal Financial Group and the actions you will need to take. During this time, you will also have the opportunity to sign up for a one-on-one meeting with this representative.

*More information to following....*



## Energy Management

Summer has arrived at Creighton University. With temperatures and humidity in the 90s, we would like to remind everyone to keep your windows closed. Summer cooling settings are 75° unless there are special needs. When you leave the room, turning off the lights and turning the cooling temperature up a few degrees, saves energy.

This past month the Energy Management Department has been busy making much needed repairs to the buildings heating and cooling systems throughout campus. We have completed over 170 preventative work orders and 150 hot and cold calls this past month.

We would like to welcome two new employees to the Energy Management Team, Jack Rose and Lorenzo Gladfelter. Jack is the new Energy Control Technician. He comes from Malvern IA, and has many years in the maintenance field. To better serve the needs of the campus after regular business hours, Jack will be working later in the evenings Sunday through Thursday. Right now, he is working closely with Pat and Ed learning the campus and the energy management systems. Lorenzo is filling a newly created position of Energy Control Assistant. He will be making his rounds around campus during the evening hours, saving the University valuable energy dollars by turning off lights, closing windows, and locking doors to offices, labs, and classrooms. Lorenzo will also be taking random building temperature checks and generally helping us curtail the ever increasing energy load.

## PHYSICAL ACTIVITY VS. EXERCISE

- Physical activity encompasses any movement of the body in which your muscles contract and your metabolism increases. Everything from washing dishes to taking the stairs to shoveling snow falls under this umbrella.
- Exercise is a subcategory of physical activity. It refers to a structured program of activity geared toward achieving or maintaining physical fitness. An aerobics class or a running routine are good examples of exercise.



### 5 Components of Physical Fitness

1. Cardiorespiratory endurance To improve your cardiorespiratory endurance, try activities that keep your heart rate elevated at a safe level for a sustained length of time such as walking, swimming, or bicycling.



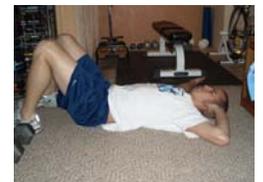
2. Muscular strength The key to making your muscles stronger is working them against resistance, whether that be from weights or gravity. If you want to gain muscle strength, try exercises such as lifting weights or rapidly taking the stairs.

3. Muscular endurance To improve your muscle endurance, try activities such as jogging, dancing, or abdominal crunches.

#### Abdominal Curl



Lying flat on the floor with knees bent and feet planted, place hands crossed on the chest. Contract the ab muscles to raise the chest toward the ceiling. Keep the head in line with the shoulders. Keep the chin away from the chest. Pause and then return to the starting position.



#### Oblique Crossovers



While lying on the back with the feet planted and knees bent, place one hand by the ear and extend the other out to the side in the opposite direction. Contract the ab muscles and slowly reach the extended arm across to the opposite knee, pause and then return to the starting position.



4. [Body composition](#) The bathroom scale does not assess how much of that body weight is fat and how much is lean mass (muscle, bone, tendons, and ligaments). Body composition is important to consider for health and managing your weight!

5. [Flexibility](#) Good flexibility in the joints can help prevent injuries through all stages of life. If you want to improve your flexibility, try activities that lengthen the muscles such as swimming or yoga or a **basic stretching program**.

### Neck Stretch

Sit on floor with legs crossed. Place left hand on right side of head and gently pull head toward left shoulder (keep shoulder down), feeling a stretch on right side of neck. Hold for three deep breaths. Return to start and repeat on right side.



### Hip-Buttock Stretch

Lie on back with feet off floor and cross right ankle over left knee. Grasp back of left thigh near knee and gently pull legs toward chest, feeling a stretch in right hip and buttock. Hold for three deep breaths. Switch legs and repeat.

### Seated Spinal Twist

Sit with knees bent and left leg stacked on top (or sit cross-legged). Extend right arm, placing it on outside of left knee. Place left hand on floor behind you and twist gently to left, moving head and shoulders with torso. You should feel a stretch up and down spine. Hold for three deep breaths. Return to center, switch legs, and repeat to right side.



### Child's Pose



Lie facedown with knees tucked under you and arms extended in front so you feel a stretch from shoulders to lower back. Take several deep breaths to release all the tension in your back. Now slowly walk arms to the right so that torso extends toward 2 o'clock position (not pictured). You should feel a stretch on left side of torso. Take three deep breaths. Return to center and repeat to left side.

### Back Relaxer

Lie on back and bend knees over chest. Hold backs of thighs and gently pull knees farther in toward chest, feeling a stretch in lower back. Hold for three deep breaths.



# What is Get R.E.A.L.?

It's a 6-week fitness incentive program designed to motivate participants to increase their daily minutes of both regular physical exercise and leisure activities.

## How Does it Work?

It's simple, keep track of your daily minutes of regular exercise **and** active living and record them on your Get R.E.A.L. log.

To get started, select a Get R.E.A.L. participant level that works for you!

- Swingin' Salmon** – I am just starting to engage in regular exercise.  
Goal – Accumulate 30 minutes everyday.
- Movin' Marlin** – I am already doing a little activity and I want to take it up a notch. Goal – Accumulate 45 minutes everyday.
- Cruisin' Catfish** – I currently exercise a few days each week and am looking for a new challenge to maintain my motivation.  
Goal – Accumulate 60 minutes everyday.



Regular physical activity can reduce the risk of premature mortality, coronary heart disease (CHD), diabetes, colon cancer, hypertension and osteoporosis. Regular physical activity also improves symptoms associated with musculoskeletal conditions and mental health conditions such as depression and anxiety. In addition, physical activity can enhance physical functioning and aid in weight control. The better question is why not Get R.E.A.L. and get on the path to better health today?

## What Can I Win?

Each participant that successfully completes this challenge will receive a fitness gift. We want ALL Creighton employees to participate and challenge fellow coworkers to improve the amount of physical activity they get in this program, too. Watch for registration forms in your Personal Best newsletter coming in your mailbox soon!

**\*BONUS FOR FACILITIES ONLY:** If Facilities Management gets 75% of your department to register AND complete this challenge, the Creighton Wellness Program will buy lunch to celebrate at the conclusion of the program. It's up to YOU!

# Come on Facilities!

# Environmental Health and Safety: John Baxter

## Creighton's Proposed Mercury Reduction Program

As many of you may know, the United States Environmental Agency (EPA) conducted a regulatory inspection of Creighton University on October 30-31, 2007. During this inspection the University was cited for several violations of the Resource Conservation and Recovery Act (RCRA). These citations led to a \$13,700 penalty being assessed on the University. While this may seem to be a high number, when compared to other Universities across the United States that have also received fines this number is relatively low. Universities have received penalties as much as 1.4 million dollars for violations that were discovered on their campuses.

As part of the penalty payment, Creighton University has developed what is known as a Supplemental Environmental Program (SEP). This program will allow us to use part of the penalty assessed by the EPA to prevent potential problems here on campus. Creighton has proposed, and the EPA has accepted our plan to reduce Mercury use across the campus. To achieve this goal the EH&S Department will be exchanging mercury containing thermometers for non-mercury thermometers across the campus free of charge to researchers. In addition, we will be buying Energy Star rated non-mercury programmable thermostats for a few of the older buildings that still have mercury containing thermostats.

The final part of the SEP will be to allow employees to bring in old Mercury fever thermometers from home and exchange them for non-mercury thermometers. We encourage all of you to take advantage of this opportunity to remove these Mercury containing devices from your home. In addition if you have been thinking about updating your thermostat now will be the time to do it. While we will not replace yours, we will accept the older ones for proper disposal of the mercury pillows in them at no cost to you. This program will start early in the school year and will be completed by the end of the first semester. Please look for more information on the Mercury Reduction Program soon. You will be instructed on how and where to bring your mercury containing devices at that time.



## SUSTAINABILITY AT CREIGHTON MARY DUDA

*Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.*

Maybe you've heard us talking about sustainability or "going green" at Creighton. We've got quite a few initiatives going on right now here in Facilities that we thought you should know about.

- The Harper Center was built to LEED (Leadership in Energy and Environmental Design) standards for Green Buildings. For instance, it has quite a few energy-saving features and uses natural materials in construction; all the carpets are manufactured with recycled material.
- Custodial Services has switched to "green cleaning" – the chemicals they are using are both safer for our employees and safer for the environment.
- A new employee in Energy Management, Lorenzo Gladfelter, has been hired to help us save energy – he'll be going around shutting off lights and closing windows and doors after hours.
- In addition to our golf carts and other pathway vehicles, Facilities has recently acquired an electric truck, which is assigned to the Carpenter Shop. It can be charged on any 110V outlet and requires no gas. It also requires less maintenance than a gas-powered car and can save quite a bit of money in gas and operating costs.
- We'll be going to single-stream recycling soon. What this means is that we'll be putting all recyclables including plastic, aluminum, and paper into the same recycling bin. This should significantly reduce the amount of trash going to the landfill.

You can read more about sustainable programs all over campus on our website. You can even submit your ideas and tell us what *you're* doing to help Creighton be "green".

<http://www2.creighton.edu/about/sustainability/>

The Creighton Sustainability Council meets on the third Friday of each month at 2 pm in the UP Room. All are welcome to attend – bring your ideas!



## Tobacco-Free Campus

On July 1, 2008, we reached a major milestone on Creighton University's campus--we became **tobacco-free**. When Father Schlegel announced this initiative last fall, he reaffirmed Creighton's dedication to provide a healthy, comfortable and productive living and working environment for faculty, staff and students, as well as for our visitors. And because our mission calls us to improve the health of the individuals and communities we serve, he believes the University has a responsibility to take a leadership role on this major health issue.

Many faculty, staff and students have taken advantage of coaching and support programs to help people transition to this new policy. We have also communicated this new policy with our neighbors, contractors, alumni and friends.

Communication, support and ongoing activities will continue. Information is available on a special website at <http://tobaccofree.creighton.edu/> that has updates, helpful tips and resources to ensure everyone's success in this important endeavor.

## MIKE AND JOSIE HARPER CENTER FOR STUDENT LIFE AND LEARNING

### Dedication/Grand Opening September 5, 2008



For months we've watched the construction of the dark-red brick building with the distinctive octagonal main entrance and now we are itching to take a look inside....

The Harper Center, Creighton's newest building, is slated to officially open when classes begin on August 27. The four-story, 214,000-square-foot building includes 13 University departments, six classrooms, a 500-seat movie theatre, ballroom, coffee shop (the Brew Jay), fitness center (FitNest), bookstore (FanAttic); small grocery/convenience store (The Bird Feeder); and a restaurant-style sports cafe and bar. In April, Creighton gained approval to serve alcoholic beverages at the bar from the State Liquor Control Commission.

Offices occupying the Harper Center are: Admissions/Enrollment Management; Career Center; Student Health; Student Services; Student Support & Disability Services; Center for Student Success & Retention; Counseling & Psychological Services; Center for Service and Justice; Multicultural Affairs; International Programs; Student Employment; Card Services; and Financial Aid.

Facilities Management has already undertaken the task of cleaning and maintaining the building. Custodial Staff include Tammy Clawson-Dritschel, Jamar Johnson, Maria Arevalo, Bettina-Bush Sanders, But La, Nang Soe, DiDi Poe, Delores Pollock, and Mu Wah. Maintenance Engineers are Joe Provost, Dan Schmeckpeper, and Chuck Pond; and Painter Ian O'Riley.

# Join in the Fun.....



“Seeing Blue ~ Living Green”

FUN DAY – 2008

Thursday, September 18, 2008

12:00 noon – 3:30 p.m.

NP Dodge Park

## Helpful hints

for

cell phone use

Ways to keep your Facilities Management cell phone minutes to a minimum:

- Use your 2-way radio whenever possible.
- When receiving a lengthy business call on your cell phone, call the person back to finish your conversation on a land-line.
- Limit your personal calls from your cell phone to emergency situations only.
- Use a land-line whenever possible.
- And remember....there is a charge on **incoming** as well as **outgoing** text-messages.



### Need a 2<sup>nd</sup> line for personal use???

To set up service for a 2<sup>nd</sup> line, all you have to do is call Nextel customer service at 800-639-6111. They can set up everything.

**Code for employees to use for discount on service- GAUNV\_CMC\_ZZZ\_P2**

You will need the following information to set up your account.

- Your phone number and current account number with current provider (See Maria)
- Social Security Number
- Date of Birth
- Home Address, City, State, Zip Code
- Home Phone Number
- Drivers License Number
- **You will be financially responsible for paying this bill and bills will be sent to your home.**

### Rates for 2<sup>nd</sup> line:

Pay as you go- 5.99 month (rate of 0.20c per minute).

200 minutes- 19.99 month

350 minutes- 29.99 month

500 minutes- 39.99 month

1000 minutes- 59.99 per month



*It's that time of year again! Get your running shoes, or grab your walking partner and bring the stroller!*

**The American Lung Association's**

**Omaha Corporate Cup Run / Walk**

**Sunday, September 21st, 8:15 a.m.**

**Civic Auditorium**

**(Choose from either a 10 K or 2 mile events.)**

**All students, staff, and faculty are welcome to join the CU/CUMC team! Our goal is to have 200 on our team...please join us!  
The Omaha Corporate Cup registration is available online,**

**[The registration Deadline is Friday, August 29th, so don't delay!](#)**

**Instructions:**

1. Click here to be directed to the Corporate Cup website, [www.omahacorporatecup.org](http://www.omahacorporatecup.org) and click on the Registration link at the top of the page.
2. Select "Creighton University and Medical Center" from the list of teams.
3. Follow the prompts for registration. Qualifying participants can request a seeded pass during the online registration process.
4. All participants will be chip-timed for the 2008 Corporate Cup. Chips are integrated into the runner's bib number, uniquely identifying each participant as they cross strategically placed electronic mats
5. **Payment via credit/debit card will be required to complete the registration process.**

**Other Team information:**

- The Cup is Sunday September 21<sup>st</sup> @ 8:15 a.m. There is a 10k run and a 2 mile-walk or run option
- **Entry is \$15 per participant.** Not only are you giving money for a great cause, you get a free t-shirt and snacks after the race.
- Children 5 and younger may participate for free but will not receive a race number. All other must register, pay the individual entry fee and display a race number. Children must be at least 12 to be on the 10K course.
- CU/CUMC Team T-shirts will be available for pick-up in the Skutt Student Center the week before the event. You will be notified when you can pick up your shirt.
- CU/ CUMC will have an event table for pick up of refreshments before or after the event (location to be decided).
- You can also enjoy the Post Race Brunch and Lunch at Forte Banquet and Conference Center (15<sup>th</sup> and Cuming Streets). Omaha Corporate Cup Brunch and Lunch tickets available for \$6 per person through on-line registration. Also show your runner number and get a free \$5 game card.

Questions?

If you have questions that are not answered on the Corporate Cup official web site ([www.omahacorporatecup.org](http://www.omahacorporatecup.org)) please call Liz Ferguson in the Student Activities Office at 280-1715.

Please contact the American Lung Association with questions regarding the on-line registration: Kevin L. Bonney at 572-3030.



## Work place behaviors to avoid

We each have our poor habits and personality quirks, and we bring at least some of them to work with us. Check out these top workplace faux pas to see if you're guilty of any:



**Negativity:** Do you tend to be critical of others or often respond negatively to them by saying, "That won't work," or "That's a good idea, but...."? Negativity can spread through the workplace like a virus, robbing every one of their enthusiasm and creativity. Try being more supportive for a change, and see what happens.



**Judgment:** Holding others to unrealistic standards or finding them lacking is a toxic behavior that brings down overall performance. Work to the best of your ability and let others find their own way.



**Emotional reactions:** Anger and frustration can make you stay or do something you may regret later. Take a walk to cool off *before* you react.



**Stealing Credit:** Everyone deserves his or her time to shine. Don't hog the spotlight, detract from others' accomplishments or pass off someone else's good work as your own.



**Getting stuck in routine:** "That's how we've always done it" can be productivity-killing words. Re-examine systems and procedures; be open to new and better ways to work.



**Gossip:** Never spread unfounded information, particularly about the company or fellow employees. It's unprofessional and can be harmful.



**Competitiveness:** Excellence is a valid goal, but not if you need to win at all costs. Instead of pushing others down so you can get ahead, take a collaborative approach. Team success benefits everyone.



**Adding more than you two cents:** Try to avoid approaching every interaction seeking to add commentary or information. Sometimes the best approach is to listen and learn.

**Keep in mind:** What you might think makes you look smart, funny or accomplished may in reality annoy co-workers and detract from performance. Brush up your professional attitude to create a more positive workplace.