School is almost upon us and it seems like commencement was only last week. You are to be commended for the amount of work done this summer. The turnaround in May of Davis and Opus is always Herculean. This year’s effort was the largest ever as expenses climb. The good news is that the painting of apartments was as thorough as ever with many walls being painted from edge to edge and some of the accent colors were removed. The list of accomplishments is long but also highlighted is the work on the landscape keeping the campus looking green and lush with the extraordinary hot, dry weather.

The start of school brings back many that know the campus and about 1,000 new student faces. As you do, please wear your ID badge and if provided, wear your uniform shirt. It helps people know you belong in a hall and that you can be called upon to help. Common courtesy matters as you greet people with a friendly good morning or other calming remark. The students and new faculty have a lot of stress and it is often the calm greeting that makes their day better. As always, treat everyone with honesty, dignity and respect.

The University budgeting process has been very favorable to Facilities Management having budgeted nearly $10 Million for deferred maintenance. The projects are underway and will be for all of the school year. New roofs, new fire detection and alarm systems and lots of mechanical system upgrades will be undertaken in many buildings. A lot of the funding will be used for eliminating the “red bars” from the deferred maintenance dashboard report. Certainly these are busy times but the year will set the stage for the operations well into the future. Your contributions to the efforts are needed as we anticipate the many projects. It is certainly more work than we have experienced in many years if ever. A more detailed conversation is forth coming at the October 16, Information Sharing session

Chris Casey and LeeAnn Crist are helping with the designs to remodel the Harper Center, Reinert Alumni Library, Eppley, Hitchcock, Old Gym and Brandies as part of the move of the College of Business to Harper. The project isn’t approved pending fund raising. The goal of designing now is to be ready for remodel when the project is approved by the Board.

The Rasmussen Center continues to be on schedule for a late September completion. This will give the contractor an opportunity to complete the punch list before the building is occupied. The plan is to move the cardio equipment out of the FitNest in Harper to the Rasmussen Center or the KFC starting on October 15. The Rasmussen Center will be open for use on October 22. The dedication is being planned for October 23.

Updates on some significant projects:

- The alternative energy project is done. You will recall the funding for the solar and wind powered apparatuses were funded by a grant from DOE and a generous gift from OPPD. Thanks to Gary Johnson and Ed Grudle for the help they gave on site during the project.
- The study of the utility and energy distribution master plan is funded and Burns McDonnell, an engineering consultant will soon begin work. The study will look at each building to identify the energy conservation measures that have an attractive return on the investment.
- The university established a budget for energy conservation measures. The funding is about $350,000. A project lead by Wes Walling to replace known malfunctioning steam traps is underway. Actual on-campus
work is expected in August. Other projects to be accomplished this fiscal year will be discovered by Burns McDonnell.

- Alvine Engineering and their partner, RDG are doing a study of the life span of the residence halls. The study will establish a schedule for investing in the residence halls to bring the buildings up to market standards. The study links nicely to the deferred maintenance study done a few months ago and to the energy and utility distribution master plan. The completed study will be available in late September.
- Mary Duda and Mary Comstock are engaged in writing a climate action plan to determine a way for Creighton to reduce its carbon emission to zero by some date in to the future. Doing this study with the master plan for energy and utility distribution is coincidental but the synergy is significant.
- Jessica Heller and Deb McAtee are helping with an update of the campus design standards. The previous set of standards was accomplished by StudioInsite about nine years ago. While the standards have served well, it is time to update because a lot more building work will be west of 21st Street as the residence hall study and the Harper repurposing project get underway. The work on the study will begin in the fall and will involve the Campus Planning Committee.

Through it all, we must keep in mind that we are an organization that delivers service. Keeping an attitude of good stewardship and remembering that what we do must be done safely is paramount. You are the ambassadors of the University on so many fronts because you are on the “front line”. Thanks for all you do for Facilities Management and Creighton University. It makes a difference.

See you at Fun Day in September as we relax a few hours and enjoy each other’s friendship and probably too much food.

Lennis

Dear Colleagues,

I am pleased to announce that Richard P. Virgin has accepted the position of Vice President for University Relations.

Rick comes to Creighton University with over 20 years of non-profit fundraising experience with private and public higher educational institutions and most recently as the senior associate vice president for Development and Alumni Affairs for George Mason University in Fairfax, Va. While at George Mason, Rick was responsible for restructuring the fundraising operation, engagement of 150,000 alumni and led the planning and implementation of George Mason’s current comprehensive campaign.

Rick served in a similar position at the Close Up Foundation in Alexandria, Va., as the vice president for Development, where he created a highly successful development infrastructure and produced the organization’s strategic fundraising plan. Rick served in several development capacities at the George Washington University, including chief development officer from 2002-2005. A native of O’Fallon, Ill., Rick obtained a bachelor’s degree in management from Ithaca College and a master’s degree in legislative affairs from the George Washington University.

In his new role, Rick will be responsible for the University’s overall philanthropic strategies, alumni relations and advancement services. Rick’s professional accomplishments of being a campaign strategist and relationship builder will
help Creighton secure support for our visionary goals. We are fortunate to have him join the University to provide leadership to our philanthropic priorities and efforts to deepen ties to our alumni.

Joining Rick in Omaha is his wife, Kathleen Rapp, and daughter, Kennedy. Kathleen is a non-profit executive finishing an eight-year stint at AARP in Washington, D.C.

Timothy R. Lannon, S.J.

SUSTAINABILITY:

A major component of sustainability is conservation of our resources (energy, water, land, food, and “stuff”). Various Catholic groups have pointed out that the poor, both at home and abroad, suffer most from the waste of such resources. According to Pope Benedict XVI, “To protect the environment, and to safeguard natural resources and the climate, there is a need to act in accordance with clearly-defined rules … while at the same time taking into due account the solidarity we owe to those living in the poorer areas of our world and to future generations” (no. 7, 2010 World Day of Peace message, If You Want to Cultivate Peace, Protect Creation).

In that light, we highlight some of the Sustainability Council’s recent initiatives that focus on social justice and caring for others.

Thank you to everyone who donated to the oneShirt clothing challenge for Earth Day! Creighton collected over 2,600 pounds of clothes and shoes, ranking us #4 in the country in both total poundage and pounds per person. The Siena-Francis House and the Heart Ministry Center were extremely grateful for our donations. According to sustainU, sponsor of the challenge, textile recycling is good for the PLANET:

- Reduces landfill waste. Each American throws away 68 pounds of clothing each year, on average. That's nearly 21 billion pounds!
- Saves water. Old textiles can be recycled, saving hundreds of gallons per kilo required to grow new cotton.
- Saves gasoline. Polyester is made from petroleum and can be recycled indefinitely.

Textile recycling is good for PEOPLE:

- Supports job training. Re-purposed clothing is often sold to support job training and placement programs.
- Creates job opportunities. Textile recycling companies supply 17,000 jobs nationally and growing!
- A means of affordable clothing. Used clothing is resold around the world at a price many can afford.
- Civic pride. Recycling textiles can bring communities together to do the right thing!

Creighton University is the first Catholic, Jesuit University to achieve Fair Trade status. The designation is given by Fair Trade Colleges & Universities USA, a national initiative to embed Fair Trade principles within administrative policy and the social and intellectual fabric of academic communities and recognizes the institution’s efforts to support Fair Trade through five established criteria--policies, use of fair trade products where feasible in university-operated/owned outlets, use of these products in university operations such as meetings and special events, Fair Trade education and awareness building on campus and general support of Fair Trade through procurement practices.

Fair Trade is an economic partnership based on dialogue, transparency, and respect. It is also an organized social movement and market-based approach that aims to help producers and workers in developing countries improve their livelihoods and maintain healthy stewardship of the environment. Through direct and equitable trade, farming and working families are able to eat better, keep their kids in school, improve health and housing, and invest in the future.

Sustainability is a University commitment that is promoted across campus. As part of the effort and the culture, **Facilities Management** has participated in several items to promote sustainability including:

- Met deadlines for the **American College and Universities Presidents’ Climate Commitment**, including Implementation Profile and inaugural Greenhouse Gas Calculation. Up next is the **Climate Action Plan**. Stay tuned for more information on that endeavor.
- Purchased an all-electric **GEM car** for the EH&S department.
- Worked with **StudioBlue**, the student design group to develop the sustainability **emblem**. The emblem has been deployed in various locations across campus, including our vehicles and uniform shirts, and will be further in the future.
- Facilities Management offers **small grants** for interested faculty, staff, or students to engage in a project to make Creighton more sustainable. The first grant was awarded this summer for a composting project. If you have an idea for such a project, please contact Lennis or Mary.

**Initiatives across campus** have included:

- The Kripke Symposium this year focused on “**The Greening of the Papacy**”. This symposium considered this green trend and evaluated it in the light of contemporary academic conversations about the environment.
- A coalition of groups, including Inter Residence Hall Government, Department of Residence Life, and members of the Sustainability Council organized the inaugural “**Trash to Treasure**” Yard Sale comprised of items donated by the students moving out of the residence halls. The money raised from this was distributed amongst the Residence Halls’ community partners.
- The community garden, dubbed the **Ignatian Garden**, is in its second year, with a waiting list for participants.
- A **Zipcar** franchise has been installed on campus; it is intended to reduce the number of cars on campus, as students can rent a car for a few hours or a day to run errands, instead of bringing their own cars to campus. These cars are **available for staff and faculty**, as well. If you’re interested in checking one out, please contact Mark Simanek at Shuttle Services.

The university’s sustainability efforts are being **recognized** by outside entities, as well:

- The James R. Russell Child Development Center’s **outdoor nature classroom** earned the national designation of a certified Nature Explore Classroom from the Arbor Day Foundation and Dimensions Educational Research Foundation. Developed in response to the growing disconnect between children and nature, certified Nature Explore Classrooms are designed to help fill the void by educating young children using research-based principles for integrating nature into their daily learning.
- Creighton was included in the Catholic Coalition on Climate Change’s **Sustainability and Higher Education: A Toolkit for Mission Integration** (http://green.nd.edu/assets/45570/accu_toolkit.pdf) as an example of ways that Catholic universities are linking their mission and Catholic identity with environmental sustainability. Of note were the Energy Technology majors, which are based on Ignatian pedagogy, and the introductory paragraphs on the Sustainability website.
- Creighton was awarded **$10,000 worth of trees** through the Arbor Day Foundation and Toyota through Tree Campus USA. This program honors universities for their sound forestry practices; Creighton is one of only 74 campuses so honored.
Congratulations to Justin Burgett with EH&S for being voted onto the Staff Advisory Council!

One of the roles of the Staff Advisory Council is to help staff get their issues reported to the correct person/division. If you have an issue and don't know where to turn, want to find out if the issue has been addressed before, or just want to vent. Submit the form and they will get back to you and they will find the correct avenue for you to find solutions to the issue at hand.

Please note, their role is not to solve issues! They will tell you if that particular problem has been addressed before and if so, what the outcome was. If it's a new issue, they will direct you to the correct person/division to address the issue.

Congratulations to Mark Chee, work-study for EH&S! He’s spending his summer as an intern at Hawaii Pacific Health. From Mark: “I was told that the company received over 400 applications for the internship, roughly 150-200 students were chosen to proceed to an interview, and only 60 were chosen from there. Better yet, I was chosen for one of two positions regarding the pharmacy department that they are offering!” We’re extremely proud of Mark and his accomplishment!

Planning and Design

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

- Exciting news for 22 buildings across campus that will have steam traps replaced. This much needed deferred maintenance will save real dollars in energy costs. Work is scheduled to complete before heating season in October.
- Cardiac Care Center is complete for the replacement of their chillers.
- Creighton Hall is getting another area of new roofing. If you face the building from the California Mall it is the section on your left. Work began on July 16th and should complete before school starts.
- Criss I is complete for the fire alarm upgrade.
- Dowling Hall roofing project is underway and will complete before school starts.
- Heider Hall will complete the final phase of the patio doors and windows by early August.
- Heider Hall is in phase one of replacing kitchen cabinets, countertops new flooring and paint. As well as replacing the waste and supply lines on the east side of the building in conjunction with the kitchen project.
- Law School rooms 121 and 123 are receiving the same upgrade as the completed 121. Work is well underway and is scheduled to complete before school starts.
- Rasmussens Center construction remains ahead of schedule with completion expected in October this year.
- Skutt Student Center did replace their old existing hot water heaters with 96% efficient instantaneous heaters.
- St. Johns Church has completed the project to replace the carillon.
- Swanson Hall is currently updating their fire protection system and adding voice evacuation. Work is scheduled to complete before school starts.

Other Information

- Criss Science building (formerly known as Criss II and III) is budgeted to get a new roof. Paperwork is routing for approval and work should begin in early fall.
- Rigge Science 321is in design and pricing to renovate the space for a research lab.
- Walt Jahn building is in design and pricing for an infrastructure upgrade to prepare the building for the security camera system upgrade.
It has been another project packed summer and a rush to finish before move in and school starts and no one department can do it without cooperation from others. Thank you for your cooperation and assistance.

**New Employees:**

Scott Schmidt is working in the Mechanical Shop as a Maintenance Engineer. Scott started on May 7th. He works the shift of 3:00 pm to 11:30 pm. Scott is married with 2 sons, Rees 14 and Jake 11. His hobbies are hunting, fishing, and camping.

Sharon Ludwick is the new Administrative Assistant II for the front office who started on July 23rd. Sharon comes from working 8 years with Fuller Construction Co., Inc. Sharon works from 8:00 am to 4:30 pm. She is married and has 3 children, 5 grandchildren, and a new grandchild due in August! Her hobbies and interests are sewing, golfing, fishing, and traveling to see grandkids.

Stop by and introduce yourself to our new employees.

---

**Upcoming University Holiday**

**Labor Day**

Monday September 3rd

---

**Other Dates**

**Student Move In Begins**
Friday, August 17th

**President’s Picnic Kicks off Welcome Week**
Creighton Mall
Saturday, August 18, 2012 @ 6:00 pm - 7:30 pm

**Undergraduate Classes begin**
Wednesday, August 22, 2012
Facilities Fun Day
September 20 - Cooper
Memorial Farm Picnic Pavilion

Autumn Begins
October 8

Information Sharing
October 17

Columbus Day
September 22

Saturday, October 13 – after last class
Monday, October 22, 2012 – resume 7:30 a.m.

Tuition Remission

Tuition Remission applications for Fall 2012 can be completed by using the online form. Applications must be submitted no later than the first official day of the term as follows:

Fall Deadline—August 22nd

Applications can be found at: http://www.creighton.edu/hr/benefits/tuition/index.php

As part of preparation for an earlier review to enhance the daily operations, Facilities Management crafted a document in March, 2010 that listed work done well. The document provided a synopsis of the efforts to maximize the stewardship responsibilities incumbent on Facilities Management.

Between March, 2010 and now additional accomplishments have been noted to even more position Facilities Management as a well-functioning department for the University. Noted comments include:

1) Acquisition of a wood chipper through a grant from the State. The wood chipper eliminated the ongoing cost of renting a wood chipper and, as part of the grant, enhances Creighton’s presence in the community through a wood mulch giveaway program.

2) Through the Environmental Health & Safety (EH&S) Department safety across the University and within Facilities Management was improved.
   • Developed a Lab Safety Committee (subcommittee of Campus Safety Committee), comprising lab staff and faculty to look at issues relating to compliance and safety in the research labs.
   • Actively advertised the EH&S comment/suggestion box and have received over 70 comments over the last two years.
   • The Innovative Team has worked extensively to market Facilities Management, including the “Touch-a-Truck” event and a presentation at the Staff Advisory Council’s Town Hall meeting.
EH&S presented its Stretch and Flex program at the Staff Advisory Council’s Town Hall meeting and have received good feedback on this program, both from within Creighton and outside the University.

Continued to develop training documents and posters, including “Waste Disposal” and “Personal Protective Equipment”, as well as more online training, including man lift training and lab safety for the Physics Department.

3) In an effort to establish a measurable benchmark for environmental stewardship, Creighton University has implemented sustainable building goals and requirements into their design guidelines. The goals and requirements being implemented are based on the (LEED) Leadership in Energy and Environmental Design. This program encompasses a holistic approach to sustainable design and provides a clear framework for identifying and carrying out sustainable design, construction, operations and maintenance, and measuring results. In an effort to quantify results in projects completed Planning and Design created a customized form called Green Project Checklist. At the end of the project as part of closeout the project manager completes the form indicating what areas were accomplished (if any) as part of the project. Fiscal year 2011/2012 is the pilot year of this program and results to date show fourteen projects with a total of 59 points ranging from a single point to 13 points on the Brandeis dining hall renovation. The plan is to continue the review while we design and to report the results of our progress.

4) Completed the review of the interior signage standard and reduced overall cost on the highest use signage. The review was successful in making minor changes to the backing plate without sacrificing the overall appearance of the sign.

5) Facilities Management recognizes the need for contracted quality work and assigned liability. Contracting documents are the tool for defining the scope of work. Over the past two years use of master service agreements with architects and engineers in the city have provided efficiencies both for the University and the service providers. Facilities Management, Purchasing and General Counsel completed the update to the boilerplate language to current standards plus the uniformity between the Purchasing and Facilities Management issued agreements.

6) Capital Project Management is a significant part of Planning and Design. The chart below reflects the last two complete years and the current fiscal year 2011/2012 year to date financial status of the projects.

<table>
<thead>
<tr>
<th>Year</th>
<th># Projects</th>
<th>Budget</th>
<th>Closed At</th>
<th>Carried Over</th>
<th>Savings on Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>38</td>
<td>$4,955,757</td>
<td>$675,51.31</td>
<td></td>
<td>$75,660.49</td>
</tr>
<tr>
<td>2011</td>
<td>45</td>
<td>$8,378,252</td>
<td>$1,629,107.95</td>
<td>$31,430,475</td>
<td>$262,739.12</td>
</tr>
<tr>
<td>2010</td>
<td>43</td>
<td>$11,436,536</td>
<td>$1,691,764.62</td>
<td>$8,893,235</td>
<td>$181,339.38</td>
</tr>
</tbody>
</table>

The efforts of everyone to take initiative and develop ideas to help keep the Facilities Management operation stay well-oiled are very much appreciated. Continue to think of new ways to do our work better.

Lennis

Our waistlines are getting bigger and bigger! One third of American adults are overweight! A combined 68.8% of U.S. adults are either overweight or obese. Unfortunately, the trend is the same at Creighton! 62% of Creighton employees are overweight or obese! We have decided to make a big push to tackle our weight problem at Creighton with an all-campus healthy weight initiative. Over the next three years you’ll see more programs, events, activities and opportunities all focused on weight loss and maintaining a healthy weight.

Did You Know?
You can save around 150 calories by just saying “no” to mayo! Next time you order a sandwich, tell them to skip the mayo! Try mustard, salsa or even heart healthy avocado instead.
With this in mind, the Creighton Wellness Program would like to offer a weight management program called **Lose It Live It** for the Facilities department. We could offer it at a time and location that is convenient to you. Below are a few of the components of the Lose It Live It program.

- Small Group Coaching
- Pre & Post Measurements
- Weekly Emails & Education Meetings
- Mayo Clinic Book & Journal
- Cost- $25 for the 10 week program (You will earn back the program fee if you attend the sessions and lose 3% of your starting body weight.)

If there is enough interest, we would like to offer Lose It Live It this Fall. **By August 22nd**, please either e-mail us at wellness@creighton.edu or contact Maria Jerrell to let us know your interest in the program slated to start in September.

**What is your top choice for the day of the week you could attend a class?**

Tuesday  Wednesday  Thursday

**What time slot is your preference for a 30 minute class session?**

7 – 7:30 a.m.  11:30 a.m. – 12:00 p.m.  4:00 - 4:30 p.m.  6:00 – 6:30 p.m.

7:30 – 8:00 a.m.  12:00 - 12:30 p.m.  4:30 – 5:00 p.m.

We want to work with you to provide an offering that makes sense for your atypical schedules. Once we have feedback, we will be able to determine if there is enough interest and where and when would be best to offer the class as conveniently for you as possible.

---

**Environmental Health & Safety**

Safety issues should be an everyday topic for discussion both at our workplace and our homes. Accidents may often be small, but they can also lead to life-altering results such as mutilation and even death. With that in mind please review the list below and think about how they may affect you both at work and home and how you can prevent these types of accidents.

**General Safety Issue Practices**

- Spills should be cleaned immediately to avoid slips.
- Immediately report any defects in the workspace such as loose tiles, broken railings, broken doors, broken steps etc.
- Refrain from participating in any form of horseplay.
• Keep sharp objects such as scissors, tacks, and razor blades in closed containers when they are not actively being used.
• Use the right tool for the job.
• Any neckties, long hair, jewelry, and other loose clothing should be kept well clear of any moving machinery parts.
• Any pest control related problems here at Creighton should be reported to Facilities Management immediately.
• Pest control chemicals should be used only by experts.

Lifting and Office Safety

• Anything large or heavy that is above shoulder level should be retrieved with the use of a step stool or ladder or a mechanical lifting device.
• Step stools and ladders should only be used if they are in good condition without any broken rungs or legs and without being wobbly.
• Chairs should always be used flat on the floor and not leaning back.
• Chairs and boxes should never replace ladders or step stools.
• Pathways in work areas and hallways should be kept clear.
• Electrical cords and wires must be inspected before each use and kept out of pathways when possible.
• When seated, excessive twisting, leaning back, and bending over should be avoided.

The most important way to prevent safety issues in the workplace is to use common sense at all times. Think about how the items above affect you and how you can work safely at all times.

Tips for Gasoline Conservation:

• Car pool to, from, and around campus whenever possible or walk if you don’t have a lot of tools or supplies to carry.
• Use an alternative form of transportation when practical. Drive a golf cart or other electric vehicle, or use your feet.
• Take advantage of vendor delivery whenever possible, if there’s no fuel surcharge.
• When you do have to travel off campus to service outlying properties, purchase materials/parts, or for other reasons, try to consolidate trips and use the most fuel-efficient vehicle available.
• Do your best to plan your day and anticipate parts and tools needed for the day to limit trips back to the shop.
• Take breaks on-site, not running between the job site and gas stations or fast-food restaurants. Use your own vehicle over your lunch break.
• Don’t idle your vehicle for more than 30 seconds. Today’s cars, trucks, and vans are designed to be driven almost immediately, even in cold weather. Also, if your stop will last more than 30 seconds it is more efficient to turn off the vehicle and restart it.
• Limit use of the vehicle’s air conditioner. Don’t run the air conditioner excessively, during cool weather, with the windows down, or when the vehicle is unoccupied (in which case it shouldn’t be running anyway).
• Keep the vehicle properly maintained and the tires properly inflated. Keep brakes properly adjusted, as dragging brakes increase resistance. Ensure that the vehicle’s gas cap fits properly.
• Don’t speed. Vehicles get about 21% more mileage at 55 mph than 70 mph.