

# Facilities Management News

Vol 3 Issue 1

February 1, 2007

*This time I have decided to send along some bullet points for the news article so I can cover a lot of subjects.*

- 1) *The City of Omaha is planning what could be the largest construction project in the State's history when they undertake to clean up sewer discharge into the rivers and creeks. You are probably getting information in your MUD water bill. The impact will be felt by everyone that pays for water as one watches the sewer fee rise significantly. The project is required by the Federal Government but not funded by the Government. Similar work is being accomplished in many cities across the Nation along with Omaha. The construction could start as early as 2009 and is slated to be done in 2024. A lot of work will be focused in the City east of 72<sup>nd</sup> Street.*
- 2) *The semi-annual Facilities Management Information Session is scheduled for Wednesday, March 8. Please try to be at one of the two sessions and bring your questions.*
- 3) *Our service delivery isn't as good as it has been. There are many reasons but one key factor is that building systems are aging and repairs just take longer. Recent examples include the leaking steam line in the Admin Bldg which had been leaking for months or years but only recently found and the repair took a long time because the pipe was buried below the floor. Another example is the main clinic sewer line in the Boyne Bldg which is now plugged with many years accumulation of waste causing a sewer gas problem in the labs and presenting a problem that will cost many thousands of dollars to correct. We must do more communicating about our good work and keep the customer informed. I have asked the Innovative Team to consider ways of improving communication to our customers. Maria Jerrell is investigating ways to have Facility Focus provide the customer information automatically. As Dave McAtee said, "the people we do work for get great communication from people working for Sears or Cox working in their home and those customers of ours deserve the same from us on campus". Please participate in enhancing our customer service.*
- 4) *The Living Learning Center is progressing well. The building is on schedule for occupancy in July 2008. While construction continues, the design for the interior is being completed. There is a lot of work yet to do with the planning for furniture, fixtures and equipment but that should be in good shape by early summer.*
- 5) *Thank you for taking time to attend the recent training opportunity about Asbestos Awareness. Your safety is very important to us so every effort is made to keep safety information available and have many conversations about safety.*  
**BE SAFE!! WATCH OUT FOR THE SAFETY OF OTHERS!!**
- 6) *Watch for a new building to be built west of 30<sup>th</sup> Street. The University is in conversation with a company that will construct and operate a very high tech surgery center requiring space in a new structure.*
- 7) *The master plan developed in 2003 is being updated. Expect the update to be done in October. The updated plan will be done with a new look at the University Strategic Plan and with a hard look at what is being developed around the campus. You have picked a very exciting time to be at Creighton and live in the metro. Consider the new pedestrian bridge over the river; the four hotels east of campus along Cuming; the Mutual of Omaha project around 33<sup>rd</sup> and Dodge and the completion of Saddle Creek Records east of campus. All of these points give reason for the master plan to be studied and updated.*
- 8) *Annual Performance reviews are about to be undertaken. This year there will be some new aspects to the process as the University re-vamps the process and moves towards a program that is more on-line. There will be a more formal opportunity for self evaluation. The appraisal form will have some changes for this year and as time elapses, there will be more changes to follow. This year the University will have a matrix for salary adjustments based on the score of the performance review. Facilities Management and several other departments have been using a matrix system over the past few years so for us the change will be little noticed.*

*A lot of ramblings and I could go on. Needless to say this is a very busy, hardworking organization. I thank you for your ambition, enthusiasm and friendship. The acronym TEAM..... Together, Everyone Accomplishes More... has never been more applicable. Help your team mates.*

*Lennis*



## Beth Grammes to Receive St. Ignatius Award

Beth Grammes, Central Receiving, will receive the 2007 St. Ignatius Award.

The St. Ignatius Awards, conferred by Creighton's Deglman Center for Ignatian Spirituality, recognize members of Creighton's staff and faculty whose way of living daily life reflects the spirituality of St. Ignatius. The Awards are featured during Creighton's commemoration of Founders' Week, celebrating the mission of the institution.

The St. Ignatius Awards will be presented during Founders' Week Mass, at 10:30 a.m. on Sunday, February 11 at St. John's Church. All are welcome and invited to attend.

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## WELCOME

To our new employees that joined us during November, December, and January.

### Custodial Services:

- **Barbara Romano** started working at Creighton on November 20 and works the early morning shift in the Law School Library.
  - **Al Casper** joined the evening Dental School crew on November 27.
  - **Mary McKinley** works evenings in the Dental School and started January 2. She has 4 adult children and 5 grandchildren. When she isn't working, she enjoys spending time with her fiancée and grandchildren.
  - **Keith Lloyd** started working evenings in the Dental School on November 27. He has 2 children and 3 grandchildren.
  - **Lisandra Semidey** is working evenings in the Dental School and stated her employment here at Creighton on January 19.
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## Congratulations to Facilities Management's newest American Citizen Naima Solis!

On January 18, Naima officially made the decision to call this country her home by becoming an American Citizen. America has always valued the contributions of immigrants, who continue to enrich this country and preserve its legacy as a land of freedom and opportunity. Congratulations Naima! We welcome you and wish you every success.



## Winter gardening tips from Jessica Heller:

### Embrace that (pre-) spring fever!

Despite the New Year's Eve snowstorm, it's hard to argue that this has not been an unusually pleasant winter for those of us who enjoy the outdoors. It is a double bonus for those who maintain their own landscapes. Here are some "get ahead of the game" ideas for those with a case of (pre-) spring fever:

- **Mulching** can be done during mild periods. Mulching when the ground is frozen solid is not recommended, as the added mulch will insulate the frozen soil and may delay the emergence of some plants in the spring.
- If you haven't already done some **planning** for next season's annual color and vegetable gardens, now is the time! If you have done your planning, this is an ideal time for **starting seed indoors** for plants that need a big head start (such as tomatoes and geraniums).
- Winter is actually a great time to **prune woody plants and thin hedges** without leaves masking the plant's structure.
- And of course, there's always **cleanup** to be done.

### *Mark your Calendars:*

#### ***Facilities Management Information Sharing Session Wednesday, March 8***

***Session 1: 10:00-11:00 a.m. – Skutt Student Center Ballroom East  
Session 2: 6:00-7:00 p.m. – Boyne Building Room 137***



*Congratulations to Angelica Cepeda, Lorena Losoya, Yesenia Starks, Ana Juarez and Naïma Solís who successfully completed the Workplace English Class. A luncheon was held on January 17, to honor this accomplishment.*

*Pictured from left to right are: Angelica Cepeda; Abby Wilson, Course Instructor; Lorena Losoya; Vice President - Dan Burkey; and Ana Juarez.*



## **News from Planning and Design:**

Planning and Design are still working on numerous projects across the campus mainly inside at this time due to real Nebraska weather. An employee highlight is that Chris Casey will be absent from January 19<sup>th</sup> to February 19<sup>th</sup> attending training in support of his duty in the National Guard. I know he will be missed for all for his many contributions to the Facilities Management mission.

The semester break meant vacation time for many across campus but certainly not to the contractors who work with Planning and Design. Here are just a few of the major improvements accomplished during that time.

They were very busy in the classroom in Reinert (L02) tearing out the old chairs, flooring, and ceiling. Stop by and see the new lighting, paint, seats and flooring. The old flooring was carpet but now it is sheet vinyl making the maintenance by the custodial staff much easier with better appearance retention.

College of Business third floor hallway received new flooring as well. Many of you know that hallway is used as a major indoor path from one side of campus to the other. So a new approach was taken putting a "walk off" tile down the entire length (center) of the hallway to deal with that high traffic. The intent was to again improve the clean ability and appearance retention. It will bear watching to see if it succeeds.

The Lied Education Center for the Arts had a long awaited replacement to the dance studio floor. The whole floor (except for the original poured concrete) was removed and a new wood sub floor installed (had to be perfectly level!!). This was followed by a "sprung floor" that gives when the dancers leap and twirl. It was finished with a vinyl covering over the wood. The report from the first week of use from the instructor and her dancers is that it is wonderful.

The BIC (Health Sciences Library) finished re-carpeting the remainder of the library. The entire building now has carpet tile. Next on the horizon is how to deal with the metal deck tread type stairs.

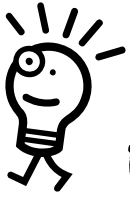
In closing for those that work in the Boyne building please bear with us and DoIT as the data rewire project provides many challenges. This upgrade is vital to the support of the mission of the School of Dentistry as they move patient information and delivery of service into a newly purchased software package that will go live July 1, 2007.



### **O'Keefe Building Remodeling Project Update from Dan Josoff:**

The O'Keefe building has five floors plus the basement, the building is on the historical roll and will be remodeled accordingly, the building to the east was called the Moreco building it will be torn down for parking. The O'Keefe building will be remodeled for CMA (Creighton Medical Associates) and Public Relations, the first and second floor will be used by CMA and the third and fourth floor will be used by Public relations. The fifth floor is being discussed for what would be the best use. The basement will be used for storage and a large meeting – lunch room area for both CMA and Public Relations.

Creighton has contracted the architect firm Alley Poyner to design the building and the general contractor will be Lund Ross, both parties have a lot of experience in renovating old buildings. We have had numerous meetings with CMA and Public Relations to design there spaces, the drawings are getting close for developing a cost to remodel the building. Once the drawings are complete the construction should start in March. The completion date Creighton is pushing for is August of this year. As the building remodel progress we will be sending out more information.



## Energy Management

The holidays are over and we want to thank everyone that called or emailed their hours of operation over the Christmas/New Year break. We received over 75 emails. We also want to thank the people that were scheduled to work over the break checking buildings to make sure windows were closed and temperatures were warm enough to keep things from freezing.

We continue to work on ways to conserve energy, like adjusting room temperatures, hot water temperatures, lighting, during un-occupied times. We are working with MUD to put lawn sprinkler systems on W-4 metering, and are very close to making this happen.

The Energy Awareness Committee is working with Res. Life, Sodexo, Student groups and others to get Recycling going on campus. We meet the First and Third Tuesdays of the month in the UP room of the Alumni Library at 9:00AM. Come and join us if your schedules allow.

Earth Day falls on Sunday April 22<sup>nd</sup> this year. Look for up coming announcements on when we will be celebrating this important day.

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# Creighton UNIVERSITY

Please Join  
Rev. John P. Schlegel, S.J.  
For the Annual  
Founders Day Convocation and  
Faculty & Administrators Award Recognitions  
February 13, 2007  
4:00 P.M.  
Rigge Science Building - Room 120  
Reception to Follow  
Student Center Ballroom

## Upcoming University Holiday



**Good Friday**  
**Friday, April 6**

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The Innovative Team is always looking for ideas that can improve our jobs and workplace. Please contact an Innovative Team member with your suggestions:

### **Innovative Team Members**

Mary Duda	Mariah Starling
Dave Feder	Jessica Heller
Dave Jackson	Mary Comstock
Dennis Graskowiak	

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### *A Message from Human Resources' Compensation Manager, Ronni Beckwith, concerning Performance Evaluations:*

The New Year brings new opportunities for improvement. The Creighton Mission states we are "committed to excellence". With 2800 + people on campus, communication of how well each one of us performs our work provides a method for individual and organizational improvement. The President's Cabinet has approved an initiative to evaluate our current performance evaluation process. Currently focus groups are being conducted to gather campus wide input on ways to improve the process for all employees. In addition to the focus groups, an online survey will be distributed to gather input from all stakeholders including those not able to attend the focus group sessions.

Many things will remain the same for the upcoming performance evaluation cycle, but there have been some changes. You can now access the performance evaluation form online under **Human Resources/Publications and Forms/Online Forms/Performance Evaluation**. This is a word document that you can save and use to document employee performance for the past year. We have also created a new form for employees to use as a self assessment tool to provide to managers prior to the performance discussion meeting. This form can also be found at **Human Resources/Publications and Forms/Online Forms/Employee Self Assessment**.

As the University moves towards a pay for performance culture, the need for training on how to effectively conduct a performance review becomes apparent. In this short session, you will learn best practices on how to effectively conduct a performance review to include performance planning, ongoing feedback, informal coaching and development planning. You will learn how to develop SMART objectives and cascade objectives from the University's mission to individual objectives. Effective performance evaluations are a must in order to differentiate performance. With the differentiation of performance comes differentiation in merit increases based on performance rating in order to align pay for performance. Creighton does not support equal merit allocation to each staff member. Merit differentiation will be reinforced for upcoming merit increases effective July 1, 2007.

**Attention Managers/Supervisors:** There is still time to sign up for Performance Evaluation training sessions. Sessions will be held through February 5. In this short session, you will learn best practices on how to effectively conduct a performance review to include performance planning, ongoing feedback, informal coaching and development planning. You will learn how to develop SMART objectives and cascade objectives from the University's mission to individual objectives. It is expected that all managers, supervisors and faculty that complete performance reviews attend. Every effort should be made to attend a training session in person as attendance will be taken at all training sessions. Please go to <https://events.creighton.edu> to register.