

# Facilities Management News

Vol. 9 Issue 1

February 2013



For many newsletters you have read about the importance of service delivery. You have been part of discussions about how each of us are ambassadors for the University as we are sometimes the first person seen by a visitor to campus or an early morning riser on the way to a test. How we present ourselves in appearance and personality matters. A friend of mine often said that you only get one chance at a first impression. You cannot unboil an egg.

Facilities Management has come a long way in the past decade. Some of you can recall the changes. Whether in service delivery, overall work load as we have trimmed the number of employees per square foot of buildings, or simply being ambassadors. I recall a time when the team would not speak to each other, let alone work together. Now we have events like Fun Day and the Christmas pot luck that bring us together for some laughs. We participate willingly with donations to charities like the Christmas giving or the United Way. The **“YOU CAN DO IT”** attitude is growing. Consider:

- Dennis Graskowiak has salvaged a lot of building “junk” that might have gone to a contractor during a project wreck out or might have gone to a land fill. Some of the nearly \$10,000 Dennis “found” this year will go for bike racks that Jessica Heller will soon be ordering. Joe Estes also helps by monitoring the dumpster for salvage metal that folks take out of buildings for salvage.
- Jessica Heller submitted the documentation that declared Creighton a TreeCampus USA.
- Justin Burgett is very responsive with safety training and support of the events like the Information Sharing to make your time at these activities well used.
- Dustin Vice is busy rebuilding a few bikes that can be sold at Earth Day to help promote a bike program.
- Many are involved in the fast paced project to move the College of Business into Harper. Certainly, Chris Casey is cheerfully and willingly carrying the lion’s share of the work.
- Energy conservation is always on the forefront and is made better through the efforts of Ed Grudle, Brandon Long, Pat McAtee, and George Tangeman,

So where is this article going? Facilities Management is in many ways a necessary evil tolerated by the University. Each of you go beyond expectations to deliver good work safely. That sets the organization out in a more apparent view. People notice us. My wife has a magnet on the refrigerator that says “Nobody knows what I do until I don’t do it”. I like to think of it another way. It is known that water is hot at 211 degrees. Water boils at 212 degrees. The extra degree makes the difference. That is what we strive to do as an organization and what we should always work harder to achieve. We need to get to the extra degree and do the work we can with the best efforts we have. After all, **“You Can Do IT”** is more than a cliché.

This will be my last newsletter article as Gloria and I get ready for the next adventure in our lives. My brief time of work at Creighton has been much more exciting and rewarding than most folks experience in a full career but it is time to experience other ways. Thank you for all you have done to make my job rewarding. One day I was visiting with Mary Duda when Tom Holmer interrupted as only Tom can do. I don’t recall what he said but I responded that she (Mary) had my back. Tom wisely stated that there are a lot of people in this organization that have my back. How true he is. Thank you and keep working safely and productively.

Lennis

**Facilities Management Employees offer you “Best Wishes”, Lennis, as you leave Creighton for your new adventure...Retirement! Thank you for many years of leadership.**

**You’re Invited...Come wish Lennis “farewell” at a party in his honor on Wednesday, February 27, 2013, from 3 p.m. to 5 p.m. in Harper Room 3023.**



## CREIGHTON UNIVERSITY

Office of the President

Dear Colleagues,

As we begin 2013 and the second semester of our academic year, I want to welcome back to campus those returning from break. I trust your holidays were exactly what you hoped they would be. The upcoming semester is going to be exciting, so I hope you all are well-rested!

We have a number of important events scheduled and I have other news to share as well.

### ***Founders Week***

A wide variety of events are scheduled for this year's [Founders Week](#). There is perhaps no other time in the year when the full breadth of the University is on display for all to enjoy and explore. I am struck by the dedication of the many individuals who are being honored during the week and how similar their commitment is to that of our founding Creighton family. I especially look forward to seeing you all at Convocation on Tuesday, February 5, at 3 p.m. in the Hixson-Lied Auditorium in the Harper Center, with a reception to follow.

### ***Provost Search***

I recently visited with one of our leading provost candidates, Edward R. O'Connor, Ph.D., professor and dean of the School of Health Sciences at Quinnipiac University in Hamden, Conn. I also visited with his fellow deans, colleagues and other administrators at Quinnipiac. I am inviting him to visit Creighton again to meet with members of the Provost Search Committee, the deans and some Board members on January 28-29<sup>th</sup>.

### ***University Strategic Planning***

Following hours of data collection, analysis, and animated discussion, we are focusing on [three goals](#) to drive the strategic planning process: 1.) Form graduates in the Jesuit tradition with an understanding of self and their place in this diverse world; 2.) Leverage Creighton's strengths as a comprehensive institution and firmly establish its differentiation in higher education; and 3.) Secure Creighton's financial stability into the future.

An executive team derived from the larger University Planning Committee will lead us into the final stage to prioritize select initiatives and begin writing the actual plan document. This plan is expected to be a working blueprint to guide Creighton in meeting targets for excellence, growth, efficiencies, and stature. Our vision is to form leaders for a more just world. We achieve that by making strategic decisions to adapt to the changing times while remaining true to our mission. An initial draft is expected to be presented to the Board of Trustees in March with final approval anticipated in June. In addition, the plan will be discussed at Town Hall Meetings.

### ***Campus Development Projects***

Work has begun on the campus development projects that involve renovations to seven campus buildings and culminate in the move of the College of Business to the Harper Center and the College of Arts and Sciences to the Eppley Building. Furthermore, construction of an athletic training and practice facility is expected to begin late next month on the north lawn of Morrison Stadium.

The impact you will see right now is minimal, but you should know:

- **College of Business:** The dean's office and several faculty members are making an interim move to the Labaj Building (just east of the Harper Center and south of Opus Hall) while work is under way at Eppley. A new office list is available [here](#). The second floor of the Eppley Building will remain closed during construction.
- **Reinert Library:** The lower level of the library is unavailable until late February. Please contact library staff for assistance with books located in that area. The second floor remains open, but will have noticeable construction activity.

- **Website:** You will be provided updates on these projects including access to a special website with more information in the coming weeks.

### ***New Chairholder***

Kevin Burke, S.J., associate professor of systematic theology at the Jesuit School of Theology at Santa Clara University, is the new holder of the Anna and Donald Waite Endowed Chair in Jesuit Education. He will be on our campus from late January through March. Fr. Burke will spend part of his time at Creighton working on his book, which he describes as useful to advancing the conversation about mission and identity for Jesuit universities. He will have an office in the Department of Theology.

### ***Bluejays Advance***

Creighton men's basketball moved up in both national polls released Monday, including a season-best No. 10 overall ranking in the USA Today Coaches Top 25 poll. It is our program's highest ranking in the coaches poll since a No. 9 ranking in 2003. In the Associated Press poll, the Bluejays are No. 12, up one spot. Creighton's best AP ranking this season was No. 11 on November 26. The program's highest AP ranking ever was No. 10 in January 2003.

According to the NCAA, Creighton is tied for first place in won-lost percentage with Gonzaga, Michigan and Syracuse, and Doug McDermott is third in the country for points scored per game at 23.6. Also of note, Creighton is one of 10 finalists for the "Best Road Trip Destination in College Basketball." Click [here](#) for instructions on how to vote for Creighton before the January 25 deadline.

In women's basketball, the Jays are in first place in the Missouri Valley Conference; the team and freshman Marissa Janning are featured on [ESPN's](#) website.

### ***United Way***

We received notification and appreciation from United Way of the Midlands for your generosity in the 2012 campaign, *The Power of Change*. Creighton faculty and staff donated \$124,339 to assist members of the greater Omaha community who are experiencing difficulties. Thank you for being so willing to share with those in need.

### ***Online Ministries***

As we begin this new year, it is good to reflect upon the miracles God has worked in our midst. One of those is the tremendous reach of our [Online Ministries](#), a program of the Collaborative Ministry Office. In 2012, the Online Ministries website received more than 24.4 million total hits from people all over the world. It is amazing to me that the popular Online Retreat, which brings Ignatian spirituality to far corners of the Earth, is available in eight languages besides English: Japanese, Spanish, Russian, Swedish, Chinese (both traditional and simplified Chinese characters), Portuguese, Arabic and (soon) Kiswahili.

I truly am impressed with all the tremendous work being done at Creighton University. Thank you for your commitment to each other, our students, and patients—and to moving our University forward in 2013!

I'm attending my annual eight day retreat next week. I would appreciate your prayers and will keep you in mine.

God's blessings in the New Year,

Timothy R. Lannon, S.J.

**Upcoming University Holidays:**

***Good Friday--March 29, 2013***





# Planning and Design



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

- a. The study by RDG of the space utilization in the KFC began. The goal is to aggregate all the earlier studies into a form that meets the needs of Exercise Science and Recreation. The study should be completed in February.
- b. The project to remodel the upper level of Brandies for the Registrar office is progressing through design. Kiewit Building Group was selected as the contractor. The significant work is expected to start in early May. Completion is about six months.
- c. Walked Brandies building to review the chilled water and condensate meter and valve requirements for the Deglman project. The upgrade of the Deglman HVAC and to replace the windows is contracted to MCL. The work is expected to start in May. Deglman will be closed for the summer to allow for the construction.
- d. Burns & McDonnell with their partner, Alvine Engineering are engaged in a utility and energy master planning process. The work is expected to pick up the pace in January. Some of the buildings included in the look are Kiewit Hall, Gallagher Hall, Heider Hall, Criss Complex, Boyne, Burt Street Utility Plant, and the Kiewit Fitness Center.
- e. Many staff worked on review of the Deferred Maintenance at Morrison Stadium.
- f. Engineering worked on the Boyne Building forward planning - deferred maintenance and capital project review. Also focusing on the KFC to augment the study by RDG. The Ignatius House will be the next building to have their deferred maintenance information updated.
- g. The project to upgrade the safety of the Burt Street steam line was completed but work on the condensate line continues. New condensate return pipe from vault 3 to vault 4 was required. The pipe from Vault 3 to vault 2 will also need to be replaced.
- h. COBA/Harper project is the work of many people in house and contracted to accomplish this multi building project. The update for the work underway:
  - Work has begun in the Reinert Alumni Library and has been progressing with installation of compact shelving in the basement to relocate a portion of the collection from the top floor so that the Department for Doctorial Education can move from the main floor of Brandies.
  - The Dean's office of the College of Business (COBA) moved in late December early January to the Labaj building for work to begin on the second floor of Eppley. The Dean of Arts and Science will move from second floor of Creighton Hall into this renovated space.
  - To accomplish the COBA move Coale drove a fast paced project on the 5<sup>th</sup> floor of Wareham to relocated Archives from Labaj to make the move possible.
  - The Walsh lecture hall has been emptied of seats and over 6,400 pounds of metal have been recycled as of this newsletter.
  - Relocating Multicultural Center from the 3rd floor to 1st floor (old Fitnest) of Harper is scheduled for February 10<sup>th</sup>.
  - Hitchcock first floor remodel has been awarded to MCL with work to begin in late January.
- i. Fire alarm installations across campus:
  - Becker Hall was installed over semester break with work completing mid-January.
  - BIC is in progress and should complete in mid to late February.
  - Hitchcock/ComArts is approved and work will be coordinated with the COBA/Harper work starting in late January.
  - Linn Building is in progress and may have completed by the published date of this newsletter.
  - Walt Jahn is completing as part of their electrical upgrade project.
- j. The Business Office in Creighton Hall first floor received new carpet, paint, and furniture during semester break – what a change overall.
- k. Brian Besack and Dave Feder worked magic to not only to replace all the apartment entry hardware with a new wireless system but also to ensure the software coordination took place.
- l. Deferred Maintenance projects for HVAC, electrical and building management systems are in progress in some cases, being refined in others, and re-pricing. Multiple buildings across campus will be impacted.

- m. Markoe Hall second floor carpet replacement began on January 7<sup>th</sup> and will complete the 23<sup>rd</sup>. Cooperation between the occupants, internal movers, asbestos removal contractor and flooring contractor has been exceptional. The in house painters are working around the schedule for some much needed improvements.

#### **Larger projects in design or discussion**

- a. Heider Hall phase two of cabinets, sinks and waste lines the summer of 2013.
- b. Brandeis Hall ground floor renovation for additional space for Pharmacy.
- c. Hixson Lied a potential new Grab-N-Go venue near vending area.
- d. Creighton Hall to design and price a new ADA lift for first floor.

## ***ADA – News – Removing Architectural Barriers Americans with Disabilities Act***



It is the policy of Creighton University to assist individuals and provide reasonable accessibility and accommodations. In a continuing effort to improve and provide a barrier free campus Creighton University will implement the 2010 Standards for Accessible Design.

The new ADA Guidelines (for new construction and renovations began on March 15,2012), overhauls the previous documents, updates technical and scoping provisions, new format, numbering system and figures, and is consistent with model building codes and industry standards.

The new guidelines which are harmonized with model building codes and industry standards will provide improved outcomes in areas such as Assembly Seating, Reach Ranges, Children’s Facilities, Bathrooms, Parking, Stairs and Handrails and many more.

New revisions to Accessible ‘standards’ are always being considered and many are developed outside of the federal process. One of these changes to the Accessible Standards that is heading our way includes accommodating motorized wheelchairs, scooters, and similar devices which will have an impact on new buildings and renovations.

Recently a training video was produced by Occupational Therapy students and although it may appear to be a simple video, it does highlight several common issues that exist on our campus such as difficult barriers into buildings, tripping hazards, poor reach ranges (specifically in restrooms), and insufficient wheelchair clearances. Many of these issues can be corrected simply by properly placing trash cans away from doors, repairing sidewalks and keeping accessible routes cleared, arranging moveable furniture so that there is the required clearance, and installing restroom dispensers at the required heights.

We are currently working on removing many architectural barriers that include accessible approach and entrances (exterior spaces); access to goods and services (Interior spaces); access to public toilet rooms; and access to other items such as water fountains and public telephones.

Everyone should be respectful of people with disabilities and take responsibility to help make Creighton University an easier campus to navigate.

Coale Johnson, A.I.A.  
Creighton University  
Architect/Project Manager II



# Happy Birthday!

## February

|                  |                       |                        |
|------------------|-----------------------|------------------------|
| 2/3 Chris Casey  | 2/18 Bro Jim Heidrick | 2/25 Viginia Cawthorne |
| 2/6 Dave Jackson | 2/19 Seng Lazum       | 2/26 Nick Moore        |
| 2/9 Larry Morgan | 2/20 Leslie Simanek   | 2/27 Thomas Holmer     |
| 2/12 Brang Maran | 2/22 Fran Angeroth    |                        |
| 2/16 Joe Provost | 2/23 Vic Proslow      |                        |

## March

|                       |                      |                      |
|-----------------------|----------------------|----------------------|
| 3/2 Barbara McCluskey | 3/9 Juan Castaneda   | 3/22 Wayne Talbert   |
| 3/3 Elvia Reyes       | 3/9 Dave Whitmarsh   | 3/22 George Tangeman |
| 3/3 Michael Brown     | 3/15 Dave Feder      | 3/25 San Awng Maran  |
| 3/3 Jennie Vazquez    | 3/18 Lennis Pedersen | 3/31 Cora Straight   |
| 3/7 Keith Card        | 3/22 Clayton Harmon  |                      |

## April

|                       |                        |                     |
|-----------------------|------------------------|---------------------|
| 4/2 Dan Baker         | 4/14 Erin Stanley      | 4/20 Tracy Grace    |
| 4/2 Dustin Vice       | 4/15 Kaw Htoo          | 4/20 Dora Escobar   |
| 4/4 Maria Jerrell     | 4/16 Zaw Lai Dingrin   | 4/22 Jonathan Saure |
| 4/8 Gregory Gossett   | 4/16 Dennis Graskowiak | 4/24 Bryan Burton   |
| 4/10 Andrew Ernster   | 4/18 Anthony Patterson | 4/25 Dora Juarez    |
| 4/12 Michael Lindmier | 4/20 Brian Besack      | 4/26 DiDi Po        |

# WELCOME NEW EMPLOYEES

**Janice Robblee** began her job in custodial services at the Criss Complex on October 11, 2012. She came to Creighton from Boys Town Hospital where she worked in housekeeping for two years. Janice has three children and four grandchildren. Hobbies and interests include working puzzles, playing cards and learning how to use the computer.

**Wah Doh Htoo** began working at Creighton University on November 26, 2012. Wah Doh works as a custodian in Kiewitt Hall. Wah Doh is related to Milton Kyaw. He is married and enjoys soccer.

**Craig Matheson** began his job as a grounds keeper on November 27, 2012. Craig worked as a foreman for Scapes, Inc. in Oklahoma for three years before coming to Creighton. He has a B.S. in Landscape Contracting from Oklahoma State University. Craig is married and has a two-and-a-half year old son, William. Craig's hobbies and interests include hunting, fishing, travel and his family.



# Grounds and Landscaping



## Creighton University Applies for its Fifth Tree Campus USA Recognition

2008 was the first year Creighton received Tree Campus USA recognition, and the inaugural year for the program. Tree Campus USA is a program of the National Arbor Day Foundation that recognizes colleges and universities across the country for their outstanding efforts to promote and maintain healthy campus and community forests. Campuses that earn the recognition have policies and practices in place that ensure proper tree planting, establishment, management, and protection and work to educate the student body and the broader community about the value of trees. Recognition is awarded based on the following standards:

1. **Establishment of a Tree Advisory Committee:** Creighton's Tree Advisory Committee was established in December of 2008 and consists of: Lennis Pederson; Jessica Heller; Mary Ann Vinton, Associate Professor of Biology; Anna Osborn, student; and Kathleen Cue, Douglas County Extension Horticulturist.
2. **Implementation of a Tree Care Plan** that outlines policies for tree selection, planting, maintenance, protection, and removal.
3. **Proof of dedicated annual expenditures**, recommended at \$3 per full-time student. In 2012, Creighton's tree-related expenditures were \$4.43 per student.
4. **Organization of an Arbor Day observance:** For the fourth year, Creighton held its Campus Tree of the Year contest in conjunction with the University-wide Earth Day Celebration in April. This year's winner was the Richard Harrington Memorial Tree, a Green Ash planted on the west end of the Kiewit Fitness Center lawn. Rich was a student of Creighton University when he drowned in the Colorado River on Easter Sunday of 2000. His parents commemorated his love of life by planting this tree on the Creighton campus.
5. **Completion of a service learning project:** In October of 2012 seven students of Creighton's Occupational Therapy and Physical Therapy (OTPT) Club planted four trees in the Jelinek Garden on the lower level south of Boyne Dental School. The trees were planted as an inaugural step in the creation of a sensory garden for use by building occupants and clients of the OTPT department.

We should receive confirmation of Creighton's fifth year of recognition by Arbor Day, April 26, 2013.



**Thank You Jessica and the entire Grounds Crew for your leadership efforts to beautify the Creighton University Campus!**



## CLIMATE ACTION PLAN

Following several meetings with consultants from The Brendle Group, including an introduction of the first draft of the Climate Action Plan (CAP), the document is approximately 90% complete, with a deadline of May 15, 2013. As you know, this is a part of the American

College and University Presidents' Climate Commitment to reduce carbon emissions to zero. The plan is quite comprehensive, and contains a wealth of information, including background material detailing why this initiative is important. There is also data on Creighton's greenhouse gas inventory for the past three fiscal years, as well as a forecast of what those emissions would look like if no changes were made.

The plan also focuses on specific strategies to reduce Creighton's carbon emissions, along with milestones to get the university to zero carbon emissions by 2050. There are both short-term goals and actions as well as those with a longer timeframe.

Those strategies include:

- Preventive maintenance to make our buildings more efficient.
- Energy conservation measures in the buildings across campus.
- Outreach and behavior change. This includes things like making people more aware of the energy they use on campus and encouraging them to conserve resources.
- Building re-commissioning and tune-ups to ensure that the buildings' mechanical and control systems are operating efficiently and effectively.
- Renewable energy installations, such as photovoltaic or wind. This section could potentially change quite a bit over the years as new technology emerges and the costs become more reasonable.
- OPPD Renewable Energy Goals. As OPPD changes how they produce the energy for Omaha, Creighton's carbon emissions will necessarily follow suit.
- Transportation: One of the major contributors to the greenhouse gas inventory is transportation, including commuting and university-financed travel. While these categories will never disappear, the university can work on mitigating the effects.

There are also strategy performance indicators, with specific milestones and steps to be taken. This includes everything from starting a Creighton-specific Freecycle site to developing research projects to installing more alternative energy sites.

I invite you to take a look at the Climate Action Plan and let me know what you think. Any ideas for meeting the goals, for new and different steps to be taken, or general comments are most welcome.

Mary

You can find the most recent version of the CAP, along with background information, on our website:

<http://www.creighton.edu/about/sustainability/acupcc/index.php>







# Environmental Health & Safety ... Influenza

As many of you have heard on the local and national news recently, we are entering a flu season that appears to be significantly worse than we have had for many years. There have actually been two deaths from the seasonal flu in Lancaster County here in Nebraska. As a reminder to all of us, I have included the CDC's three most important steps we can take to protect ourselves from the Seasonal Flu:

1. Get a flu shot. If you still have not gotten a shot it is not too late. While it does take up to two weeks to develop the immunity from the shots, getting these shots can be critical for preventing the flu.



2. Take everyday preventative actions that include:

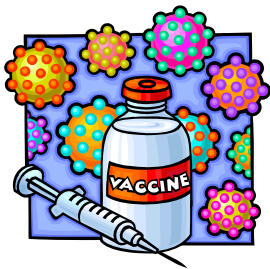
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Wash your hands often with soap and water during the day. If soap and water are not available use alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth.
- Try to avoid close contact with persons that are ill.
- If you are sick with flu like illness, stay home at least 24 hours after your fever is gone except to get medical attention.
- If you are sick avoid close contact with others to prevent getting them sick.



3. Take anti-viral drugs if they are prescribed by your doctor. These medications can decrease the time you are ill. It is best if you start the medications within 48 hours of getting flu symptoms.

Take time to follow these steps and you can decrease your risk of getting a potentially significant illness.

Stay Healthy! John Baxter



## Hepatitis B vaccine

Some of you have been assigned to work in an area where you are regularly exposed to blood or other potentially infectious materials and may be at risk of acquiring Hepatitis B virus (HBV) infection. Because of this, it is highly recommended you receive the Hepatitis B vaccine. Many of you already have had the series of 3 shots to acquire the protection from Hepatitis B. Please let Sharon Ludwick at the Front Office know if you have completed the series so we can update

your records.

For those of you that have not taken the shots, you can receive the Hepatitis B vaccine series (3 shots over 8 months) **at no charge to you**, all you need to do is call Student Health Services at 280-2735; make an appointment; and indicate you work in the department of Facilities Management. At the time of your appointment you will also be asked to show your Facilities Management ID. To complete the series, it will be your responsibility to continue to set up your own appointment with Student Health Services.

Please let Sharon know each time you receive an inoculation, so she can update the records.

If you do not want to receive the Hepatitis B vaccine, please see Maria Jerrell or Sharon to sign the declination form as soon as possible or request a form through your supervisor.



# Time and Attendance Policy Reminder

Creighton University expects all employees to assume responsibility for their attendance and promptness. The University also recognizes that a reasonable amount of absence due to illness and/or emergency situations is beyond the control of the employee. This policy does not apply to situations involving a pre-approved absence.

The University also expects that all employees will record their time worked accurately. Misrepresentation of time worked is considered time sheet fraud and can lead to termination of employment.

It is the responsibility of each employee to notify his or her immediate supervisor as soon as possible if he/she will be late or absent from work for any reason. The employee will notify the supervisor daily if the absence continues, unless a formal leave of absence is granted. The employee must indicate the reason for his/her absence and its probable duration.

Excessive absenteeism/tardiness may result in disciplinary action, up to and including termination. The definition of "excessive" rests with department supervisory personnel in collaboration with Human Resources based upon the operational requirements of the work unit. Excessive absenteeism/tardiness will be determined on a case-by-case basis considering such factors as the frequency, cause and patterns of absenteeism/tardiness regardless of the employee's accumulated sick and/or vacation hours.

An employee who is absent for three consecutive days without contacting his/her supervisor will be considered to have voluntarily terminated his/her employment at Creighton University.



The University reserves the right to request a certificate from an employee's health care provider during or following the illness of an employee.

Each supervisor is responsible for keeping accurate records of an employee's attendance. This includes the accurate preparation and submission of time reports to Payroll.

Unapproved shift changes are considered a violation of the attendance policy, such as leaving earlier or working later than the end of your scheduled shift without approval.



## Facilities Management Safety Committee



Members: Bryan Burton (Chairman), Justin Burgett, Dave Chalupa, Sharon Ludwick, Pete Maas, Pat McAtee, Jim Mueller, Brian Nelson, and Joe Provost.

The mission of the Facilities Management Safety Committee is to promote a safe working environment. Some recent activities of the committee include:

- Safety stickers were recently installed in all Facilities Management vehicles reminding everyone to "Buckle Up! No Smoking, No Texting/Phone Use".
- Random inspections of mechanical and custodial closets and shops helped identify any safety infractions and ensure that first aid kits, fire extinguishers and PPE are available.
- The first annual Vehicle Safety Inspection was conducted in April 2012 and will be scheduled soon for 2013.
- Members of the committee also helped staff the Safety Fair in October.
- Participated in planning and presenting the monthly toolbox safety talks.

These are just a few of the events/activities in which your Safety Committee has been involved. The committee always welcomes your comments and suggestions.

# 2013 Weight Management Program Menu



Which motivation, support & accountability option is right for you?

**For EVERYONE!**

**CUTT:**

*Creighton University*

*Transforming Together*

## WEIGHT LOSS CHALLENGE

### 12 Week Weight Loss Challenge

- Mandatory (for prizes) pre & post weigh-ins + 4 additional weigh-ins (offered throughout campus)
- Chance to win a male or female \$ pot for the top 3 participants with biggest percent weight lost
- Special bonus prize drawings for all who lose a minimum of 4% of their starting weight.
- Cost: \$10 (all money goes into a pot to be shared by the winners)
- Perfect for those who just need accountability for success

January 28 – April 19

REGISTER HERE:

*For employees with a SimplyWell Health Score of 84 or lower*



### 10 Week Lifestyle Management Program

- Weekly support meetings (Tuesdays at Harper or Wednesdays at Skutt)
- Unlimited access to phone coaching with certified wellness coaches
- Healthy Life Weigh Kit (includes workbook, tracker, menu planner & recipe book, exercise band and stress management CD)
- Cost: \$25 (if you lose at least 10lbs you will earn your registration money back)
- Motivation, accountability & support for ultimate success

February 5 – April 10

REGISTER HERE:

*For employees with a Body Mass Index (BMI) of 35 or greater*



### 10 Week Weight Reduction Program

- Weekly support classes (Thursdays) lead by registered dietitian
- Individualized coaching
- Weekly “No Sweat” gentle movement, physical activity sessions (in conference room, location TBD)
- Cost: \$25 (if you lose a minimum 10lbs you will earn your registration money back)
- Class size limited to the first 10 committed participants

February 7 – April 11

REGISTER HERE:

## Tobacco Cessation Program Verification Reminder...

To meet the tobacco criteria for the **Wellness Reward** associated with your **2013 benefit plan choice**, the tobacco cessation verification of completion form **must be received by 4/30/2013**.

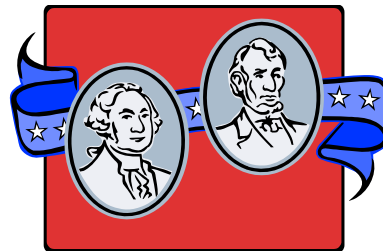


## *Dates to Remember:*



***Valentine's Day***  
***February 14<sup>th</sup>***

**President's Day**  
**February 18<sup>th</sup>**



**Daylight Saving Time begins:**  
**March 10, 2013**  
Remember to set your clocks forward 1 hour.



*Wedding Congratulations to Brandon Long  
(Energy Management) who was married on  
January 11, 2013.*