

Facilities Management News

Vol. 9 Issue 2

May 2013



Facilities Management is in a period of transition with the retirement of Lennis. We are moving forward and working together to continue delivering quality services to our customers. But it is not just Facilities Management who is in transition but the University and higher education as a whole. Your core leadership, Lou, John, Wes, and Fran recently attended the second Leadership Summit sponsored by the University to work through the transition issues. A quote from this recent Leadership Summit expresses how we need to understand where we are "...getting comfortable with the reality of being uncomfortable." Change is uncomfortable and how we deal with change is the key to our collective success. We need to deal with the reality of change and choose to embrace it and be individual examples, leaders if you will, of change. We may be afraid of the unknown, we may have fears of change but we need to rise to the occasion and be true to ourselves and the Facilities Management mission of delivering quality service. As we attend more training or receive more information we will share the information with you.

To update the search for a replacement for Lennis there have been three interviews of candidates all from out of state and all with excellent higher education experience. One is from Madison, Wisconsin, another from Collierville, Tennessee and the last from St. Cloud, Minnesota. No decision has been reached yet as the last interview was on April 18th. We will keep you posted as information becomes available.

Be safe and remember you may be the first person a visitor, student or patient sees when they come to our campus.
The Core Management Team



Congratulations to the following Facilities Management Employees who were honored on April 1, 2013, for their years of service to Creighton University:

Thirty Years:

Robert C. Lund – Mechanical Engineering
Lou Marcuccio – Environmental Services

Twenty Years:

Pat McAtee – Mechanical Engineering
Joe Estes – Mechanical Engineering

Fifteen Years:

Biviana Lopez – Custodial Services
Anthony Morris – Custodial Services

Ten Years:

Ana Juarez – Custodial Services
Juan Castaneda – Custodial Services
Tom Robinson – Carpenter
Dave Feder – Planning and Design

Five Years:

Michael Bogard – Grounds Crew
Virginia Cawthorne – Custodial Services
Doris Copeland – Custodial Services
Anthony Butler – Custodial Services
Timothy Hettinger – Custodial Services
Nawseng Mlasi – Custodial Services
Maria Baez – Custodial Services
Howard Russell – Custodial Services
Daniel Schmeckpeper – Mechanical Engineering
Ida Vaughan – Custodial Services
Naw Paw – Custodial Services
Victoria Walling – Custodial Services



Dear Colleagues:

The founders and the leaders of Creighton over the decades have guided the University to stand the test of time. In the 1960s, particularly, leadership put in place an organizational structure that has served the University well.

Creighton has been fortunate that leaders often stepped forward with breakthrough ideas that have captured significant value for the University. However, we cannot leave this to chance.

Today, given many factors including external pressures in higher education; the demand for constant innovation in academic programming; and our University's planned growth in size, quality, stature and efficiency; it is time for a new organizational structure.

Three years ago, the University began putting in place an organizational strategy that would better define roles and responsibilities. The goal was to create an optimal organizational infrastructure that would address both of Creighton's primary areas of responsibility, **academics** and **operations**, and more successfully align our resources and manage the University's opportunities and risks.

The senior leadership at Creighton has embraced this challenge by:

- Engaging the Creighton community in strategic planning;
- Focusing our mission;
- Gaining a deeper understanding of our distinctive strengths in higher education;
- Scrutinizing our performance and the leaders responsible; and
- Assessing our possibilities.

Today, we are taking an important step in shaping our new organizational structure with a significant academic appointment. I am pleased to announce our first provost, Edward "Ed" R. O'Connor, Ph.D., FACHE. Dr. O'Connor comes from Quinnipiac University in Hamden, Connecticut, where he has served as professor and dean of the School of Health Sciences since 2007. His appointment is effective July 1, 2013.

Dr. O'Connor has a wealth of experience and will be an invaluable member of the Creighton community as we invigorate the University in the strategic planning process and further our academic mission.

Dr. O'Connor earned his doctorate in pharmacology, toxicology and neuroscience from Albany Medical College in New York in 1992. He also completed the management development program from the Harvard Graduate School of Education in 2002. He obtained his master's in business administration in leadership in healthcare at Yale University School of Management. His research experience included the development of a novel method to measure volume changes in monolayer cultures of cells.

As part of his transition, Dr. O'Connor will assess our opportunities and our challenges in consultation with others in order to assist him in developing the structure for the Office of the Provost.

While it may appear the big news is the naming of a provost, there is an even bigger message. Our integrated but defined organizational structure for academics and operations will allow Creighton to be more entrepreneurial, action-oriented and, above all, driven by the needs of the marketplace for quality education.

As you know, Dan Burkey, Senior Vice President for Operations, is responsible for the functions and areas that complement and support academics. These include administrative services, finance, information technology, human resources, marketing/communications, continuous improvement and internal audit. The role of operations is a unique blend of support and accountability, contributing to the efficiency and effectiveness of services and initiatives across the University.

In addition to the Provost, the Senior Vice President for Operations, Vice President for University Relations and General Counsel will continue to report to me.

We are entering a period in which we are expecting faculty and staff—up and down the line—to be fully engaged and accountable for results as our mission guides us to make the right decisions to strengthen our University. In all that we do, we are taking steps today to assure our future tomorrow.

In the coming weeks and at a future Town Hall Meeting for Faculty and Staff, we will discuss further how this new organizational structure will allow Creighton to better focus priorities and securely position the University.

I would like to conclude with a special thank you to the Provost Search Committee for its dedicated work on behalf of Creighton University and to the Board of Trustees for endorsing our new organizational structure.

I am confident that this new path will set the world on fire through exemplary education. I have faith that the Creighton community will embrace this path for our students and our future.

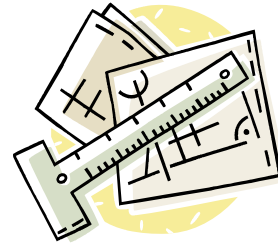
God's blessings,

Timothy R. Lannon, S.J.

Upcoming Creighton University Holidays...



Planning and Design



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

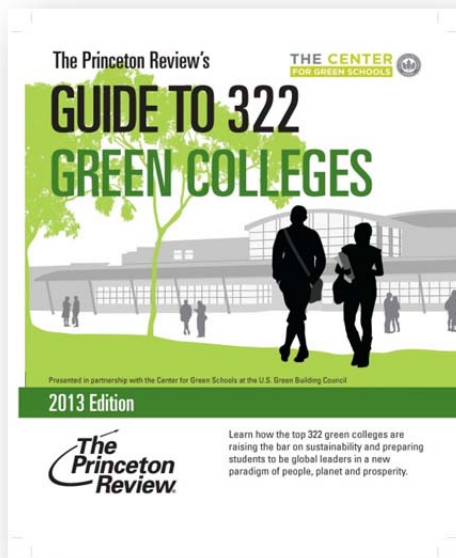
- a. Stop by Reinert Alumni Library and see the modern new furniture, lighting and carpeting.
- b. The project to remodel the upper level of Brandeis for the Registrar office has been bid and review is in progress. Kiewit Building Group was selected as the contractor. The significant work is expected to start in early May. Completion is about six months.
- c. 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. 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:
 - Harper where the old welcome desk was is in full renovation.
 - Work is nearing completion in the Reinert Alumni Library the Department for Doctorial Education, EdD, has occupied space on the second floor and Edge moved into space on the lower floor. Stop by and see the new ceiling and lighting on the second floor – looks great Chris – good job.
 - The Dean of Arts and Science has moved from second floor of Creighton Hall into Eppley second floor. The classrooms on second floor are being completed late in April.
 - Eppley first, third and fourth floors are in final design and work will be progressing.
 - The Walsh lecture is in full renovation – look out for debris.
 - Hitchcock first floor remodel with MCL is in full swing.
- e. Boyne Building fire alarm is approved and the work schedule is in design with the project team.
- f. The 35th and Dodge Psychiatry Clinic approved project will replace the entire buildings HVAC system.
- g. The 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 have been or will be impacted.

Larger projects in design or discussion

- a. High voltage panel and transformer for Deglman Hall.
- b. New parking lot for the fall
- c. Eppley Plaza replacement
- d. Heider Hall phase two of cabinets, sinks and waste lines the summer of 2013.
- e. Brandeis Hall ground floor renovation for additional space for Pharmacy.
- f. Hixson Lied a potential new Grab-N-Go venue near vending area.
- g. Creighton Hall to design and price a new ADA lift for first floor.
- h. Retreat Center expansion of the dining hall.



Planning and Design extends a big “Thank You” to all Facilities Management employees for their cooperation during this very busy time of transitions of departments, buildings and operations. It sometimes feels like a Chinese fire drill but the repurposing is to build a better Creighton for a stronger future and we will do it together.



Creighton University is one of the 322 most environmentally responsible colleges in the U. S. and Canada according to "[The Princeton Review's Guide to 322 Green Colleges](#)." Creighton is the only college listed from Nebraska.

The schools were chosen for the guide based on a 50-question survey conducted in 2012 of administrators at hundreds of four-year colleges. The Review analyzed data from the survey about the schools' course offerings, campus infrastructure, activities and career preparation to measure their commitment to the environment and to sustainability. Only those schools that had a ranking of 83 or above on the criteria made the list.

"Sustainability is an integral part of campus life at Creighton. We have a Sustainability Council, recycling programs, use renewable energy, offer courses in energy technology and environmental sciences, and much more," said Timothy R. Lannon, S.J. Creighton president. "We are keenly aware that living green is an important issue for college-bound students as well as current students and staff," he added.

More than 806 institutions were reviewed.

The 232-page book - the only free, comprehensive guide to green colleges - can be downloaded at www.princetonreview.com/green-guide.



The results are in for this year's Recyclemania tournament. Over the course of 8 weeks, we recycled over 90,000 pounds of material! That works out to 8.6 pounds of material recycled per person over the course of the competition, which is an 8% increase over last year. Thanks for your help!

Coming this summer:

The Creighton Bike Co-op

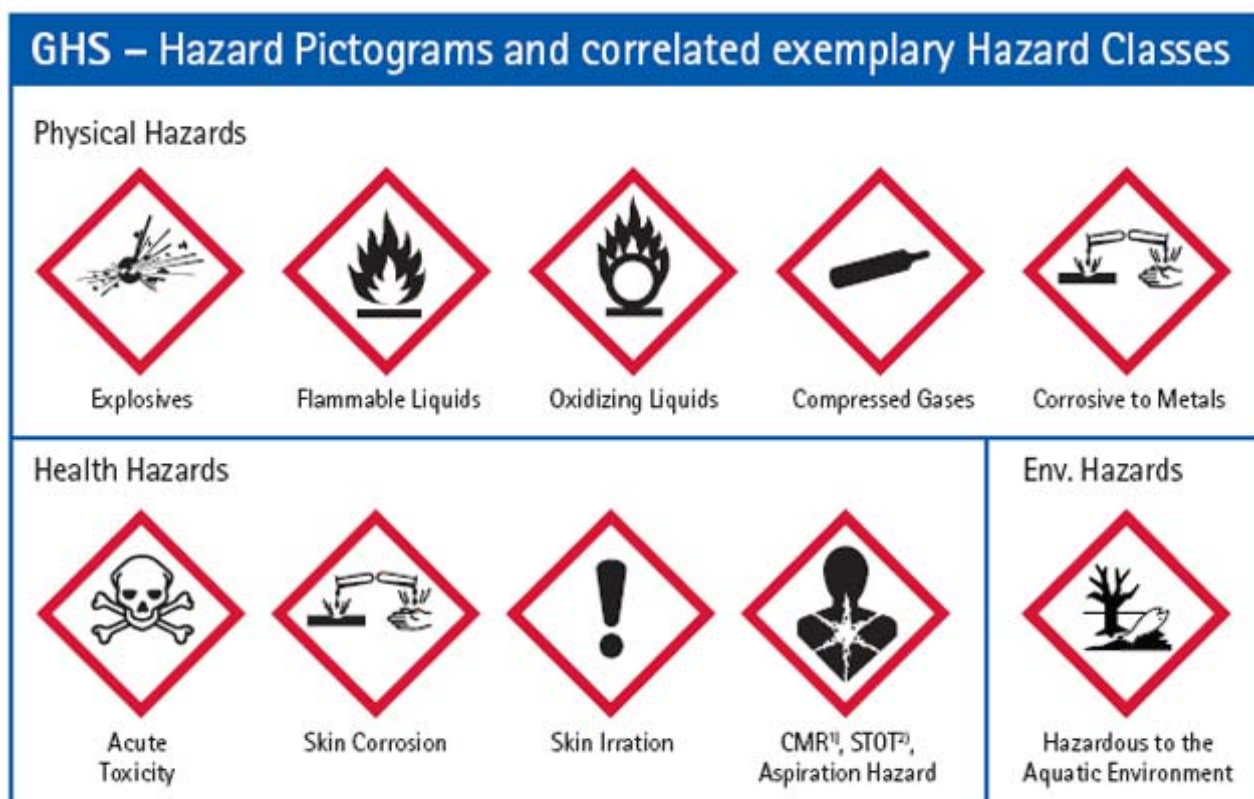
Students, faculty and staff will be able to come to this location to learn to repair their bikes.



Environmental Health & Safety

When we all became Creighton Employees, we were trained on what is commonly called HazComm, which is short for Hazard Communication. OSHA requires this training for any employee that may be exposed to hazardous chemicals in their work.

You should remember that this training included understanding the NFPA diamond and an explanation of Material Safety Data Sheets (MSDS). OSHA has recently released new regulations that require all employers to update this training to cover the new Globally Harmonized System of HazComm. The new system brings the United States in line with most of the rest of the world in how they are training employees. Employers have until December 1, 2013 to retrain all of our employees in this new HazComm. EH&S staff members are developing online training for most of the University that will cover all of this new information. This includes new pictographs that you will soon start to see on many of the chemicals we use here on campus. There will be nine new pictographs that will be used by the manufactures to identify the hazardous. These new pictographs and an explanation for each one is included below:



1) carcinogenic, germ cell mutagenic, toxic to reproduction / 2) specific target organ toxicity

In addition, the MSDSs will soon no longer be used. Before you start cheering and high fiving out there, you should know that they are now called SDS: Safety Data Sheets. OSHA has adopted the format the rest of the world uses for these so that chemical manufacturers put the same warning on all chemicals. These new SDSs have 16 parts that are very uniform in how they report the hazards associated with each chemical. Your training on the new HazComm system will begin in June. In the meantime if you start seeing these pictograms please feel free to ask EH&S any questions you may have about them.

To all Health FSA, HSA and Dependent Care card holders. Please read carefully this "Important Information" regarding your Payflex Card.



New PIN Requirement & Debit Card Activation

RE: Debit card changes

You have the PayFlex Card® for the pre-tax account you have through your employer. You may have one or more of these accounts. They include a health savings account (HSA), a health care flexible spending account (FSA), a health reimbursement arrangement (HRA), a Dependent Care Account and a Transit Account. We are writing to let you know about some changes with how you will use that card.

Using a Personal Identification Number (PIN) with your Debit Card – April 1, 2013

Today, when you use your card, you must choose "credit." Beginning April 1, 2013, debit cards may be used as "debit" or "credit." In fact, a merchant may require you to choose "debit" and not let you use "credit." If you use "debit," then you will need a PIN. A PIN is required to complete a debit transaction. This is true for any location that accepts your PayFlex Card – pharmacies, doctors' offices, other health care locations, day care providers, etc.

This change is part of a new law (the Durbin Amendment). This new law will reduce the amount that merchants have to pay for credit card fees.

To get a PIN for your card, please call Card Services on or after April 1, 2013. The number is 1-888-999-0121. If you try to call the number before this date, you will hear a message telling you to call back on or after April 1. Once you have your PIN, you can start to use it right away. If you pay with your card and choose "debit," you will have to enter your PIN when prompted. If your spouse or dependent also has a card for your account, they will use the same PIN you use.

Debit Card Activation – May 1, 2013

When you received your PayFlex Card, it was pre-activated. That means that you did not have to activate your card before using it. Beginning May 1, 2013, this will change. New debit cards will not be pre-activated. If you receive a replacement card on or after May 1, you will have to activate the card before you can use it. You will get a replacement card when your current card expires or if you report your card as lost or stolen. Each card will have an activation label with instructions. It will also have the toll-free number to call. You will call 1-877-261-9951 to activate your card.

If you have any questions about these changes, please call Member Services. Their number is on the back of your PayFlex Card.

Sincerely,

PayFlex



Accidents/Medical Emergency Procedures:

All cases of accidents or injuries must be reported immediately to your supervisor, whether you need to seek medical attention or not. The supervisor and employee will complete an incident report and turn it into John Baxter or Maria Jerrell in the Facilities Management Office. The office will forward the report to the Risk Management Office. Check with your supervisor for the location for medical treatment at the time of the accident. The employee must be seen within 24 hours of the incident.

IMPORTANT: The HR-24 Incident Report Form **MUST BE FILLED OUT** immediately. Failure to fill out this form could result in nonpayment of medical claims related to your work injury.



The Current medical location is at:

Concentra Health Services
2900 F Street
Omaha, NE
402-731-7990

It's Official...Way to go Jessica & Grounds Crew!

Congratulations on Receiving 2012 Tree Campus USA Recognition

Dear Jessica,

On behalf of the Arbor Day Foundation, I write to congratulate Creighton University for achieving recognition as a 2012 Tree Campus USA®. Tree Campus USA, a national program launched in 2008 by the Arbor Day Foundation and Toyota Motor North America, Inc., honors colleges and universities and their leaders for promoting healthy trees and engaging students and staff in the spirit of conservation.

To obtain this distinction, Creighton University has met the five core standards for sustainable campus forestry required by Tree Campus USA, including establishment of a tree advisory committee, evidence of a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance and the sponsorship of student service-learning projects. Your entire campus community should be proud of this sustained commitment to environmental stewardship.

A couple of promotional items are being prepared for your campus to help publicize your new recognition. These include a customized press release for your communications contact and ceremonial letter for your president/chancellor (or the contact you listed in your application). Both items will be sent out to the respective individuals in the next two weeks. Your recognition materials will be shipped to your state coordinator to be distributed to you on or before your state's Arbor Day.

Again, congratulations! Your diligence in improving the environment and quality of life at Creighton University contributes to a healthier, more sustainable world for us all.

Sincerely,

Mary Widhelm
Program Manager
Arbor Day Foundation



Thoughts on Trees...

It is well that you should celebrate your Arbor Day thoughtfully, for within your lifetime the nation's need of trees will become serious. We of an older generation can get along with what we have, though with growing hardship; but in your full manhood and womanhood you will want what nature once so bountifully supplied and man so thoughtlessly destroyed; and because of that want you will reproach us, not for what we have used, but for what we have wasted. ~Theodore Roosevelt, 1907 Arbor Day Message

The best time to plant a tree was 20 years ago. The next best time is now. ~Chinese Proverb

A seed hidden in the heart of an apple is an orchard invisible. ~Welsh Proverb



Grounds & Landscaping

For the second year, the Grounds Department hosted a regional training event for Rain Bird Corporation. Fifteen landscape professionals from across Nebraska came to Creighton to attend this industry-leading training in landscape irrigation. In exchange for providing classroom space and helping coordinate the receiving and setup of class materials, two members of Creighton's Grounds Department were allowed to attend the week-long Rain Bird Academy at no cost. Topics included Introduction to Irrigation and Installation, the Irrigation Technician Course, Landscape Irrigation Design Process, and Water-Efficient Irrigation.

Horticulturist Jessica Heller, with no prior training in irrigation, and Groundskeeper Craig Matheson, coming to Creighton with five years' experience in irrigation installation, maintenance, and repair took part in the training. The skills and knowledge they received from the training will benefit the University in many ways. Craig's skills will be put to work doing general maintenance and repair of the campus irrigation system saving money on contracted repairs, ensuring prompt repair to minimize impacts on plant health, and reducing water use through more effective irrigation scheduling. In addition, a better understanding of the design and installation process will help with design review for new projects and renovation of existing systems. Rain Bird has been very complimentary of the site and support Creighton has provided for the last two years, and we hope to continue to serve as a host for Rain Bird Academy in order to continually develop our staff.

Spring Weather Safety...Protect yourself by being prepared!

Thunderstorms:

A thunderstorm is considered severe if it produces hail at least 1 inch in diameter or has wind gusts of at least 58 miles per hour. Every thunderstorm produces lightning, which kills more people each year than tornadoes or hurricanes. Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.



Watches and warnings...Know the difference:

Severe Thunderstorm Watch – Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.

Severe Thunderstorm Warning – Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.

Tornados:



One of nature's most violent and dangerous weather phenomena, tornadoes must always be taken seriously. They emerge from strong thunderstorms as rotating, funnel-shaped clouds with winds that can reach speeds of 300 mph, leaving extreme damage in their wake.

Watches and Warnings:

When tornadoes are possible in your area, there are two key alerts to look for:

A **Tornado Watch** is broadcast when conditions are conducive to the development of tornadoes in and close to the watch area.

A **Tornado Warning** is issued when a tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

WELCOME NEW EMPLOYEES

David Marasco began work in the paint shop at Facilities Management on January 28, 2013. David is married and has three children, two girls and a boy. Prior to coming to Creighton, David worked at Ramerys Painting for nine years. Hunting and fishing are two of David's interests.

Chuck Bardon started his job as a custodian at the Lied Performing Arts Center on February 20, 2013. Chuck works Monday through Friday, 6:00 a.m. to 2:30 p.m. Chuck retired from the Council Bluffs Fire Department after 22 years of service. He is a trained paramedic. Chuck has three children, Grant (26), Emily (16) and Addie (14). Chuck enjoys camping.

Antoniqua Patterson began her job as custodian at the Old Gym on March 11, 2013. She works 5:30 a.m. to 1:30 p.m. Antoniqua worked previously at Sonic and Chazzies. She is a busy mother with one daughter, but also likes to play sports, especially tennis.

Justin Nocita joined the Facilities Management grounds crew on April 4, 2013. Before coming to Creighton, Justin worked at Gordman's. Justin is single but is the proud uncle of 2 nephews and 2 nieces. Justin has attended UNL, Wayne State and Metro Community College. His hobbies are watching Duck Dynasty, playing bingo with his Grandma, remote control racing, hunting, and rebuilding his brother's car.



This May, take the **PARTNER PAC!**

Join us for a fun 1 week challenge May 13-17. The Partner PAC is a 1 week challenge to celebrate National Employee Health and Fitness Day. During the week, you and your partner will be encouraged to complete as many blocks of activity together each day. You'll keep a tracker of your activities and report those activities at the end of the week for a chance to win one of the following prizes:

- 2 Group Exercise Passes for the Fall semester
 - 2 \$25 Blue Planet gift cards
 - 2 Fontenelle Forest or Lauritzen Garden's 1 year membership
- (Winners can choose their choice of prize, only one prize per person)

Your partner can be a co-worker, a spouse, child, friend, other family member or even your family dog (but your dog is not eligible for prizes)! Get your partner and get signed up (only one partner needs to sign up the team).

*BONUS: Keep your eyes out for some fun engagement activities scheduled during that week for both you and your partner. These activities will be optional.

Get signed up today: <http://www.surveymonkey.com/s/CUPAC>

Check out the flyer on the wellness website: <http://www.creighton.edu/health/wellness/programs/index.php>

Questions? wellness@creighton.edu 402.280.5721



Celebrate National Employee Health and Fitness Day
by joining

Partner PAC

May 13 – 17

There is strength in numbers!

Grab a co-worker, create a PAC (**Physical Activity Commitment**) to complete as many blocks of activity together each day during the week for a chance to win prizes!

Register Today!

<http://www.surveymonkey.com/s/CUPAC>

This 5 day partner based physical activity challenge, is brought to you by the Creighton Wellness Program.

Sample Activities:

- Go for a walk outside
- Take the stairs
- Stretch in a conference room
- Kick around a soccer ball, shoot some hoops, or throw a Frisbee
- Complete pushups or another strength training workout
- Take your dog for a walk/jog
- Take a group exercise class together
- Complete some desk exercises together



Physical • Spiritual • Cultural • Social • Emotional • Intellectual