



New Mexico State University

Office of Facilities Services

THE OFS SOMETIMES MONDAY MORNING MEMO

INTRODUCTION

This is the first edition of the OFS *Sometimes on Monday Morning Memo*. The specific idea came from Jack Kirby although communications with staff is something that we feel needs improvement. I have worked for places where the boss published what became known as the "memo of the week". After a while, the bulletin board was papered with unread and ignored notes. That's a waste of my time and yours. I'll publish this on Monday when we have something that we need to say or when you have questions that need answers - and it may not always be on Monday.

We have regular meetings with the Executive Directors, with the Directors, and we hold the weekly Operations Meeting that is attended by the supervisors. However, Jack, Tim, and I want a way to communicate with all OFS employees at once, and it is our sincere hope that this combination of memo and newsletter will provide for an effective way to do so. Your feedback would be appreciated!

You can help with the effort to improve communications by asking questions or by telling Monica what information you feel would be helpful. The idea is, after all, to improve communications, and to do that the conversation needs to be in both directions. If you have a question you want answered or have something you would like discussed, please tell Monica and it will be included if we possibly can.

OFS AS A BUSINESS

You heard me compare OFS to a business at the Employee Workforce meeting. Housing and the other campus Auxiliaries such as Athletics and PSL are not required to use OFS for their work; they are pretty much free to use any service provider that they choose. OFS had a major success earlier this year when PSL elected to use the in-house custodial staff for their building cleaning services. As an Auxiliary, PSL could have used anyone that they wanted to, but they chose OFS.

With the budget concerns and possible reductions in funding brought about by the poor economy, revenue from paying customers is even more important than before. Almost ½ of the OFS salary budget is funded by paying customers, and as a result it is very important that we remember that OFS is a "business".

We will be implementing a number of business "best practices", and I will try to inform everyone about those with these newsletters.

- **Restricted and Unrestricted On Call status**

The AFSCME Contract and the NMSU Policy Manual both define Restricted and Unrestricted On-Call status and the conditions that apply to each. I won't copy and paste the definitions, however, the major difference is that Restricted status means that there is \$1 per hour compensation. In return for this compensation, the employee must remain in a condition fit for duty, has no option and must respond when requested, and must remain within a geographic area that will allow for a 30 minute response to campus.

OFS has redefined these roles for each shop and the new procedure will be implemented on October 1st. Please be sure to talk to your supervisor and / or Director about the overtime and On-call procedures in your shop

- **Vehicles**

It is no secret that we have been reducing both the vehicle count and the size. There are 3 factors that enter into this:

- Now that very few vehicles have a business reason to leave campus, smaller, more fuel efficient vehicles can be used.
- Several of the shop supervisors have insisted that two people are required on their calls for safety purposes, and this means that two people now can be assigned to vehicles where one was previously.
- At any given time there are numerous vehicles not being used.

- **Other "best practices"**

The next issue will discuss plans for reviewing additional business practices.

TIMEKEEPING

Since the vehicle re-imbusement payment was started for after-hours callouts, we have been reviewing timesheets more stringently and we have seen large number of mistakes in entering time. These errors most frequently occur with the vehicle re-imbusement, the \$1 per hour Restricted standby payment, and overtime hours.

We will be providing additional training, but please remember that accuracy is your responsibility. Before you submit or approve a timesheet, please remember that you are accountable. If you're not sure – ask a question before you submit or approve.

OFS REPAIRS AND PROJCTS

OFS has many exciting projects and initiatives, and we are proud of all of you and the work that you do:



Concrete repairs



Goddard Tower emergency repairs



Valve Maintenance at the CUP



Walkway and stairs at Chamisa



Flood repair at the Alumni Vault



Cutting bolts at CUP





BUDGET PROBLEMS

You may have seen the Friday Las Cruces newspaper and I have attached the article in its entirety. The bottom line is that the state is not doing very well financially. However, any potential cost reduction measures will not be known until after the special legislative session. What that means is that anything you hear about this is a **rumor**. I hope you will join me in making sure that we "*stick to the facts*"; if you hear information about possible budget cuts, I hope you will talk to your supervisor or Director before sharing it. There is no point in causing people to become upset, and I pledge to do my best at keeping everyone informed.

NEXT TIME

Next time we will discuss where to find the OFS procedures, vehicle pooling, lock boxes for keys in the shops, and cell phone allowances.

As always, thank you for everything you do for OFS and NMSU.



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PAGE | 5

