



Office of Facilities and Services

THE OFS SOMETIMES MONDAY MORNING MEMO

INTRODUCTION

This is the second edition of the OFS *Sometimes on Monday Morning Memo*. As I said in the first issue, I'll publish this on Monday when we have information to share 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 attended by the supervisors. However, Jack, Tim, and I wanted 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 is appreciated!

You can help with this effort by asking questions or by letting Monica know 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.

NEW PRESIDENT

The schedule for the Presidential interviews is posted:

<http://www.nmsu.edu/presidentialsearch/finalists.html>

The staff interviews are on the 2nd, 4th, and 6th of this week and on the 9th and 16th of next week. The sessions are from 2:00 to 2:45 PM at the Corbett Center auditorium, and the final decision will be made by the Board of Regents on the 19th. Your participation in these sessions is encouraged and if you want to attend please be sure to talk to your supervisor.

SHOP TO SHOP WORK ORDERS / REIMBURSABLE WORK

There has been confusion regarding the original intent of the "E" work order, and as a result the creation of these work orders has been halted until the procedures can be straightened out. Please be patient as we work through this, because incorrectly opened and charged "E" work orders are one reason why we had difficulty developing rates this year.



VEHICLE LEASES

As you should be aware, the lease vehicle program at NMSU is ending as one component of an overall, comprehensive, NMSU vehicle plan. I have said from my very first day that vehicles represented an area for significant savings, and we continue to maximize efficiency through fewer and smaller vehicles. If you think about it, a parking lot full of parked vehicles is not efficient. There is never a time when there aren't a dozen vehicles the lot and while that is convenient, it isn't efficient. Your help is needed with this, because the way to managing vehicles efficiently is to have the keys readily available when someone needs one. Methods to accomplish this may vary by shop, but key boxes are certainly one technique used by other universities.

BUDGET PROBLEMS

You may remember this from last time:

*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.*

Now that the special session is over, the impact of the proposed bills is being evaluated. I asked Jennifer Taylor what information she could share, and she sent this:

As the result of a special session of the State Legislature held in October 2009, the Governor is now considering a series of bills which would have a budgetary impact upon the university. The bill with primary budgetary impact would reduce our current year state appropriation funding for Instruction and General for the current fiscal year by 4%, and for Research and Public Service line item appropriations by 6.5%, with a proposed offset of 2% from ARRA funds for the Instruction and General funding reduction. The university has a plan in place to absorb these current year reductions with minimal impact to core mission functions, through a one-time use of contingency funds, balances and strategic program reductions.

Please note that no one is talking about a loss of positions or furloughs at this time, and my pledge to keep you informed with up-to-date information remains in effect.

OFS REPAIRS AND PROJECTS

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



Tower replacement at DACC



Electrical Maintenance



Keep State Great '09

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CHRISTMAS LUNCHEON

The Christmas Luncheon will be on December 18th from 11:30-1pm. Please see Monica if you are interested in donating or helping.

NEXT TIME

Information on OFS procedures, lock boxes for keys in the shops, and cell phone allowances will be addressed in future newsletters. Please let us know if you have questions that you would like answered or a topic that you would like to have discussed.

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



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