



Office of Facilities and Services

THE OFS SOMETIMES MONDAY MORNING MEMO

INTRODUCTION

This is the holiday 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, although it may not always be on Monday. This is a case in point, in fact.

You can help 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 EXECUTIVE DIRECTOR OF ADMINISTRATON

OFS welcomes Kelly Brooks, who comes to us from DACC where she was Business Manager. If you have not yet visited with Kelly, please stop by and welcome her to our team.

NEW PRESIDENT

Many of you have been working on getting the President's residence ready for Barbara Couture, the new president of NMSU. I will share some pictures at the end of the memo, and everyone's efforts are very much appreciated. The crews have done an excellent job.

AiM IMPLEMENTATION

The new work order system "goes live" this coming Wednesday. It is important to make this transition as "seamless" as possible, but it is also important to not become frustrated. Things can – and will – go wrong until all the bugs are worked out. Please be patient, but also bring up any concern immediately so that issues can be addressed. I realize that many of you have worked very hard on this in addition to your normal duties, and I want you to know that your efforts are appreciated.

FRUSTRATION WITH VEHICLES

As you are painfully aware, the lease vehicle program at NMSU has ended as one component of an overall, comprehensive, NMSU vehicle plan. Vehicles represent an area for significant savings, and we will 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 are less than a dozen vehicles in the lot and while that is convenient, it isn't efficient.

Your help is needed with this, because the way to manage vehicles efficiently is to have the keys readily available when someone else needs one. Methods to accomplish this may vary by shop, but key boxes are certainly one technique used by other universities. If we continue to have vehicles parked in the lot while others are unable to find the keys, I will designate someone to play the role of "fleet manager" and begin assigning vehicles. I hope that won't be necessary.

SATELLITE UTILITY PLANT

The new satellite utility plant continues to move forward. Approval to sell the bonds necessary for financing the project will be requested from the State Board of Finance on Tuesday of this week, and the committee that will select the Architect and Engineer has had their "Pre-Proposal" meeting. Once approval to sell bonds is obtained and a firm is selected, design will begin on the new plant.

BUDGET PROBLEMS

You may remember this from last time, but it is important enough to keep repeating:

*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.*

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:



New cabinets / closets at the President's residence



New room finishes at the President's residence



Jett Hall transformer

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CHRISTMAS LUNCHEON

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

NEXT TIME

Please let us know if you have questions that you would like answered or a topic that you would like to have discussed.

HOLIDAYS

Jack Kirby, Tim Dobson, Kelly Brooks, Monica Dunivan, and I would like to wish each of you a joyous and safe holiday.

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



Glen Haubold
Assistant Vice President for Facilities
Office of Facilities and Services
New Mexico State University

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