

THE OFS SOMETIMES MONDAY MORNING MEMO (HOLIDAY EDITION #2)

CONGRATULATIONS

Congratulations to Daniel G. Carrera and Sabino Ramirez in the HVAC / Mechanical Shop and Jessie Vargas and Jose De Leon in the Plumbing Shop for passing the Journeyman's written and "hands on" tests in their respective trades. Congratulations also are in order to Ron Tarazoff for passing the written test for the Journeyman's Sheet Metal license. I am particularly proud of these folks for this achievement, because this demonstrates the level of professionalism of our employees.

**This is a multi-million dollar business...
we must run it that
way.**



CHARACTERISTICS OF A PROFESSIONAL


- **Appearance**
- **Dependability**
- **Pride in your work**
- **Human Relations**
- **Response to Criticism**



POSITIONS

As we stated previously, we released a number of vacant positions for posting. Besides needing the help, there were a number of potential in-house candidates for many of these positions and we wanted to be able to reward performance by providing an opportunity for advancement where possible. I'm pleased

to announce that David Coon was selected as an Electrician III and Florentino Rivera was selected as a Groundskeeper Supervisor I.



Scott McLean will be joining OFS as a Design Project Manager on January 4th. Scott was previously employed with the University of Northern Colorado (UNC) where he was the Manager of Construction Services. Prior to that, Scott held positions as a Senior Construction Project Manager and as the Director of Parking Services at UNC.

Kellie Camilli will start as an Administrative Assistant on Monday, December 20th. Prior to joining NMSU, Kellie was a Budget Analyst / Accountant II at College Invest in Denver, Colorado. Darlene Maynes is also assisting in the front office and she will be with us at least through February (unless she finds something else).

A promotion is not simply based on years of service and we will always hire the most qualified candidate for any position. If you apply for a position and someone else is selected, we owe you a detailed explanation of those steps that you can take to be ready when the next opportunity becomes available (in fact, we owe that to all employees). We appreciate anyone who has a desire to improve and we will do what we can to help you advance if you are interested in doing so.

Speaking of advancement, Ernest Fragoso has transferred to Purchasing. We wish him well and this will create an opportunity for others. If you are interested in advancement and / or improving your skills in an area, please let your supervisor (or me) know. And if you have a job out on campus (or anywhere else) that you're interested in, we'll be glad to help however we can.

MERCER II

The Mercer II notices went out yesterday, so please notify Melissa or Cecelia if you didn't receive one. We tried to answer as many questions as we could, and there is a website with frequently-asked-questions (FAQ) here:

<http://salarystudy.nmsu.edu/>

Human Resource Services is no doubt currently flooded with questions, so I suggest asking your supervisor first. This is important enough that if you can't get your question answered, please ask your supervisor to arrange a time to meet with me or Kelly Brooks, and if we don't know the answer, we'll direct you to someone who does.

Incidentally, 65 of 273 people in the Office of Facilities and Services received increases totaling \$87,768.

PROJECTS

There are numerous large and small projects going on across campus; OFS has nearly \$126 million on the books for the Tier 1 project list:

Project Name/Description	Budget
Milton AHU Replacement	\$ 526,952
Gerald Thomas Re-Roof	\$ 1,500,000
Horse Farm Breeding Barn	\$ 500,000
Pan Am Roofing	\$ 2,000,000
Institute for Public Policy	\$ 9,000,000
Stadium: Soccer Field	\$ 650,000
DACC - Hatch	\$ 2,250,000
DACC- East Mesa 6 & 7	\$ 18,000,000
Carlsbad - Lighting Upgrades	\$ 500,000
Arts Complex Phase 1	\$ 37,500,000
Chilled Water System Improvements	\$ 24,000,000
NMDA Addition and Remodel	\$ 2,400,000
Chamisa Village Phase 2	\$ 22,000,000
Arrowhead Road Phase 2	\$ 2,500,000
Anderson Hall Building Improvements	\$ 1,200,000
Environmental Management Facility Renovations	\$ 1,130,000
TOTAL	\$ 125,656,952

EFFICIENCY AND EFFECTIVENESS

The NMSU Efficiency and Effectiveness Committee and the Administration and Finance department have adopted stringent guidelines for travel, training, and mobile device allowances. We saw this coming and were "ahead of the game", and we appreciate your support in getting to this position. We think it's better to have internal self-discipline through our own procedures than to be told what to do, and we remain committed to avoiding a financial situation where we could lose filled positions. It's going to take the effort from all of us to accomplish this, though.



DEPARTMENTAL MEETINGS

I am always willing to answer any questions that people have, and if you would like for me to attend your shop or unit meeting to answer questions, just let me know and I will be glad to do so.

SENIOR VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Until the replacement for Jennifer Taylor is selected, Angela Throneberry will serve as interim senior vice president for administration and finance. D'Anne Stuart will serve as interim associate vice president for administration and finance and assume oversight responsibility for Human Resource Services, Auxiliary Services, the Controller's Office, and the Office of Real Estate. Dorothy Anderson will serve as interim assistant vice president for Human Resource Services.

REORGANIZATION / RENAME

Katrina Doolittle has agreed to chair an internal advisory committee to look at our organization name and / or names, and some of you will be selected to serve as members. We are a large, complex organization with working units for capital and maintenance projects, facility operations, campus planning, sustainability, campus environmental health and safety, and business and accounting. I'd like for us to look at the organizational name with suggestions such as *Facilities*, *Facilities Management*, or *Facilities and Services*, as well as the unit names such as *Project Development and Engineering* or *Facilities Design and Construction*. Any ideas are welcome!

Along with that, most all of us received new or re-worded titles as a result of Mercer II. Once we settle on the organization and unit names, we'll have new business cards printed for those who use them.

I have a request to make: if you use an email signature, please make sure that the title matches the new Mercer II title, and also make sure that this standard Administration and Finance "close" is at the bottom:

ATTENTION:

This message and all its attachments may contain information that is confidential and privileged. It is for the sole use of the intended recipient(s). Any unauthorized review, use, disclosure or distribution is prohibited. If you received this message in error, please notify the sender by reply e-mail and delete the message immediately.


 Please consider the environment before printing this email.

If you don't know how to do this, let us know and we'll send someone around to help.

CHRISTMAS / WINTER HOLIDAYS

As we go into the holidays, please make sure that someone is left behind to cover for you and that they are "up-to-speed" on the work that you have going on. We need to do this in order to be fair to our customers and to those who remain behind to keep the place running.





We are a large and diverse group who no doubt celebrate a multitude of holidays, and I sincerely hope that each of you and your families enjoy the winter break and have safe and Happy New Year! And, for those of you who celebrate this holiday –

Merry Christmas...!



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