

THE FACILITIES AND SERVICES SOMETIMES MONDAY MORNING MEMO (THE SCHOOL IS OUT FOR SUMMER EDITION)

SEMI-ANNUAL ADMINISTRATION AND FINANCE MEETINGS

The Spring Semi-Annual Employee Meeting will be held this Wednesday, May 11th and Thursday, May 12th from 9:30 – 11:30 in the Corbett Center Ballrooms, located on the 3rd floor of Corbett Center. This meeting is designed to inform and update the employees of Administration and Finance. Information will include topics such as University Budget Updates, Construction Updates, Employee Recognition and general information that may be pertinent to you as an employee. Please coordinate with your supervisor to attend one session.

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



Also, I have a favor to ask –

PLEASE BE A PARTICIPANT

by showing interest, arriving early and sitting up front instead of hanging around at the back. Ask questions, and visit with the other folks in Administration and Finance.

STRICKLAND AWARD

The Strickland Award was named for Charles Strickland, the first Director of the NMSU Physical Plant from 1911 to 1956. For those of you who remember your history, this was still the

TERRITORY OF NEW MEXICO when Mr. Strickland started his 45 year career at NMSU. Not only that, but 2011 will mark the 100 year anniversary of the NMSU Physical Plant.

The four winners of the Strickland Award for 2010 are: from Environmental Health and Safety, we recognize **DREW KACZMAREK** for his work on the Green-House Gas Inventory and

for his partnership and teamwork with the staff at the Central Utility Plant. From Facilities Operations, the award winner is **PAUL PONCE** for his ability to communicate and balance the needs of his staff with budget reductions and the many new initiatives in Facilities and Services. **RAY PEREZ** was selected from Project Development and Engineering for his “can do” attitude in the face of the many challenges at the Carlsbad Allied Health Facility, and from Facilities Administration we recognize **MARIA GOVER**, who brings a positive attitude to work every day and a willingness to do anything that’s asked of her.

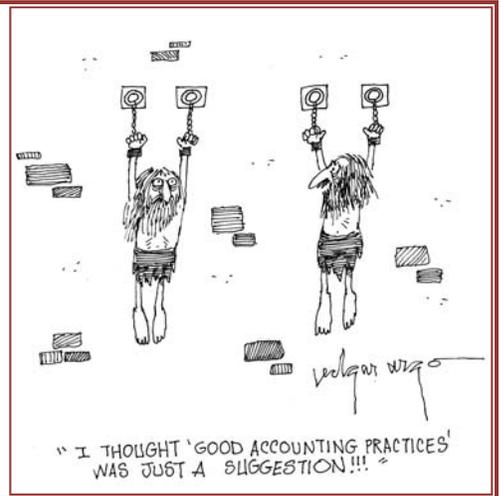
These awards – and others – will be handed out at the Semi-Annual meetings.

PROFESSIONAL DEVELOPMENT & TRAINING

I hope that each of you made sure that your evaluation had professional development and training needs identified, and that the training meets the needs of the organization and of your unit.

Ethical behavior is the responsibility of every NMSU employee.

Each one of us has a personal obligation to report any activity that appears to violate applicable laws, regulations, rules, policies, and/or procedures.



Two suggestions for training that I had related to the new ADA laws and to laboratories, because the new ADA laws took effect March 15, 2011, and as far as I know, no one has yet attended an update. I also believe that NMSU will be doing a significant amount of laboratory remodels, and yet, from what I’ve seen, with the exception of EHS, we don’t have a lot of technical skills in the area of lab facilities. Those are just some suggestions for possible training needs, and I have others if anyone is interested.

PLEASE NOTE ON TRAINING: Many of us have training credits that we need to maintain a certification, but I believe that each of us that have requirements for continuing education knows what these requirements are **WELL IN ADVANCE**. When we plan ahead, travel is less expensive, budgets can be managed, and alternatives can be considered. I am having a hard time getting this point across and will start denying those requests that arrive on my desk less than 60 days ahead of time without some really good justification. Incidentally, “because I need the CEUs to maintain my license / certification” is about the poorest justification for waiting to last minute that there is, because that is exactly the training that you should be planning ahead for.



CHARACTERISTICS OF A PROFESSIONAL

- APPEARANCE
- DEPENDABILITY
- PRIDE IN YOUR WORK
- HUMAN RELATIONS
- RESPONSE TO CRITICISM



INTERNAL ADVISORY TEAM

Katrina Doolittle of Environmental Health and Safety (EH&S) volunteered to chair an Internal Advisory Team and was joined by David Schoep and Greg Vogel from EH&S; David Bollschweiler, Alton Looney, and Sheila Morgan from the Project Development group; Melissa Fernandez, from Facilities Administration; and Fernando Ortega and Rick Montoya from Facilities Operations.

I had asked this team to look at our division name in light of the reorganization, and they recommended a small change by dropping the term “office” and becoming “Facilities and Services”. The Committee agreed that the unit names were appropriate and that further change would only create more confusion than is already felt by recent consolidation and internal reorganizations, believing that stability in changing times is much more valuable. There was also concern expressed regarding the cost related to any major name changes and this type of expense should be avoided because of budget reductions.

The former OFPC and the Project Development and Engineering folks decided that Project Development was more appropriate for their work group.

There you have it: as soon as the paperwork clears, we’ll be Facilities and Services, with the following work units: Environmental Health and Safety; the Office of Sustainability; the University Architect and Campus Planning; Facilities Administration; Project Development; and Facilities Operations.

The Internal Advisory Team also worked on and recommended a divisional Mission Statement:

Mission Statement Task Statement

The Advisory Committee developed a mission statement for the Facilities and Services Division that is tied to Living the Vision goal “to be an excellent steward of all resources



dedicated to achieving the vision of the University” and the vision for NMSU to be a premier university. Their recommendation, which we have accepted:

OUR MISSION IS TO EFFICIENTLY PROVIDE A SAFE, WELL MAINTAINED, AND ENVIRONMENTALLY SUSTAINABLE UNIVERSITY COMMUNITY.

They also developed our goals:

OUR GOALS

- ✚ QUALITY, TIMELY, COMPETITIVE, VALUE ADDED SERVICES
- ✚ CONTINUOUS IMPROVEMENT OF CORE BUSINESS PLAN ORGANIZATION
- ✚ INNOVATION AND SUSTAINABILITY
- ✚ PROFESSIONAL DEVELOPMENT AND RECOGNITION



OUR VALUES

- ✚ A SAFE ENVIRONMENT
- ✚ PROFESSIONAL ORGANIZATION
- ✚ INTEGRITY AND ACCOUNTABILITY
- ✚ OPEN AND RESPECTFUL COMMUNICATION
- ✚ TEAMWORK AND PARTNERSHIP

..and our values.

I'd like to express my appreciation to this group for their efforts.

This internal advisory team will become a permanent group, and I need a few more volunteers from the

Building Maintenance shops, Grounds, and Custodial. If you are interested in volunteering, please let Katrina Doolittle know.



SHOP COOK-OFF / SPRING PICNIC

When we decided not to have the large Christmas party and had the individual shop parties instead, we all talked about having a spring picnic to decide once and for all who had the best cooks. I think it would be fun get this going and have a picnic one Friday afternoon – those of us who can't cook can donate, be judges, and help eat. If you're interested in signing up to compete or eat, please talk to Lorraine Silva.

PICTURES THIS ISSUE

The pictures this issue are courtesy of Joe Payyapilly and joni newcomer.



Thank you!

Glen

Glen Haubold
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