Facilities and Services

Facilities and Services Holiday Newsletter

Personnel
Our Most Important Resource

Promotions...
Congratulations to Crystal Maldonado for her promotion to Melissa’s position in the Facilities and Services HR office, to Ron Tarazoff on his to Assistant Project Manager in Construction, and to Sabino Ramirez for being selected as Lead HVAC Mechanic. We’d like to welcome new employees Richard Espino and Raúl Hernandez who are starting as Facilities Techs and Carlos Martinez, a new student in HVAC.

..a nice way to start the New Year

Our Values
- A safe environment
- Professional organization
- Integrity and accountability
- Open and respectful communication
- Teamwork and partnership

Farewell to...
Jerry Gutierrez (HVAC), Ramon Alvarez (Vehicle Maintenance), and George Herrera (Custodial) have announced their decision to retire. We’ll miss them next year.

..that retirement incentive is a nice way to start the New Year, too.

Congratulations to...
Facilities and Services extends congratulations to Dale Harrell, Engineering Group Leader, for successful completion of the Professional Engineer’s exam. As a state registered professional engineer, Dale is licensed to prepare designs within his area of expertise. This licensure is required as part of the state approval to design utility improvement and new construction projects. In fact, all four of the Facilities and Services engineering group staff are registered professional engineers – quite an achievement!

..and they don’t put the test score on the certificate either.
CONTINUOUS IMPROVEMENT

- Project Manager Workshops

Bob Casagrande of **Casagrande Consulting** conducted a workshop on Project Management with the Facilities and Services Design Project Managers. Half of the Project Managers were in attendance each day followed by a wrap up session with the Assistant Directors for Design, **Jeanne Robinson** and **Scott McLean**, and the Executive Director of Project Development and Engineering, **Jack Kirby**. Mr. Casagrande has served as the Director of Facilities Services and Renewal at Southern Methodist University and continues to serve as an Adjunct Professor at the SMU Lyle School of Engineering. Bob also teaches classes in Project Management across the country.

- APPA Supervisor’s Toolkit / Desert APPA Regional Group

NMSU will host the APPA Supervisor’s Toolkit from February 27 to March 1, 2012. Also, on the afternoon of March 1st, UTEP and NMSU facilities and EHS folks will hold the initial meeting of Desert APPA. Other invitees include the NMSU Community Colleges, El Paso Community College, and the Texas Tech Health Science Center – El Paso.

INVENTORY

Thanks to all who worked on the Facilities and Services inventory. Having two items that we couldn’t find out of 775 is not perfect, but not bad at all. We appreciate your hard work.

WAYFINDING AND SIGNAGE

New way-finding signage continues to be installed across campus, with the major Ag buildings west of Espina next in the schedule. Also, the crimson street signs that have been showing up on campus streets add a nice touch to the campus appearance.

ZONE MAINTENANCE IN GROUNDS AND CUSTODIAL

Grounds will be joining Custodial in assigning work by zones after the first of year. Zone maintenance provides an additional source of ownership to what can sometimes be routine maintenance activities.

..AFTER ALL, FEW PEOPLE SPEND THE AFTERNOON WASHING A RENTAL CAR.
FACILITIES CUSTOMER SERVICE SURVEY

This is Table 1 from the summary, and the entire report is available on the website. We appreciate your input, and our commitment to continuous improvement is hollow without your input and our acting upon it.

<table>
<thead>
<tr>
<th>Overall Satisfaction with FS in last year</th>
<th>Extremely Dissatisfied</th>
<th>Very Dissatisfied</th>
<th>Satisfied</th>
<th>Very Satisfied</th>
<th>Extremely Satisfied</th>
<th>Total Respondents</th>
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<td>2.5%</td>
<td>9.6%</td>
<td>37.1%</td>
<td>35.7%</td>
<td>15.0%</td>
<td></td>
<td>280</td>
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FACILITIES INTERNAL ADVISORY COMMITTEE

GREG VOGEL will be chairing the Facilities and Services Internal Advisory Committee after the first of the year. We will be contacting one person from each group or work unit and asking them to serve. If you are interested in doing this, please contact GREG or me.

ENVIRONMENTAL HEALTH AND SAFETY
This is the time of year for cleaning up and clearing out the “old” before the New Year. Environmental Health and Safety recently facilitated safe and professional removal of hazardous waste from our Carlsbad campus and the Carlsbad Environmental Monitoring and Research Center. Coordinating a combined shipment demonstrates effective team work and results in overall savings for NMSU. There was also a big clean up of the Facilities and Services yard in preparation for a fresh start this New Year.
Remember to label your holiday packages with care because after they are under wrap for a while, you can forget what they contain. The same goes for containers of chemicals and industrial products especially when they are not used up quickly. The labels often fade with wear and the outer wrapping may not remain intact. We remind everyone to label all containers as they are being used so that we know how to safely handle and ultimately dispose of them. It saves time, money and makes it easier for all.

**Annual Call for Building Repair and Renewal Requests**

It’s time to request your input in formulating NMSU’s BRR projects for FY2013. As we are all aware, the number of building deficiencies exceeds the available funds, so where possible, Facilities and Services will prioritize according to the following criteria:

- requests relating to the safety of faculty, staff, and students,
- projects critical to the development of new initiatives and/or the continuation of existing programs, and
- routine projects and remolds.

To maximize the impact of limited funds, Facilities and Services will also identify infrastructure improvements that will allow for the expansion of research and programs. When efforts are consolidated in this manner, academic programs can be enhanced while simultaneously remediating an infrastructure deficiency. We need your assistance in identifying shortfalls in research infrastructure.

The memo and form may be found on the Project Development and Engineering website:

http://www.ofs.nmsu.edu/Webdocs/2013BRR.pdf

**Winter Break Projects...**

Facilities and Services has a number of projects scheduled over the winter break. These are the authorized projects that we are aware of, and if you are on campus, we encourage you to pay attention to your surroundings and report any suspicious activity.

...that, and we want to thank those of you who give up all or part of your holiday to accomplish work that benefits all of us.
Pictures in this issue are from the Facilities and Services Workforce meetings. Remember the exercise where we folded a piece of paper and then tore off a corner, and how much easier it was to ask questions for clear understanding?
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!

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

Our mission is to efficiently provide a safe, well maintained, and environmentally sustainable university community.