



Facilities and Services

FACILITIES AND SERVICES SOMETIMES MONDAY MORNING MEMO

AN OPEN LETTER TO ALL FACILITIES AND SERVICES EMPLOYEES FROM ASSOCIATE VP GLEN HAUBOLD:

We recently hosted the APPA Supervisor's Toolkit at the NMSU Golf Course facility, and there were some 17 or so folks from NMSU Facilities Services and another 28 of our counterparts from the University of Texas at El Paso, the University of Texas at Austin, the University of Nevada – Reno, El Paso Community College, Tulsa Community College, Doña Ana Community College, the University of North Texas, and Tec de Monterrey Campus in Guadalajara. In addition to this being a great program for supervisory development, it was an opportunity for those who attended to meet other folks in facilities management and discuss solutions to the many common problems that we face.

All too often, the best accountant, administrative assistant, electrician, plumber, project manager, lab inspector, or groundskeeper is promoted to a supervisory position without being given the tools they need to be the coaches, mentors, and leaders that our people deserve. We would never allow an electrician to splice a 26,000-volt cable without training, practice, and oversight, and yet all too often we have entrusted the most valuable asset we have, our people, to supervisors who could use additional skills. This class is designed to address that gap, and I want to thank and congratulate all who attended.

Along those same lines, I would remind everyone that NMSU and UTEP are co-hosting the annual conference of the central region of APPA in October 2014; President Carruthers has agreed to speak but we still need presenters and tour guides as well as all many other volunteers. If you are interested, please see me or Melissa.

All of the above leads me to this: there are many opportunities for professional development, training, and advancement. Besides the NMSU tuition remission, there are our associations with CHSEMA (Campus Safety Health and Environmental Management Association), NFPA (National Fire Protection Association), APPA (Higher Education Facilities Officers), AUA (Association of University Architects), AASHE (Sustainability) and SCUP (Society for College and University Planning). Every one of these organizations is dedicated to the professional development of its members, and I encourage you get involved – you deserve it!

Glen Haubold

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

....AND IT TAKES EVERY ONE OF YOU.

FACILITIES AND SERVICES FEBRUARY 2014 NEWSLETTER

PERSONNEL

OUR MOST IMPORTANT RESOURCE

WELCOME TO:

...**LOUIS HUBER**, Deputy Fire Chief; **RICHARD LARGENT** and **ERIC ADAIR**, Fire Fighter/EMS; **RENE RUIZ**, Accountant, Sr.; **GABRIEL BERNAL**, EHS Program Tech; **ANNE MCGINNIS CARTER**, EHS Administrative Assistant, Inter.; **ANTHONY LEGARDA**, Groundskeeper; and **JOAQUIN BERTOLDO** and **PATRICK HERNANDEZ**, Groundskeeper, Sr.

AND BEST WISHES TO:

...**RON WASHBURN**, Facility Space Planner; **ANTONIO AGUILAR**, Groundskeeper; **GREG PARHAM**, Assistant Director, Plant Operations; **DEREK OLSEN**, Electrician; **JAMES LUCERO**, Mason Lead; **IGNACIO SALCIDO**, Data/Records Coordinator; **JUAN GARNICA**, Structural Maintenance Tech.; and **HILARIO RODRIGUEZ**, Facilities Tech.



OUR VALUES

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



OFFICE OF FACILITIES AND SERVICES

We dropped the “Office of…” from our name in 2011, because Facilities and Services is a large unit with approximately 325 employees in Environmental Health and Safety, Fire Department and Emergency Services, Facility Operations, Business Administration, Project Development and Engineering, the Office of Sustainability, and the Office of the University Architect, Campus Planning, and Space Management.

**IT IS TIME -
FOR THE STRICKLAND AWARDS**

Charles Strickland served as NMSU’s Physical Plant director for 45 years, from 1911 through 1956 (remember: statehood came in 1912). In honor of his long service to our organization, the Strickland Award was created in 1997 to recognize individuals who have rendered exceptional service to the organization that is now Facilities and Services.



ROSE MELENDREZ
RECORDS TECHNICIAN
ENVIRONMENTAL HEALTH AND SAFETY

Rose is a records technician for Environmental Health and Safety and is an expert on inputting data. She is responsible for defensive driving and safety training records as well as evaluating employee performance on training exams. Rose started working at NMSU for Environmental Health & Safety in 2008, and plans to pursue an Associate’s degree in Business.



JOSE LOERA
PROJECT MANAGER
PROJECT DEVELOPMENT AND ENGINEERING

Jose Loera is the epitome of professionalism and is always the first to volunteer for challenges big or small. Jose is a silent leader who is always willing to roll up his sleeves and lead by example, and is easily the most well organized person in Facilities.





OLGA HOLQIUN
ADMINISTRATIVE ASSISTANT
FIRE DEPARTMENT

Olga's accomplishments include: the 2012 and 2013 Annual Fire Report, representing the Fire Department at several fire safety booths, serving on "the Voice" and "Pride" committees, and development and maintenance of the Fire Department website. The development of the website was an extremely difficult and time consuming. Olga greets everyone with respect and helps them to the best of her ability.



ESTHER AMIZQUITA
ADMINISTRATIVE ASSISTANT
GROUNDS

Esther started as a clerk part time in 1999 and in 2002 she became a full time employee as a Records Specialist for Facilities and Services. Esther's past work has included managing the Heavy Equipment section of Facilities daily operations. Esther supports the department in many capacities; she serves on the Administrative and Finance Pride and Voice Committee and also on the Facilities Internal Advisory Committee. Esther also oversees the Facility and Services Inventory, staff uniforms, safety wear, radios and the vehicle inventory.



FLORARINE JONES
ASSISTANT DIRECTOR
BUSINESS ADMINISTRATION

Florarine Jones has used her experience and unique skills to step into a shorthanded office and make transitions look seamless. Florarine strives to make the office better today than it was yesterday and supports numerous customers with excellent and stellar service.



AVP's AWARD

The Strickland Award was created in 1997, and for the last two years one employee from each of the major work units has been selected. I rely heavily on the department staff and / or unit heads to provide input for these awards, but three years ago I added the AVP's Award. Like the Sometimes Monday Morning Memo, this award is given out annually or whenever the AVP feels like it. This award recognizes an employee or group of employees for a significant achievement or collection of outstanding work representative of the facilities and services values, goals, and mission.



DALE HARRELL, PH.D., P.E.

LEAD FACILITIES ENGINEER

OFFICE OF THE UNIVERSITY ARCHITECT

Dale – or maybe I should say, Dr. Harrell – has a title of “Lead Facilities Engineer” although he really is serving more as the University Engineer by beginning to coordinate all facility engineering in the same manner as the University Architect does with professional design firms.

For the past 3 years, Dale has played a pivotal role in the development of the NMSU Performance Contract Phase 1, a \$15 million dollar, guaranteed energy savings project that will, in addition to other energy conservation measures, replace most of the T-12 fluorescent lamps and ballasts on the Las Cruces campus. When this project retires the debt in 14 years, NMSU will be able to keep the improvements and the entire \$1.8 million in savings that will be generated annually by then. Keeping one’s “eye-on-the-ball” for a three year project is a challenge, and Dr. Harrell has handled this one very well.

CONGRATULATIONS TO ALL THE AWARD WINNERS!!

In addition to recognition at the quarterly meeting, you and your supervisor will be honored with a lunch as soon as we can get it scheduled.

Work at NMSU with pride; Aggie pride
Perform at the best level that you possibly can
Focus on the enterprise: students, faculty, and staff

- NMSU President Garrey Carruthers, Ph.D.



ETHICS

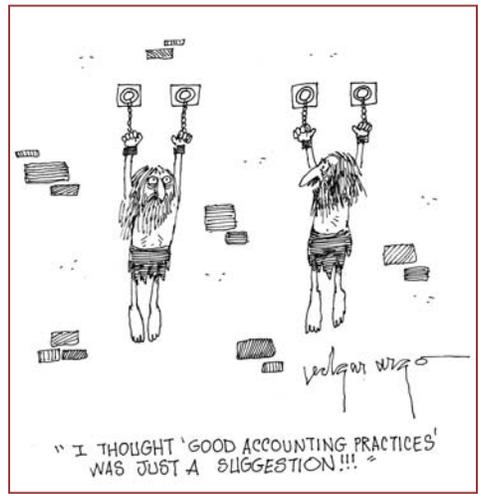
The NMSU Business Ethics Handbook is a document that we should all be familiar with, and the beginning of another calendar year is a good time to remind ourselves of the NMSU commitment to demonstrate personal and professional honesty and to respect the rights, values, and contributions of others.

<http://www.nmsu.edu/manual/documents/businessethicshandbook.pdf>

A NMSU employee who has reasonable grounds to believe an ethics violation has occurred should talk to a supervisor or the fiscal monitor for their academic or administrative unit. If the supervisor or fiscal monitor is involved in the alleged violation, the employee may report outside the employee's reporting line and unit to report to the Business and Finance Office or to the Office of Audit Services.

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.



Additionally, the University also maintains a confidential reporting line by which employees, students and the public may anonymously report suspected fraud or other concerns.

<http://auditservices.nmsu.edu/reporting-line/>

Para hacer una denuncia en español confidencialmente, favor de llamar 1-866-384-4277.

Retaliation for having made a report, or for cooperating with any resulting investigation is prohibited, and will be grounds for disciplinary action up to and including termination of employment, should it be substantiated.



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



In addition to the Principles of Ethical Conduct, NMSU officials, employees, and representatives are expected to comply with all other applicable policies, procedures, laws, union contracts and regulations which address ethical conduct and standards of business conduct for specific situations.

Related policies and procedures are listed below -

NMSU Policy:

<http://nmsu.edu/manual/documents/nmsu-policy-manual-bor-121313.pdf>

Business Procedures Manual:

http://www.nmsu.edu/~boffice/bpm_2009/BPM%2006.2009.pdf

Facilities and Services procedures:

<http://ofs.nmsu.edu/Webdocs/ProcedureManual.pdf>

NMSU and AFSCME Local 2393 (English):

http://hr.nmsu.edu/wp-content/uploads/2013/04/R_I_AFSCME_Agreement_w_NMSU.pdf



RECYCLEMANIA



New Mexico State University kicked off its participation in RecycleMania, a national tournament for colleges and universities to promote waste reduction, on Feb. 2. The competition motivates students, faculty, and staff to increase recycling efforts and reduce waste generation.

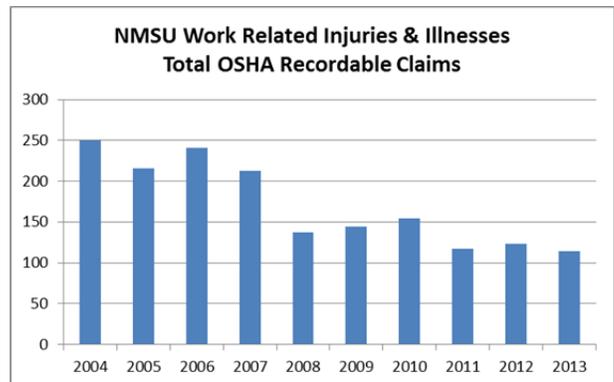
NMSU's Aggie Recycling department measures recycling (weight) for eight weeks in the Grand Champion category of the competition and reports it - look for the results on Office of Sustainability webpage at <http://sustainability.nmsu.edu> and the Facebook page at <https://www.facebook.com/NMSUSustainability>.

2013 OSHA Log

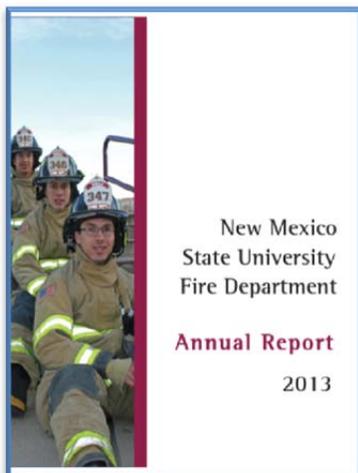


Environmental Health & Safety reports that the 2013 OSHA 300 log, a summary of employee injuries and illnesses, has been compiled and is posted on the NMSU safety website, <http://safety.NMSU.edu>. This log lists summary information on cases and time (days) lost or work restrictions because of reportable injury (or illness) by NMSU employees in 2013. The number of OSHA

recordable injury cases with lost or restricted time for 2013 is only 59. This is very good, as the count has decreased substantially (40-50%) since the early 2000s to the current low (see bar chart). Additional details are provided in the [NEWS](#) article on the [safety website](#). Questions on the log details should be directed to NMSU Environmental Health & Safety, Phone: 575-646-3327.



FIRE DEPARTMENT



THE FIRE DEPARTMENT

invites you to discover more about your fire department at www.fire.nmsu.edu. Inside you will find the 2013 Annual Report that was just recently completed.



NEW DEPUTY FIRE CHIEF



The Fire Department is proud to introduce NMSU's first Deputy Fire Chief (DC) Louis Huber. DC Huber has been involved in the emergency response field as a firefighter and trainer for over 25 years. DC Huber previously served 23 years with the Las Cruces Fire Department before coming to the NMSU Fire Department in 2014. DC Huber is an Alumni of NMSU and is proud to again be serving the community as NMSU Deputy Fire Chief. His first day was January 16th.

2014 BEST BUILDINGS AWARD WINNER

NMSU's new Center for the Arts facility received two of the most coveted awards in the building design and construction industry. In addition to US Green Building Council's "LEED Gold" status, the facility also received the Associated General Contractor's Best Building 2014 award for best "Construction Manager-at-Risk" project. Congratulations to University Architect Greg Walke and Project Development and Engineering's Orasa Vaught and Jon Padilla for a great job managing the project's pre-design, design, and construction phases.



OUR GOALS

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



FS ELECTRIC SHOP

This photo is of Carver Electric replacing the 25-kV feeders under the watchful eye of the NMSU Electric Shop. Approximately 12,000 feet of 25-kV cable was replaced in less than one week. Circuit 3 feeds a number of large buildings such as Science Hall, PSL, O'Donnell Hall, and Central Utility Plant Chillers. Circuit 4 is the El Paso Electric – NMSU Turbine inter-connection. Circuit 4 is a critical circuit on campus since it supplies turbine power to the campus and when the turbine is removed from service for maintenance, this circuit supplies El Paso Electric power to those same parts of campus.

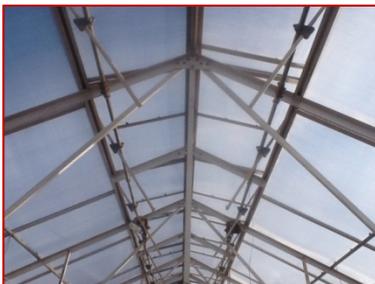


PROJECT DEVELOPMENT LEYENDECKER GREENHOUSE

Project Manager Robert Segreto is overseeing the replacement of the thermal panels at the Leyendecker Greenhouse. The project is on schedule and moving along smoothly. The old yellowing and cracked thermal panels and non-operational



shutter system have been replaced by new twin wall roof and thermal panels with shutter system. The old (leaking) air and water distribution system have been replaced by a new air and water distribution system.



A new roof panel system has been installed that replaces the old roof system panels.

We not only have the hardest working Grounds department of any campus we know of, they are prolific picture takers as well – so the pictures are once again courtesy of FS Grounds (mostly):



Glen

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



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