

FACILITIES AND SERVICES SOMETIMES MONDAY MORNING MEMO

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

Most of you know that one of my favorite phrases is, **“IN GOD WE TRUST, ALL OTHERS PLEASE BRING DATA”**. We hear a lot of discussion these days around campus about staffing levels, as some people on campus believe that staffing has gone up over the years, while many others like to talk about the good old days when they seem to remember that their area had many more people than it does now.

I asked Kelly to pull the actual I&G full time equivalent (FTE) data for Facilities for 2008 going forward, and as usual, reality is somewhere in the middle. She created a table showing the staffing for each department at every level, and we’ll be reviewing this information with each unit as we discuss metrics and benchmarking.

For now, I want to bullet several **key points**:

- Environmental Health and Safety (EHS) increased from 7.5 FTE to 15.75 FTE between 2010 and 2014
- The Fire Department increased from 4.5 to 7 FTE between 2008 / 2010 and 2014
- Administration remained flat although two FTE moved from Space Management
- Gross square footage grew from 5,298,540 to 5,756,642 (8% increase)
- The staffing in these shops is essentially 1 FTE less from 2008 and / or after the 2010 reductions:
 - **Electric:** (– 1) FTE from 2008
 - **Plumbing:** (– 1) FTE from 2008
 - **HVAC:** (– 1) FTE from 2010; (– 2) FTE overall from 2008; FTE are at 13 at the start of this year but in addition, 2 FTE were moved to the utility internal service to work directly at the central plant
 - **Custodial:** I&G staffing has remained unchanged except as noted below for new square footage



The increases in Instructional and General (I&G) FTE at EHS and at the Fire Department were made to try to keep up with the increase in regulatory requirements and to improve the response capability of the Fire Department during the day. With the exception of a request for 2 new custodians and 2 facilities technicians to correspond to the additional work brought about by the Native American Indian Center and the Center for the Arts, Facilities and Services has held “**NO NET NEW POSITIONS**” since 2010.

In that request, incidentally, one additional custodian and one facilities technician were approved by the University Budget Committee and the other custodian and facilities technician were funded through existing operating funds. The remaining moves were made without any additional funding or increase in total FTE.

As a last note, Facilities and Services benchmarks the facility operational staffing levels through APPA, our professional association, and uses the 3rd party firm of Sightlines to validate our comparisons and adjust for institutional differences.

In summary, resources were re-allocated to meet regulatory and safety needs; administration has had no growth; and our staffing to maintain core customer services has remained essentially unchanged.

That Facilities and Services is able to provide high quality service is a direct reflection of your hard work.

FS has been a campus leader in adapting staffing to changing business needs, and we appreciate all of your help and hard work as we strive to keep FS competitive and operating as a business!

Glen

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

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

NMSU IS ALL ABOUT DISCOVERY!



FACILITIES AND SERVICES FEBRUARY 2014 NEWSLETTER

PERSONNEL

OUR MOST IMPORTANT RESOURCE

WELCOME TO:

...**LEO LUCERO**, Project Manager; **ROBERT HERRERA**, Asst. Project Manager; **ALEJANDRO FLORES**, Project Manager; **MICHAEL ORTEGA**, Painter; **MARIA ELENA FLORES**, **ABIGAIL FAVELA**, and **JUAN SANTILLAN**, Custodial Workers; **RAMIRO CARRILLO**, Groundskeeper; **JOSE ULLOA**, **ALFREDO LAZARIN**, **MICHEL ORTEGA**, **HENRY GARCIA**, **RUDY BACA**, and **RICHARD CORDERO**, Laborer/Grounds; and **ARTURO GUZMAN III**, Student/Fire Services.

*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.



AND BEST WISHES TO:

...**JOSE SANCHEZ**, Plumber; **IGNACIO CEBALLOS**, Custodial Worker; and **AARON EVANS**, Facilities Tech.

NEW DEVELOPMENTS IN PROJECT DEVELOPMENT (PDE)

LEO LUCERO, Project Manager joined PD&E on 3/17/2014. Leo has 13 years of project management experience for the design and construction of vertical structures and site development. Leo is a registered Architect in Arizona and comes to FS most recently from Booz Allen Hamilton in Virginia.

ALEJANDRO FLORES, Project Manager joined PD&E on 4/1/2014. Alejandro has 7 years of project management experience in Higher Education facilities. Alejandro holds a Masters in Industrial Engineering from Ohio State University where he was also a project manager. Alejandro comes to FS most recently from Auburn University in Alabama.

ROBERT HERRERA, Assistant Project Manager joined PD&E on 3/17/2014. Robert has 14 years of general construction, utility, and maintenance experience in municipalities. Robert holds a Masters of Business Administration from NMSU. Robert comes to FS most recently from the State of NM Income Support Division and as the owner/operator of his construction company.



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.

NEW PROCEDURE

OPS-019 Property Disposal Procedure

Facilities and Services had added a procedure for insuring consistent disposal of surplus property and to demonstrate our stewardship of surplus material. Please take note of OPS 019, especially with the end of the school year upon us:

[HTTP://HR.NMSU.EDU/OFS/WP-CONTENT/UPLOADS/SITES/57/2013/09/PROCEDUREMANUAL.PDF](http://hr.nmsu.edu/ofc/wp-content/uploads/sites/57/2013/09/PROCEDUREMANUAL.PDF)



ENVIRONMENTAL HEALTH AND SAFETY (EHS)

EHS recently disposed of (9) reactive lithium compounds through a special contract with Advanced Chemical Transport (see attached picture). Our main hazardous waste disposal company Clean Harbors would not transport these chemicals for disposal with our standard quarterly shipment because they deemed them too reactive and have had prior incidents in managing lithium compounds. The lithium compounds disposed are in the same class of reactive compounds that resulted in the death of a student in a UCLA lab four years ago. The cost to dispose of the relatively small amount of lithium compounds was \$2,000. EH&S highly recommends NMSU labs only order reactive lithium compounds when truly needed, in the smallest quantities necessary, and dispose of any excess as soon as possible.



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.



IMPROVED ISO RATING FOR NMSU FIRE DEPARTMENT



The **NMSU Fire Department** received notification from the Insurance Services Office (ISO) on the results of our Public Protection Classification (PPC) survey, which was completed in 2013. The results from this report are generally regarded as the report card for a Fire Department. As part of the report, ISO grades the



Fire Department, Emergency Reporting (Dispatch), and our water supply. **Our new rating is a 3/3X!** Our previous rating was a 5/9. The “X” denotes a new revised classification that takes in account the differentiation in fire loss experience on the fire suppression capabilities of each community. The new classification will improve the predictive value for insurers while benefiting both commercial and residential property owners. The PPC plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers use the PPC information as part of their decision making when deciding what business to write, coverage to offer or price to charge for personal or commercial property insurance. Ratings are based on 1-10 scale. A lower numerical rating, equates to a better score and possibly a lower rate on insurance cost.

This is **GREAT news for the NMSU community!** Our new rating rewards our efforts in risk reduction and continued efforts in making our community safer for students, faculty, staff and visitors.

RECYCLEMANIA



The RecycleMania tournament is an 8-week national tournament for colleges in the US. Aggie Recycling did a fantastic job picking up more recycling and less waste during the eight week competition. Omar Moreno and his crew deserve extra thanks for their efforts. There were three events on campus to encourage more recycling. Tabling Feb. 19th at Corbett Center, NMSU DanceSport line dance/flash mob on 2/26 (picture attached) where students made their box costumes out of reused boxes and art materials. The final events were a March 11th evening gathering of students at the Environmental Education Center

to make musical instruments out of found materials on campus. March 12th Pistol Pete, four NMSU firefighters, six students, and two photographers made the “March of the RecycleManiacs” up the International Mall bringing musical attention to the importance of waste reduction on campus (photos attached). You can see the march on YouTube created by Emily Kelley at University Communications here: <https://www.youtube.com/watch?v=170Msqzqn-o&feature=youtu.be>

NMSU placed 4th in the RecycleMania tournament this year with a diversion rate of 74.21%.

**SAVE THE DATE –
2014 ANNUAL EMPLOYEE PICNIC**

Esther, Priscilla, and the rest of the committee are hard at work on the Annual Picnic. Hold the date for Friday, June 20, 2014 from 10:30am - 1:30pm in Preciado Park.



TURBINE CONTROLS UPGRADE

Facilities and Services working in support of SOLAR Turbines has completed a Controls Upgrade to the campus Co-Generation Turbine. The work was performed during the time frame of March 24 to April 19, 2014. This involved a complete change out of every wire connected to the turbine as well

as the installation of a new computer brain and several devices. This work improves the safety, reliability, and efficiency of the Turbine.



SAFETY COMES FIRST...AND THAT'S NO BULL

FS Environmental Health & Safety (EH&S) conducted an onsite inspection at Taos for the Room Rodeo Kick-off. EH&S checked the electric cords, cushion surrounding the activity, liability waiver, insurance certificate, and someone had to test the mechanical bull for safe operations. Assistant EH&S Director, David Shearer, stayed on the bull for a short time, had fun and landed safely. This modernized Aggie tradition includes an activity review and inspection. There are approximately 90 safety reviews each year of Campus Activities that involve various types of events.



ARBOR DAY AND THE FOOTBALL TEAM!



Facilities and Services celebrated Arbor Day on March 20, 2014 by planting 33 trees on the east side of Aggie Memorial Stadium. We want to thank Coach Martin and the football team for helping the crew plant the trees.

CONGRATULATIONS TO..(THIS JUST IN)

Michael Luchau has accepted the position of Electric Shop Supervisor. Mike has worked in the NMSU Electric shop since 2000, and before that worked for Lynco Electric. Luchau has 33 years as a journeyman electrician in New Mexico. Congratulations!



2014 BEST BUILDINGS AWARD WINNER



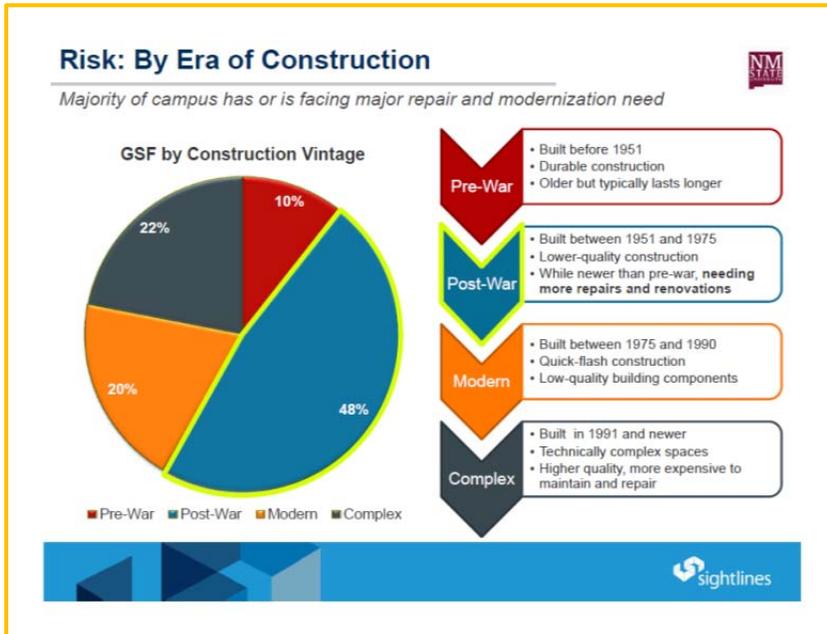
Love it, hate it, or just simply think it's provocative, we previously noted that NMSU's new Center for the Arts facility received two of the most coveted awards in the building design and construction industry, the US Green Building Council's "LEED Gold" status and the Associated General Contractor's Best Building 2014 award for best "Construction Manager-at-Risk" project – but we wanted to show this picture of Project Development and Engineering's Orasa Vaught and Jon Padilla receiving the award.



OUR GOALS

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

AND WE'RE NOT GETTING ANY YOUNGER EITHER



I thought you might be interested in this graph from our Sightlines report; of our of our campus building square footage, 10% was built before 1951, 58% was constructed prior to 1975, and 78% of the building space was completed prior to 1991 – in other words, over ¾ of our space is at least 23 years old!

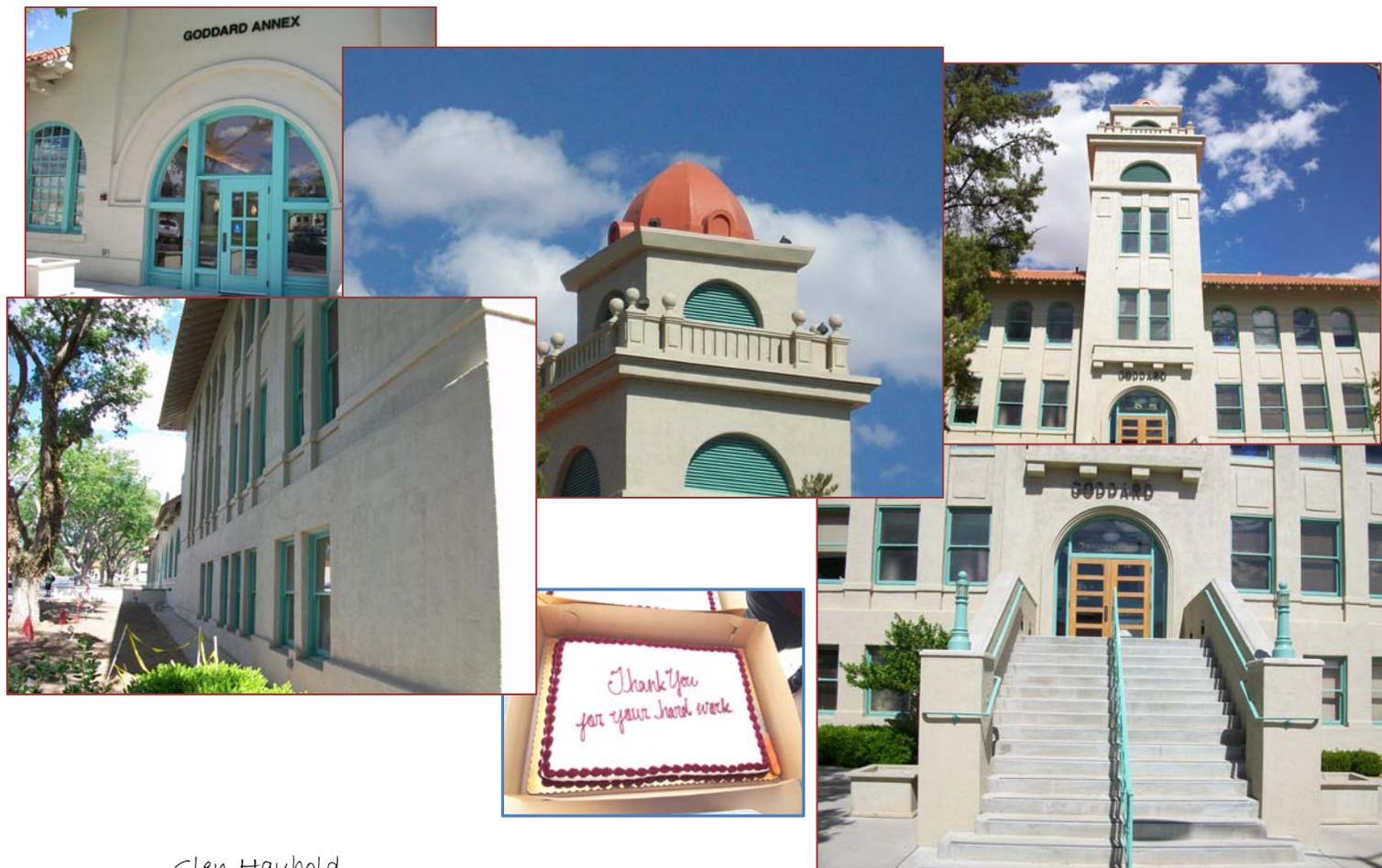
NATATORIUM:



The showers at the Natatorium posed a challenge for the Facilities Maintenance group. There were concerns about the existing tile and grout in terms of cleaning and appearance. A vendor refinished the tile, adding a stylish Aggie Red stripe to accent the new finish. We replaced the shower fixtures, the curtain rods, and the hooks. The custodial department replaced the soap dispensers and refinished the existing tile floors. The natatorium replaced the shower curtains, completing a successful project that will provide the clean look, and improve the ability to maintain the showers.



The pictures in this issue are from Goddard Hall repainting:



Glen Haubold

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