

Footpaths

From the Director....

Spring is on its way. Spring brings new life, the enjoyment of vacations, gardening, and just enjoying the warm weather.

It also is a time for us to get the campus looking good. The arrival of our student workers around May 14 is slowly creeping up on us. It is important we are well prepared for their arrival and that we have the materials, plans, and approvals in place for the work to begin.

This summer will again be busy with new construction projects. They include the Parking Ramp, the Housing complex, the Spiritual Center, the Nursing Research building, the Hydrogen building, and a research building by the Hilton Garden Inn. There's also new buildings planned for the Bronson property.

This growth is important to the campus and also important to Facilities. It helps stabilize our department and the University. I need your help in providing quality services to all our campus customers. Thanks to everyone for your hard work in making these and future projects a success. Your planning and support will ensure the success of our department. I look forward to another great summer and another chance to make the campus a beautiful place for all to enjoy.

Larry Zitzow
Director

DATES TO REMEMBER.....

May 2007

- 4 Staff Senate Spring Fling will be in the Hyslop Sports Center from 11:30am-1:00pm. Please join them for a BBQ, chips, salad, and ice cream!
Night Staff Appreciation Breakfast sponsored by Staff Senate is from 6-7am in the Terrace Dining. Tickets for breakfast are available through Leyton or your Supervisor.
- 5 Electronic Collection Annual Event –
Event is held at Best Buy parking lot 10:00am to 1:00pm. Recycle your old TV's, stereos, and computers at no cost. If you have any questions, please call 746-2570.
If you need to dispose of electronic equipment immediately, contact Residual Materials at 746-9381. There is a \$10 charge.
- 7-11 Spring Clean-up Week – Place items on the berm by 7:00am on your regular refuse collection day.
- 8 Staff Recognition Luncheon will be at 11:30am in the Union. The annual Service Awards will be presented during the Recognition Ceremony.
- 14 Summer hours will begin
- 28 Memorial Day Holiday

*“Red is for Bravery;
blood shed in sacrifice.
Freedom came with lives the
price.”*

*White is for Liberty;
freedom's purity.
Life be free from God's decree.*



*Blue is for Justice;
as vast as the sky.
Over freedom's land to occupy.”*
-Roger W Hancock



Footpaths published by Facilities Department

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Nominations sought for Governors Award for Excellence in Public Service

The COSE web site is set up to receive nominations for the Governors Award for Excellence. Last year UND had one nomination; we need more from UND. The nominations can be sent via fax on an Acrobat fillable form on the COSE web site or submitted electronically. Special Note: If when filling out the electronic form you accidentally hit enter or submit the form, just select and click on the back button on your web browser; it will back you up to finish your entry for re-submitting your form.

- The site is: <http://www.nd.gov/cose/gaward.htm>
- This format must be followed for the nomination to be accepted. No multi-party nominations will be accepted.
- 2007 Governors Award for Excellence in Public Service Instructions

State employees may be nominated for the Governors Awards for Excellence in Public Service by fellow employees, supervisors, or other interested individuals for their accomplishments and contributions in the past year only, not over several years. The nominations received will be judged on specific examples of the suggested information for each of the items listed below which are weighed equally by the judges on a scale of 1 (low) to 10 (high) for Sections A1 through A4 and on a scale of 1 to 5 for Section B:

A. Contributions made in the workplace:

1. Nominee's job performance throughout the year

- Consistently produces high-quality work under all circumstances
- Gives extra effort to complete a job or to share a heavy workload
- Serves on committees and contributes to their success
- Volunteers to work on special projects

2. Valuable contributions or services provided by the nominee to their department over and above their core job requirements:

- Integrates information or equipment for greater efficiency or use
- Works to eliminate unnecessary

actions or steps for delivering services

- Develops procedures minimizing customer time and resource usage
- Develops new work strategies to reduce waste and save time and money

3. Nominee's working relationships with the public and with other departments:

- Helps others beyond general job requirements
- Receives unsolicited thank you or appreciation letters for work done
- Is exceptionally courteous, even tempered, and cooperative

4. Nominee's working relationship with fellow workers:

- Helps others beyond requirements of job
- Contributes to a team-oriented, supportive working environment
- Is always friendly, courteous, and cooperative

Subtotal Points (40 possible)

B. Contributions made to the whole community:

- Service to professional organizations
- Volunteer work
- Service to civic, religious, school, veteran, or other groups

Subtotal Points (5 possible)

Total Points (45 maximum)

Category:

Executive/Administration/

Professional

Technical/Paraprofessional

Office Support

Trades/Craft

Services

Nomination deadline: Friday, Aug. 10, 2007. Thank you. -- Douglas Osowski, information technology support specialist II, facilities,

dougosowski@mail.und.nodak.edu; phone, 777-6809; fax, 777-3071

Thanks Facilities!

To: Paul Clark

From: Marilyn Gregoire, UND Theatre Arts

Re: Refinishing Floor in Chandler Rm 108

Date: 3/21/07

Please forward on our loving praise for the awesome job done on refinishing the floor in Chandler Rm 108 during Spring Break!! It is fabulous, without measure! It took a lot of effort and it's very appreciated. Please pass on our sincere thanks.

New Hand Soap

As some of you might have noticed, Facilities is using a different hand soap in the restrooms. Some background....About 2 months ago we started using a foam soap in Twamley Hall. Everyone seemed to like this change, so we decided to use it at Facilities, again the feedback was positive. We looked at maybe converting the whole campus to the new foam soap. Before we could do this, we needed to look at several variables:

Cost – how much more will this cost?

The new soap should not cost more.

It was determined there is no additional cost.

Savings – Is there any benefit to changing?

There will be labor savings, the new dispensers do not leak soap on fixtures and sinks which takes time to clean those items. Also, the lotion soap seemed to discolor the fixtures.

Two big factors are the new foam soap is "Green Seal Certified" no odors or dyes, which is good for the environment, and the soap container is recyclable.

Soon you will be seeing these all over campus. With this and the en-motion towels we are trying to create a cleaner and healthier look to the restrooms.



FAMIS Info

Update

*A new version of FAMIS is under development – FAMIS XI. Our functional administrators are working with the FAMIS Company to develop this new version. There are no exact dates as to when this new version will be available, but the FA's will be sure to keep us posted.

REMINDER TO CLOSE YOUR WORK ORDERS!!

*June 30th is fast approaching and there are MANY work orders currently sitting in "Complete" status. A work order is still able to accrue charges in the complete status. To help prevent erroneous charges, please take a few minutes each day and close them up!

~Sara Peters

Issue Requests

Issue requests are a feature in Famis that we have not used since we started the system, but are beginning to roll out the functionality. Issue requests allow staff to order stock parts on a workorder and these items are reserved for the user. This allows the Supply Room and Leyton to know what items will be needed and to order accordingly. We have trained the Academic and Housing Building Service staff to use issue requests and plan to expand to all crews after May 1st. If you are a crew that is interested in being trained, please contact Jacque at 777-3033. The training takes 1 to 1 1/2 hours and is a hands-on class.

Purchasing Requests

We have heard the request to make the purchase requisition process easier and are making changes to the local purchase process. We have trained the Steam Plant staff and the Electricians and plan to roll out training to all interested crews after May 1st. If you are a crew that is interested in being trained on the new process, please contact Leyton at 777-6057 and training will be set up after May 1st. The training is structured as a demonstration and takes less than an hour.

~Laura Thoreson

Tip

New Employees and Employees who are terminating:

Q: When will my new employee show on my supervisor bench?

A: New employee paperwork is first done through Patti. That paperwork goes over to our HR office in Twamley and they enter the new employee into Peoplesoft and assign the empid which downloads into our FAMIS employee file each night. Billie can check in FAMIS if the employee was loaded in and at that time can assign that employee to the supervisor's bench. She will notify the supervisor so labor can be entered. Billie no longer enters a new employee in FAMIS.

If this new employee (student or salaried) will be entering their own labor you need to ask Patti to submit a securities form into Laura or Mark to get passwords set up in FAMIS.

Q: When will this employee be removed from my supervisor bench?

A: Patti first has to be notified of all terminations along with the last day worked by that employee. Billie will get a copy also. When our HR Office in Twamley enters the paperwork – it will upload from Peoplesoft into FAMIS and that employee becomes removed from your labor workbench. This is the only way an employee can be removed from FAMIS.

~Billie Gaddie & Deb Merrill

In-House & Capital Projects

*There are a new batch of lighting retrofit projects currently being issued. Included in this round are the housing areas and the airport. Work will be coordinated by Dan Kurtz and in some areas will proceed after hours. For a full list of the buildings being retrofitted, contact Shelly or Dan.

*The Law School will be receiving a face lift. Currently there are 3 areas in the building that are being designed – RM#9, RM#100-101 & RM#201-202. Construction is scheduled to begin this summer.

*Just as a heads up - June 30, 2007 will mark the end of yet another biennium. It is possible that departments will have money to spend and look toward Facilities to spend it. We will let you know what these projects are as they arise!

~Sara Peters

The Northern Plains Center for Behavioral Research construction contracts have been awarded to Peterson Construction, C.L. Linfoot, and RBB Electric. They will be starting soon with completion anticipated the spring of 2008.

The new building is located in the green space just south of the College of Nursing. The contractors will be working on a tight site with limited access, so patience will be needed from everyone.

Bids were opened on April 19th for a renovation project in Gamble Hall. Two office areas and a classroom will be remodeled this summer on the first, second, and third floors.

~Fawn Behrens-Smith



Recycling Solution of the Month



What can be done with leftover paint or paint that needs to be disposed of?

The best ways to manage paints and stains are to:

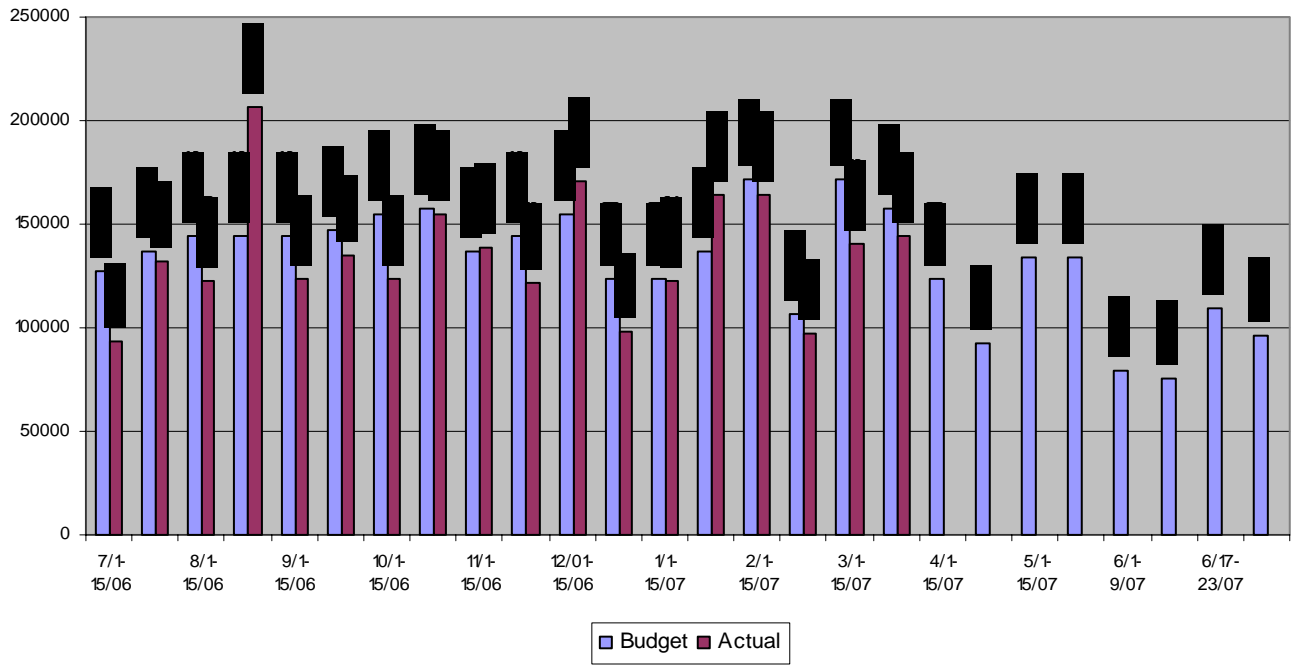
- **Use it up!** – Purchase only what you need. Small amounts of paint can be mixed with other colors or bulked together and used as a primer coat or on jobs where the final finish is not critical.
- **Dry it up!** – All leftover paint must be hardened or dried to be disposed of. Add mulch or kitty litter to absorb any liquid. Be sure the can is in a safe, well-ventilated area. Once the paint (latex or oil based) is dried, it is safe to dispose of in the land-fill.
- **Pass it on!** – Donate unopened cans of paint. Many schools, religious groups, and community groups will accept unopened cans of paint. Also, check your paint store's policy on returning unopened cans of paint.

~ Deb Merrill

THE BUDGET'S IN THE BLACK

We are at \$131,600 less than budgeted. Last year at this time we were \$87,123 over budget so we are doing much better than last year at this time.

GM Expenses (31814)



New Smiling Faces in the Crowd

James Gorley, Building Services Tech, started 2/16/07



Tim Marynik, Building Services Tech, started 4/2/07



Sharon Solheim, Building Services Tech, started 3/26/07



Melissa Gehl, Building Services Tech, started 4/2/07



Janet Pearson, Administrative Secretary, started 3/26/07



WELCOME!

