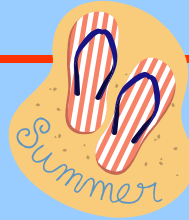


Footpaths



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From the Director....

From the Director:

The legislative session has finally ended and we have a decision on our salary increases. Our department salary budget received a 5% increase. The distribution of these funds will be administered in the following way:

A minimum raise of \$100 per month for employees with a satisfactory performance evaluation.

Each supervisor has the discretion to distribute the overall dollars for merit, equity, or market.

Satisfactory performance is documented by the supervisor during the evaluation process. A rating of "does not meet standards" on an evaluation does not necessarily make the employee ineligible for a salary increase. If the supervisor views the overall performance as satisfactory, then a salary increase may be given. On the other hand, if the overall performance is viewed as unsatisfactory, then no salary increase may be given.

The Central Association of Physical Plant Administrators (CAPPA) conference is coming up fast. We are the host campus for the conference September 26-30. We anticipate people visiting from Arkansas, Kansas, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and the province of Manitoba. Much of the activity will take place at the Alerus Center, but there will be a campus tour. The tour will include our Facilities building and the Steam Plant, as well as many other buildings on campus. Many of you have expressed an interest in participating in the conference. I am working on the details of how many people we will need to help pull this whole event off. I appreciate all the support I have been given in planning this conference.

Larry Zitzow

New Employees!



Curt Lealos-Housing Maintenance



Jessica Dunphy-Communication Specialist

June/July Calendar



- June 1-5 Girls' Stage-CFA
- June 21—Father's Day
- June 30—End of Fiscal Year Deadline
- July 3—Holiday —UND Closed

UND THE UNIVERSITY OF
NORTH DAKOTA

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Good Luck Kim!

On May 15, Kim Robbins retired after 12 years of employment at Facilities. Cake, coffee and lemonade were served upstairs in the lunchroom as everyone came to wish him well.

Facilities Pot Luck 2009



Senne Receives Award

Janice Hoffarth, Staff Senate President, presented Dave Senne with the 2009 Staff Senator of the Year Award on April 8, 2009. Nominations were accepted from each of the Staff Senate committees and the entire Staff Senate body voted on the award.

Human Resources

Effective 7-1-09, the EPO program will no longer be an option in the PERS group health plan. The only coverage option will be the PPO/Basic plan. Those employees currently enrolled in the EPO do not have to do anything. You will automatically be transferred to the other plan. This information was mailed to your home last week.

There will also be new benefits under a Wellness Program.

HEALTH CLUB CREDIT: Employees and their eligible spouses can earn up to a \$20 credit monthly for visiting a participating health club a minimum of 12 days per month. The particulars of how this would operate has not yet been communicated to us.

MY HEALTH CENTER: Employees and their eligible spouses can earn points to apply toward incentive prizes in this online program for such things as tobacco cessation, customized plans for fitness and nutrition and family tools for kids.

When you receive your new health ID cards, you will also receive a Wellness packet that will explain the programs in detail and how to enroll in them.

Patti Schmidt

Fernandez Receives Mother Theresa Award

Dominga 'Josie' Fernandez was presented with the Mother Theresa award at the Phenomenal Women Awards Reception on April 17, 2009. She was nominated for the award by her son. Her nomination read: 'Dominga is originally from Mcallen, TX and has lived in the Grand Cities over 40 years. Throughout the time she has encountered many life challenges but has ambitiously met those challenges as a Mexican American woman and proud single mother of 7 children. She established herself as a pillar of support within her immediate family and as a committed plant service employee at the University of North Dakota with outstanding service over the 30 years, earning herself a supervisor position at Facilities. Dominga is also a 13 year employee at a Grand Forks center for handicapped citizens. She has remained focused on her trade and dedicated to her family. She has vigilantly stood by the sides of her children as some of them have deployed overseas to defend the country, have become federal police officers in Washington, D.C., pursued undergraduate degrees at the University of North Dakota and started families of their own. Dominga is a true genuine spirit and humble personality.'



Dr. Diop, Director of the Era Bell Thompson Multicultural Center presents Dominga 'Josie' Fernandez with the Mother Theresa Award.

Energy Corner

Randy Bohlman

Personal computers consume significant amounts of energy. Research shows that nobody is using desktop computers for the majority of the time they are running, because people leave them on 24 hours a day. Idling computer monitors across the United States waste approximately \$900 million in energy costs each year. By using monitor power management techniques, we could contribute to the equivalent of planting 1,000 to 6,000 square feet of trees or preventing one to four weeks' worth of car emissions.

The federal government's Energy Star program offers a free download with easy, step-by-step instructions that will enable your monitor to go into sleep mode. Using monitor sleep settings does not sacrifice computer performance or interfere with network connections. Rather, it may actually prolong the life of your monitor. And waking up a monitor is as simple as touching the keyboard or mouse, both of which quickly restore the display.

Sleep mode differs from screen saver programs, which merely prevent images from burning into your monitor screen but do nothing to save energy. In fact, screen savers that display moving images prompt your system to use as much power as when you are actively using the computer.

A misconception is the belief that computers and monitors purchased with the Energy Star logo are already energy efficient. In reality, they have built in energy conservation features but your computer cannot take full advantage of these built in energy saving mechanisms until the power management features are enabled and configured.

In House Projects

June 30, 2009 will mark the end of a biennium. There are many projects currently issued and on our plates that will need to be completed and closed before this day. And, as in the past years, departments will be submitting additional requests looking to spend their dollars as well. It's important we keep the communication lines open and bring forth any concerns you have in completing these requests. A list of these 6/30 projects will be coming out soon. Keep up on the closing of your work orders! Doing a few each day will save you many hours in the long run!

Sara Peters



Staff Recognition 2009



Debbie Merrill-Recycling



Tim Gilleland-Plumbing



Diane Kenmir-Building Services

The annual recognition ceremony for staff was held May 8 at the Memorial Union Ballroom. Meritorious Awards were given to three Facilities Management Staff Members: Debbie Merrill, Tim Gilleland and Diane Kenmir. John Seibel was presented with the Staff Senate U-Shine Winner of the year award.

Awards were also presented to the following individuals for years of service.



Barron Blue, George Finn, Joseph LaPorte, William McMillian, Jason Peterka, John Seibel, Corey Shock, John Toay



Gene Berglund, Nile Davidson, Matthew Heher, Marco Holter, Edwin Koble, Debbie Merrill, Timothy Nikle, Wayne Parkin, Chester Rose, Eric Thorell, Janice Troitte, James Weber



Daniel Anderson, Tricia Anderson, John Bratton, Janie DeLaCruz, Janice Lewis, Linda Morken



Mary Lou Feilen, Randolph Middleton



Saitip Bekkedahl, Glenn Christiansen, Dale Drake, David Driscoll, Marie Fontaine, Richard Mitchell, Sara Schempp, James Smith



Charles Blair, Galen Gasink, Shelly Kain, Vernon Kary, Barbara Kjemhus



Left: William McMillian, BS, takes off his hat to 'comb his hair' before shaking hands with President Kelley. **Right:** Vice President for Finance and Operations Alice Brekke congratulates Jim Weber, AM, on 20 years of service to the University.

Purchasing

As most of you may already know UND has started to GO Green.

We have already replaced most of the incandescent light bulbs with Compact Fluorescents. This has been a positive thing for Facilities. First, it allows us to save warehouse space because the CFL's last longer than incandescent bulbs so there is no longer the need to stock a lot of bulbs. Second, we are also saving energy and money because the CFL's use less watts with the same light output.

Well we are taking the process one step further by using Green Seal Certified cleaning products.

Back in January, Facilities tested Green Seal Certified cleaning products in 10 of our buildings- 5 in Housing and 5 in Academics. Of the 5 companies that supplied products to be tested we determined that Dacotah Paper provided the best proposal and most cost effective plan. Dacotah Paper will be supplying and installing all the dispensers needed to use the product at no cost to UND.

There are a couple of reasons we did this testing. One was to use products that were not only safe to the environment but also safe to the Staff that use the products.

Another reason for the testing was that we are going to replace 24 products with 7. This will have a big impact on Facilities as we will free up even more warehouse space and also reduce the inventory value in Supply which is a savings of time and money. The Warehouse Staff will also have less cleaning products to pull for delivery.

I want to give a big THANK YOU to Mary Lou, Chris and Paul for all their help with this project. I also want to give an even bigger THANK YOU to the Staff that tested the products. They used the products and kept good records and that made my part in this project easier.

In other news, in Fiscal Year 08/09 we added 30 new items numbers to the Material Catalog. These items were parts that you requested and we put them into our warehouse to allow you to have them issued to you without having to do a P. Req. for parts to do your job. Some of the new numbers created were for parts that used one item number for different sizes of the same item, which made tracking them more difficult. We will continue to work on this.

If you have any questions on this or want more information please feel free to contact Leyton at 7-6057

Leyton Rodahl

Fiscal Year Closing Schedule

<u>Date Due</u>	<u>Action</u>
	We will be processing the job billings each week until June 30. Please submit invoices and approve your labor daily. This will make the year-end process go smoothly. Thanks.
6/1/2009	Submit Travel Expense Vouchers for pre-6/1/09
6/1/2009	Travel
6/8/2009	All Payroll Hours through June 6th must be approved by noon
6/15/2009	All Payroll Hours through June 13th must be approved by noon
6/15/2009	Last day to order software from Telecomm - contact Josh Rahn
6/22/2009	All Payroll Hours through June 20th must be approved by noon
6/26/2009	Last day to use Purchasing Card Until 7/2/09
6/27/2009	Last day for Direct Purchases until 7/1/09
6/29/2009	All Payroll Hours through June 27th must be approved by 9 am
	No Direct Part Purchases on 6/29 or 6/30
	No FAMIS Labor Entry for July 1st - July 7th until 7/8/09
7/1/2009	All Payroll Hours through June 30th must be approved by noon
7/2/2009	Purchasing Cards - May begin using for FY 2010 purchases
7/2/2009	Purchasing Cards can be used to pay for webcast and webinar fees
7/7/2009	AA/RF/MS/CP employees will change to CP

Supply Schedule for Janitorial Deliveries

Please note the following schedule for janitorial deliveries.

June 1- 5 BS

June 8-12 HC

June 15-18 BS

June 22-26 HC

June 29-July 2 BS

Starting June 15-30, Supply will delete any orders we can not fill.

You may reorder using your new workorder issued on July 8.

July 6-10 NO DELIVERY

July 13-17 HC

July 20-24 BS

July 27-31 HC and so on.

Please send your Issue Requests in on Thursdays or Fridays before your week of delivery, with a dead line of Monday noon the week of your scheduled delivery week.

FAMIS

FAMIS Production will be unavailable 5/28/09 to install patches. Normally the patches would be installed on a weekend to impact the fewest people, but there are some things that will be fixed with the new patches (i.e. problems with closing/updating project workorders) that are a priority especially as we near year end.

We will begin implementation of FAMIS Utility Module and FAMIS Portal in July. A Famis consultant is scheduled to come to ND the week of July 20th to begin working with the groups and will go live with the modules by January 1, 2010. Randy Bohlman and Diane Fugleberg will be involved in the implementation along with Mark Johnson & Laura Thoreson.

Discoverer Reports - Some people have reported problems accessing the Discoverer reports. This has been reported, but not resolved. We will have an update as more information becomes available. *Laura Thoreson*

Facilities Participates in Earth Day Fair



The Earth Day Fair was held at the Wellness Center on April 22, 2009. Deb Merrill and Randy Bohlman from Facilities Management had a booth at the fair to demonstrate the effectiveness of Recycling and Sustainable Energy.

Tingberg honored by IHLUAC

Eric Tingberg, Communication Center, was inducted as an honorary member by the UND chapter of the International Honorary for Leaders in University Apartments (IHLUAC) at a reception held on April 18, 2009. Honorary memberships are awarded to people who don't live in UND apartments in recognition of outstanding contributions to the UND apartment community. A tribute was read as Erik was inducted and reads as follows:

'This individual's positive outlook and sense of humor are characteristics often used to describe him. Even during your worst day he can make you laugh and put a smile on your face. It truly is a pleasure to work with him.'

Known for wearing colorful suspenders, he brightens the day of those working around him. He acknowledges callers by name and enjoys getting to know the people who deal with him. Before you know it, you'll have a creative personalized nickname.

Displaying skill in relaying processes and procedures, new staff members never feel they're asking a stupid question or have no idea what they're doing. He'll gently assist them in a helpful manner. Often functioning as a sounding board, his advice and feedback is



Mary and Erik Tingberg at the Apartment Leaders Reception April 18, 2009

valuable in selecting the best course of action. University apartment staff members state that he actually makes calling in work orders 'fun.' They go on to say that they 'couldn't do their job without him and credit him for 'making them look good.'" His impact on the apartment community as a whole also can't go unrecognized.'