January, 2014

Happy New Year everyone! Welcome back to campus. I hope you had a nice Holiday break and were able to do some fun things that didn’t involve work.

As I do every year, I split my week between Ithaca and visiting family and friends elsewhere. It feels good to be back and to kick off another year where we can continue to build on those things we have been working on recently.

During the December town hall meetings I emphasized stability and the need to continue working on things that will benefit us all collectively as a Division and as individuals. This year there will be a renewed emphasis on our mission and vision, and how we all support the overall mission and vision of the university. One of the things we will be rolling out in 2014 is a series of training seminars open to all supervisors. Topics will be varied and focus on those things that supervisors deal with through the course of their work. Here are some additional topics that might be of interest to you:

**Procurement Initiative Update**

A consultant, CFI, has been identified to work with an internal team to design a process for purchasing, receiving and delivering materials to tradespeople. The team includes tradespeople, Customer Service and Maximo representatives, and estimating and University Business Service Center personnel. Following a 3-day charrette (a meeting in which all stakeholders in a project attempt to resolve conflicts and map solutions), the team presented their recommendations to a Steering Committee for review.

During the charrette it was determined that a standardized process was needed from the point where a Unit Facilities Representative receives a service request through the completion of the work order; and that standing operating procedures (SOP) would need to be developed for each step of the new maintenance materials purchasing process. Key charrette recommendations were:

- Increased training for the UFR’s
- UFR evaluation of the request before forwarding on to zone
- Requiring information such as asset identification numbers on service requests
- Expanding to five priority levels from the current three (30, 40, 50)
- Utilize technology and mobile devices to order materials
- Material drop off points in buildings

Three charrette team participants then presented their proposal to peers, zones, management, the Construction Services Group, and Maintenance Management. The team members asked for comments,
likes, and dislikes about the proposal. These comments will be given consideration during the SOP development stage which will kick off in early 2014.

**Keystone/Cornerstone Awards**

It is the time of year to consider nominating our fellow colleagues for these prestigious awards. The nomination period opens on January 30 and will run through the end of April. We have a lot of great people who are surely deserving of a nomination.

Last June we had the largest ever gathering of FS staff to celebrate the awards. I would like this year’s event to be even greater. If needed, the FS Rewards and Recognition committee members are available to assist you in submitting a nomination. Also, the Rewards and Recognition committee is looking for additional volunteers to serve a 1-year term. Please see Jessica Lang if you are interested in serving.

**United Way update**

Now that we have entered 2014 we have our sights on the end of March when our current campaign will conclude. This means we have less than 3 months remaining to reach our university goal of $815,000. While so many of you have already contributed and have participated in so many of our fundraising efforts, we still have much work remaining. We are just over 80% towards our goal. FS’s participation rate at last count stands at 12.3%. If you have already participated, I thank you for your generosity and sense of community spirit. If you have not participated, please consider giving even if it is a small amount, as your contribution will only help those who are in need right here in our community.

*Kyu*