A Message from Parking & Transportation

Dear Colleagues,

As you know, our Division is launching a new vision plan. The "vision statement" tells us who we are, and what we want to do for the students, staff, and faculty. All decisions we take should be aligned with the Division’s vision, so that we can offer the best service possible.

Last summer, we developed a new mission statement for our department. Our department’s mission statement should be aligned with the Division’s vision. We will re-visit our mission statement and change it if necessary.

An organization is successful only if the employees are engaged. A survey was conducted to measure "employee relations", and the level of engagement. The results will be published soon. Based on the results of the survey, we will take appropriate steps to improve your work environment.

All the best,

--

A Message from Parking & Transportation

Facilities Staff to be Honored at Founders Day 2016

On Thursday, February 25th, UND faculty and staff will come together in the Memorial Union Ballroom to celebrate Founders Day. This year, three members of UND Facilities staff will be honored for 25 years of service; Steve Dohman, Leroy Helmerski and Deborah Lindgren.

 Eight other members from UND Facilities will also be honored for their dedicated years of service until their retirements; Greg Boushee, Timothy Gilleland. Glen Hoffarth, Martin Mills, David Rieder, Cyrilla Vivier, Billie Yanish and Kathryn Finneman.

If you would like to attend Founders Day 2016, the event will be held at the Memorial Union Ballroom on February 25th 2016, with Social beginning at 5:15 pm and Dinner at 6:00pm. Tickets are $25 per person and can be purchased at the Office of Ceremonies and University Events in Twamley Hall, Room 407. Ticket sales end Friday, February 19th at noon.

Staff Senate Update

1) Recognize a UND faculty member, staff member, or student who have gone above and beyond to demonstrate kindness to others.

In honor of Random Acts of Kindness Week, Feb. 14-20, Staff Senate presents the Exceptional U Award. Staff Senate encourages everyone to put forth special effort in making UND a better place. This award will recognize and celebrate a UND faculty member, staff member, and student who have gone out of their way to demonstrate kindness to others. The recipient from each classification will be presented with a certificate and will be publicly recognized in the University Letter.

Nominations will be accepted throughout the month of February and can be submitted through the Staff Senate website at http://und.edu/staff-senate/exceptionalufcf.

All staff member nominations will also be held in Consideration for the U-Shine Award, which is awarded monthly to a UND staff member.

Spring Fling will be held on April 28, 2016 from 11:30 am-1 pm in the Memorial Union Ballroom. There will be a free lunch provided to all staff members as well as a Health and Wellness Fair. A breakfast for overnight staff will also be held on April 28, 2016 at 6 am in the Terrace Dining Center in the Memorial Union.

3) UND Staff Senate, in conjunction with UND Work Well, encourages you to wear tennis shoes on Denim Day each year as a walk on your breaks for YOUR health and wellness while your donation provides health and wellness to members of our community. Pay $1 to your Denim Day site coordinator (or to the Denim Day Committee Chair) if your building does not have a site coordinator and enjoy going casual for local non-profit organizations. If your office allows you to wear denim all the time, consider still giving $1 on Denim Days. Denim Day is to improve your efficiency, utilization, and be able to make more informed decisions to serve our customers.

BRT Update

Over break the BRT staff were very busy. Staff stripped and waxed floors, cleaned carpets and got some detail work done, ensuring quality buildings for the students to return to for Spring semester.

We have begun to order more equipment in order to interchange older cleaning tools and materials with newer ones such as the new vacuum cleaners purchased recently.

Finally, the custodial assessment reports are complete and have been received. Supervisors will begin meeting to determine the results of the report and implementing the suggestions given.

Space Management Committee

The Space Management Committee, chaired by Dave Chakraborty, had its first meeting on December 17th. This committee is charged with developing policies and procedures for space management and act as a broker for space across campus.

The policies and procedures will (1) allocate space, (2) plan for future space needs, and (3) manage university space effectively and efficiently.

The committee is an advisory to the MIRA Executive Budget Committee.

Notice: All Work Orders Closed on Aviation Airways Facilities Service

The lease expired on December 31st, 2015 for Building 255, Aviation Airways Facilities Service. All work orders should be closed and no further work required.

Location Change: Environmental Training Institute

The Environmental Training Institute has moved out of Dakota Hall and will be conducting their training at the University Tech Accelerator building.

Dakota Hall is no longer occupied. The academic custodial staff are conducting their training at the University Tech Accelerator building.

Located in the same building, the Environmental Training Institute is conducting many training sessions.

The policies and procedures will (1) allocate space, (2) plan for future space needs, and (3) manage university space effectively and efficiently.

The committee is an advisory to the MIRA Executive Budget Committee.

VPF Vision Launch Dates

The VPF0 vision launch will take place on the following dates:

Tuesday, February 9, 10 a.m., Memorial Union Ballroom

Wednesday, February 10, 6–7 a.m., Wilkerson Commons Room 202

It is mandatory all Facilities Management staff attend. Exceptions are those on prior approved vacation, sickness, or approval from your Director. Those who work on shifts, please work with your supervisor to attend one of the sessions.

Ofices and shops should arrange for coverage or close for the hour. If you have questions, please contact your director.

Focus on Facilities

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Parking and Transportation

Staff Senate Update
VP to Hold Office Hours and Open Forums

Vice President Alice Brekke wants to hear from you. Starting in February, she will maintain open office hours and hold a monthly open forum.

These platforms provide Alice a chance to get to know people a little better, hear directly from staff across the division on a regular basis, and identify areas that may present opportunities or challenges.

Open office hours will be available in three locations during regularly scheduled intervals:

- First Monday of the month, 3 – 4 p.m.
  University Police Department
  Office of Safety Conference Room 214
- Second Tuesday of the month, 11 a.m. – 12 p.m.
  Twamley Hall
  Office of the Vice President for Finance and Operations
  Conference Room 314
- Third Wednesday of the month, 1 – 2 p.m.
  Twamley Hall
  Office of the Vice President for Finance and Operations
  Conference Room 314
- Fourth Thursday of the month, 8 – 9 a.m.
  Facilities
  Elm Conference Room 125

No appointment is needed during the open office hours.

Open forums will be held the fourth Tuesday of each month at 9 a.m. The first open forum will be held February 23 in Education room 113.

Employees are encouraged to participate.

Voluntary Annual Leave and Sick Day Donations Needed

Voluntary annual leave and sick leave donations are sought for Daniel Westby & Allen Neiss, Building Service Technicians.

Please return completed donation of leave forms to Sarah Guenald, Facilities Management, Stop 9532. Forms can be found at http://und.edu/finance/payroll/_files/docs/leaveform.pdf.

All donations are kept confidential. Thank you in advance for your generosity.

Critical Training Dates Set

All trainings have two class times so trades can split into groups and attend at different times.

Arc Flash & Lock Out Tag Out
Thursday, February 4th
8 am – 12 pm & 12:30 pm -4:30 pm

**Those attending just Lock Out Tag Out will be Thursday, February 4th
8 am – 10 am & 12:30 pm –2:30 pm**

Fall Protection
Friday, February 12th
8 am – 12 pm & 12:30 pm -4:30 pm

Confined Spaces
Monday, March 7th
8 am -4:30 pm & March 8th 8 am –4:30 pm

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All donations are kept confidential. Thank you in advance for your generosity.

Frozen Feast Volunteer Opportunity

Show your love for runners! The Frozen Feast 5 & 10k is seeking volunteers on Saturday, February 13, beginning at 7:30 a.m.

We need about 50 volunteers for the 5 and 10k races. Most of our volunteers need to be on the course, assisting and directing runners. Volunteers need to dress warmly and cheer loudly!

This is the ninth year of the Frozen Feast and proceeds benefit Special Olympics of Grand Forks. To date, we have raised over $20,000.

To learn more or to volunteer, please visit http://frozenfeast.com/volunteers.

Recycling: Where Does It Go?

Where does the recycling go after it leaves UND?

- Aluminum cans are transported to Minneapolis, MN to be recycled and could be back on shelves within 60 days.
- Newspapers can be sent to Moorhead, MN, where egg cartons are made.
- Plastic bottles are turned into plastic, lumber, park benches, and flower posts.
- Corrugated cardboard may be sent to Montana or Minnesota to be broken down and used to make new cardboard boxes.
- Glass could be sent to Glass Advantage in West Fargo where it is used to make flooring, counter tops, and replaces sand for pool filters.

Your recyclable garbage can make a big difference when it comes to cutting down the production of resources and the size of our landfills. Please continue to recycle! If you have any recycling questions, please call Debbie at 777-4878.

Thank you for making a difference!
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No appointment is needed during the open office hours.

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Employees are encouraged to participate.

Staff and Faculty Health and Wellness Survey will be Emailed in Early February

All benefited staff and faculty will be receiving the 2016 Faculty and Staff Health and Wellness Survey. This survey is administered every two years to get a glance at our current wellness culture and determine focus areas for the future. The survey takes around 10 minutes to complete. Those who complete the survey will have a separate entry for two $100 Target gift cards, given at random.

Results will be compiled by graduate student: Laura Parson and shared with the UND community.

- Kim Rufinson, Work Well

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We need about 50 volunteers for the 5 and 10k races. Most of our volunteers need to be on the course, assisting and directing runners. Volunteers need to dress warmly and cheer loudly!

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To learn more or to volunteer, please visit http://frozenfeat.com/volunteers-2

Supply Stock

The following parts as of December 16th, 2015 have been depleted to zero and their status has been changed to OTHER. They will no longer be ordered for Supply stock.

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.264002</td>
<td>Wire Thhn 14 Stranded Black</td>
</tr>
<tr>
<td>1.2226</td>
<td>Wire Thhn 12 Solid Black</td>
</tr>
<tr>
<td>1.890112</td>
<td>Lumber Construction 2&quot; X 6&quot; X 16'</td>
</tr>
<tr>
<td>1.890110</td>
<td>Lumber Construction 2&quot; X 4&quot; X 16'</td>
</tr>
<tr>
<td>1.2492</td>
<td>Dispenser Soap Mount Brackets 54019</td>
</tr>
</tbody>
</table>

Parts listed below have been added to the Supply Room since November 12th, 2015:

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2533</td>
<td>Flapper 3&quot; Mandfield #630-0207</td>
</tr>
<tr>
<td>1.2534</td>
<td>Burner Pan Black 6&quot; GE WB31T10014</td>
</tr>
<tr>
<td>1.2535</td>
<td>Burner Pan Black 8&quot; GE WB31T10015</td>
</tr>
<tr>
<td>1.2536</td>
<td>Fixture Closet Globe 6&quot; White/Pull Chain #325261</td>
</tr>
<tr>
<td>1.2537</td>
<td>Vacuum Sensor XP 15 #1.012-027.0</td>
</tr>
<tr>
<td>1.2538</td>
<td>ValveDahl Retrofit Shut Off #511-41-31</td>
</tr>
<tr>
<td>1.2539</td>
<td>Filter Air Inlet Rational #16.011.662</td>
</tr>
<tr>
<td>1.2540</td>
<td>Filter Air Inlet Rational #40.02.684</td>
</tr>
<tr>
<td>1.2541</td>
<td>Element 6&quot; Universal Surface Range #233000</td>
</tr>
<tr>
<td>1.2542</td>
<td>Element 8&quot; Universal Surface Range #233250</td>
</tr>
</tbody>
</table>

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**A Message from Parking & Transportation**

Please remember the students are back, drive cautiously as we all know they have a tendency to step out of nowhere and appear in front of you. Keep your eyes moving, avoid texting and or talking on cell phones, and play it safe!

Parking and Transportation has increased the functionality now available through your HRMS or Campus Connection portal. You can now add vehicles, view citations, add phone numbers, add addresses, review letters, and soon will be able to appeal citations. All of these in addition to our ability to order permits, and get on waitlists make the portal your self-service stop for parking!

These are the first steps in our effort to simplify your experience with Parking and Transportation. With this functionality anywhere you can log into your UND account you can completely access our system. One thing this won’t do is allow you to remove vehicles from your account. If you want that to get done you will need to either call us or send an email and we will take care of it.

**LPR is coming – What is LPR?** License Plate Recognition. Some of you may have noticed or been involved with the installation of our camera systems (8 total cameras) on our vehicles or in the ramp. These are to facilitate the new software that Parking will be using to gather information around campus. What kind of information? The system is designed to check license plates to see if they are permitted to park in the lot where they are parked or not. The license plate number is not stored unless it is associated with a citation. As a side benefit the system gathers occupancy data for each lot which allows Parking to be able to make more informed decisions and to improve our efficiency, utilization, and be cautious as we all know they have a tendency to take care of it.

As a side benefit the system gathers data on license plates to see if they are permitted to park in the location. This information is used to make more informed decisions and to improve our efficiency, utilization, and be cautious as we all know they have a tendency to take care of it.

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