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Upcoming Construction and Upgrades

Facilities has many upcoming projects ahead.

- This summer in the College of Nursing, we will take a walk-out between 210 and 212 and make that into one large classroom. Also, rooms 110-114 will receive upgrades, such as a paint job, new carpeting, ceiling and lights.
- Chester Fritz Library, room 230, will also get an upgrade. A paint job, carpeting and some new furniture to dress up this area.
- Montgomery parking lot will get four new spaces added to its patient parking this summer. The lot will get extended to the west.
- Other work that may happen include new freezers for the bakery at Central Foods building.
- The Terrace cafeteria may get fire sprinklers added to the seating areas and in the north hallway of the Memorial Union.
- Leonard Hall Labs 303-304-307 may get upgraded.
- Ryan Hall room 125 may get new sanitary lines in the equipment room.
- Gamble Hall room 145 is possibly going to get an upgrade with sprinklers, new ceilings, lights, and flooring.
- The Steam Plant will get lettering on it to better identify the building.

Notice: Upcoming Work In The Chester Fritz Library

The Chester Fritz Library’s carpet will be replaced in the Reference Area and the walls will be painted. In preparation for this work all of the bookshelves are being removed. The update will take place over Spring Break and a short time thereafter.

Memorial Union Master Plan

The Memorial Union master plan process will explore the feasibility of renovating the Memorial Union. The process will aid in the development of a comprehensive planning document to guide decision making and assist in setting priorities needed and desired by the campus community. The use of space to support programs, services, and facilities and financial strategies for the future of this auxiliary unit will also be explored. A second visit focused on a further Exploration of Options will be scheduled prior to the end of the spring semester. The full planning process is anticipated to continue into the fall semester.
**Human Resources**

**Update**

**New Faces Around Facilities**

Red Chauhan: Academic BST, started March 1st  
Nathan Gangelhoff: Academic BST - started March 1st  
Trevor Grabanski: Lock Shop, started March 7th  
Trevor Kall: Systems, started February 22nd  
Norema Tamang: Academic BST, started March 1st  
Wayne Vonesek: Academic Maintenance Supervisor - promoted February 1st

**Retirements**

No retirements in the Month of February

**Training Dates for Confined Spaces to Take Place in Early March**

Training has one remaining class time.

**Confined Spaces**

Tuesday March 8th 8 am – 4.30 pm

**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 Quandt, Facilities Management. Stop 3032.  
Forms can be found at [http://und.edu/finance/operations/human-resource/contact](http://und.edu/finance/operations/human-resource/contact) - Forms Area.  
All donations are kept confidential. Thank you in advance for your generosity.

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**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.** Tawmy Hall  
  Office of the Vice President for Finance and Operations  
  Conference Room 314
- **Third Wednesday of the month, 1 – 2 p.m.** Tawmy 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. Employees are encouraged to participate.

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**Supply Stock**

The following parts as of January 14th, 2016 have been depleted to zero and their status has changed to OTHER. They will no longer be ordered for Supply stock.

**PART**  
1.2409 Carpet Shaw O’Donnell E510 Fawn 10B

**Parts listed below have been added to the Supply Room since January 6th, 2016:**

**PART**  
1.2543 Congoleum Airstep Plus 58040 Vanilla Cream (square yard)  
1.2544 Adhesive Congoleum AS01 4-GAL  
1.2545 Snapajoggle BB HD 1/4” Toggle #24014  
1.2546 Tee Bondstrand FG Bell X Bell 3”  
1.2547 Water Heater Control Board A.O.Smith #900624005  
1.2548 PCSC 2-Door Controller IQ200 HW  
1.2549 PCSC 4-Door Controller IQ400 HW  
1.2550 PCSC 4-Door Adder U4 HW  
1.2551 PCSC 8-Door Adder U8 HW  
1.2552 PCSC 6-AMP Power Supply PS600 HW

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**Staff Senate**

**Upcoming Elections**

Nominations for new senator seats will open during the first half of March. The ballot will be prepared and will go out April 1st. The ballot will be out for two weeks for voting so that new senators can attend the May meeting. If you know of a co-worker who wants to be on Staff Senate, please let them know about the election. If your term is up and you would like to serve on Staff Senate for another term, you can nominate yourself or ask someone to nominate you.

An eligible member is a full-time or part-time benefited employee who is off probation at the time of the nomination. Senate membership shall be for a three (3) year term, with approximately one-third (1/3) of the members elected each April. A member shall not serve more than two (2) consecutive full terms, unless elected to the office of Vice President/President Elect.

To nominate individuals, please visit: [https://und.qualtrics.com/jfe/form/SV_555CO9vM60NzZwV](https://und.qualtrics.com/jfe/form/SV_555CO9vM60NzZwV)

If you have any questions regarding Staff Senate, please contact Diane Hillebrand at 777-2808, via email diane.hillebrand@med.und.edu, or any staff senate representative.

**Denim Days**

Just a reminder, during the month of March, there will be two Denim Days, on March 9th and March 21st. The mission of the Denim Day Committee is to engage UND employees in community involvement by giving financial support to local non-profit organizations that provide services to our community, while allowing UND employees to dress casually on designated days.

Participation in Denim Day is voluntary. The cost to participate is $1 for each regular Denim Day. Volunteer site coordinators collect money from their areas/buildings and turn those donations into the Chair of the Denim Day Committee.

UND’s Denim Day donations support the following non-profit organizations that provide services to our community:

- Altru Caring for Kids program
- Circle of Friends Humane Society
- Community Violence Intervention Center: Light of Hope program
- Grand Forks Senior Center – Meals on Wheels program
- Home Delivered Meals Lutheran Social Services: Healthy Families program
- Mount Sinai Recovery Center: Live Life Well program
- Red River Valley Habitat for Humanity
- Safe Kids Grand Forks
- St. Joseph’s Social Care and Thrift Store: Food Pantry
- Third Street Clinic Wings of Hope Bereavement Services

**Upcoming Meeting**

Next Staff Senate Meeting March 9, 2016 1:00-2:30 pm Memorial Union River Valley Room
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