Our Mission: Facilities Management makes UND Exceptional by committing to fiscal responsibility, outstanding customer service and excellent workmanship, and by delivering clean and comfortable buildings and exterior spaces that are aesthetically pleasing.

Building Projects / Updates

Memorial Union Timelines:
May-July 2019 - Move Out
July 2019 - Demo
Feb. 1st 2020 - Construction Documents
July 15, 2021 - Construction Complete

Chester Fritz Library Timelines:
Jan. 4, 2019 - Construction Documents Complete for IT area
Jan 10, 2019 - Moving Library items complete
March, 2019 - Library complete
July 10, 2019 - IT move in

Stone House Timelines:
December 2018 — Construction
August 2019 — Completion

In Remembrance — Doug Norgard

It is with a heavy heart, we say farewell to our friend and co-worker Doug Norgard. Doug, was a valued employee in the Warehouse and his presence at the counter for the last 26 years will be missed. We are sad not only at the sudden loss, but also all the small little things he did for everyone. Like the sale of tootsie rolls at the counter and collecting up the money for the charity…that to this day, I am not sure who and what charity, but Doug knew and was happy to do it. He had a special way with communication, we all can agree was colorful but in a fun way. We all lose friends; we lose them in death, to distance, and over time. But even though they may be lost, hope is not. The key is to keep them in our heart, and when the time is right, we can pick up the friendship where we left off. Farwell our friend and we hope to see you on the fairway someday….

Warehouse Staff and Facilities Friends

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Coulee to Columbia Timelines:
March 2019 - Bids
Summer 2019 & 2020 - Construction

Core Value: Excellent Quality of Service
New Hires
Kayli Gimse – Shuttle Coordinator
Purna Subba – Academic BST
Mulugeta Nougouseh – Academic BST
Jamuna Adhikari – Academic BST
Menuka Koirala – Housing BST
Aaron Johnson – Steam Plant Operator I
Kunti Adhikari – Academic BST
Kumba Tulay – Academic BST
Matthew Voll—Academic BST
Randy Anderson—Journeyman Systems Mechanic

Leave Donation Requests
Sick and annual leave donations are sought for:

- Trudy Klegstad, Steam Plant Operator

Please return completed donation of leave forms to Sarah Quanrud, Facilities Management, Stop 9032. Forms can be found at http://und.edu/finance-operations/human-resources-payroll/_files/docs/donated-leave-form.pdf. All donations are kept confidential. Thank you in advance for your generosity.

Employee Spotlight: Nick Hansen — Systems
What is your job at Facilities?
HVAC/R Journeyman

What do you like about working at Facilities?
The people, and the challenges of troubleshooting problems.

What is the funniest thing you have seen/experienced at work?
When Vern Anderson screamed like a school girl when he seen the fake mouse on his chair.

Before working here, what was the most unusual or interesting job you’ve ever had?
Pool boy, cleaning pools and finding unusual items in the strainer basket

Tell us a little about yourself and/or your family.
I will be 30 years old on Christmas Day, hence my name is Nicholas. I am originally from Becker, MN

I have a beautiful wife named Traci and two boys named Wild (3yrs. old) Rowdy (5mos. Old)

We live twenty miles south of town on forty acres with a dog and chickens.

Tell us something about yourself that would surprise us.
I play for a Grand Forks men’s hockey league on Wednesday nights

Motto or personal mantra?
“Not with that attitude!”

What do you like to do in your spare time: hobbies/interests, etc.?
Playing with my kids, remodeling my house, raising chickens and hunting.
**Wall of Gratitude**

In correlation with the Holiday Season—Facilities will be participating in the Wall of Gratitude for the month of December. The Wall of Gratitude will be located at the large bulletin board between the Lock Shop and Tool Room. There will be post-it notes for anyone to write about something or someone they are thankful for. The notes will also be located at the counters at the Operations Center, Supply/Warehouse, Lock Shop along with the Operations and Administration offices. BST staff will also be given notes in their areas.

The more the merrier—Try to notice new things each day and write them down on the notes. People who practice gratitude increase their well-being and life satisfaction. Be Grateful!

**December Dates/Events**

**Every Friday:** Spirit Day
- 6th: Employee Committee Meeting
- 10th—14th: Last week of classes
- 12th: Tubs of Love Donation Deadline
- 13th & 14th: Winter Commencements
- 24th: Christmas Eve (Offices Closed)
- 25th: Christmas Day (Offices Closed)
- 31st: New Year’s Eve

**Energy & Sustainability News**

Well we almost have another year behind us. Looking forward we have a bright future ahead of us. 38 buildings are slotted for LED lighting retrofits which will begin in the month of December. As many of you may already have read or heard about the University addressing the need for a new steam plant. As part of the steam plant the University is also addressing reducing deferred maintenance and energy consumption across many of the academic and academic support buildings. These projects will begin very soon, and once completed will have a tremendous impact on Energy and our impact on the environment, all while adding new life to many of the buildings. To give some scale to this, the impact from the lighting retrofits alone are depicted below:

**Greenhouse gas emissions reductions from:**

**CO2 emissions reductions from:**

**Carbon reductions sequestered by:**

We encourage you to make suggestions of possible opportunities to your supervisor or contact Michael at 72333 or email to Michael.k.nord@und.edu.
Facilities’ Families Wall
Please bring your holiday photo/card to Rhonda to post on the Facilities’ Families Wall. The wall will be located in the lobby area of 120. It is a nice way to share each others families with your work family. Thanks!

Famis Cloud Updates / Warehouse Updates—Dianna Cockerham
I know I sent out an email earlier about these updates but thought it was important to say them again:

Business practices that are NOT changing:

When creating a PRQ, the second Description Field in all PRQ’s will follow the same CREW PRQ INFO format used in FAMIS Classic so please insure you are using the same PRQ description format going forward, if you are processing a Service PRQ (1.??S) request, even though the PR TYPE is always INVENTORY now, they still require Crew T&C’s to be forwarded to the und.facilities.purchasing@und.edu before the PO will be created. ALL SERVICE REQUESTS REQUIRE A CREW T&C to be sent now!!!

Service and Material requests will REMAIN SEPARATE PRQs, so please do not put them on the same PRQ, this practice is not working in FAMIS Cloud and we do not anticipate us using that option in the near future.

Freight Lines on PRQ’s…we have already run into an issue with this line. Since we now have different warehouses: UND-CENT (main warehouse), UND- Materials (Direct Purchases), and UND-Services (Service Requests) there has to be a different part # for freight in each warehouse…So UND-CENT will be 1.FRT, UND-SERVICE will be 1.FRTS, and UND-Material will be 1.FRTM

New Part #’s Created in Nov:

1.2779 10 YEAR SMOKE DETECTOR
1.2772 XH 4" X 10' ERW STEEL CARRIER PIPE W/ 1-1/2" POLY FOAM INSULATION
1.2762 HYMAX 2 X 5.5 VERSA SS COUP SP-K11156005216
1.2763 HYMAX 2 X 11 VERSA SS COUP SP-V11356005216
1.2764 HYMAX 3 X 5.5 VERSA SS COUP SP-K11156008116
1.2765 HYMAX 3 X 11 VERSA SS COUP SP-K11356008116
1.2766 HYMAX 4 X 11 VERSA SS COUP SP-K28356010816
1.2778 SHRINK END CAP 4" X 1.5" W/ 1-1/2" POLY FOAM INSULATION
1.2776 SHRINK END CAP 3" X 1.5" W/ 1-1/2" POLY FOAM INSULATION
1.2774 SHRINK END CAP 2" X 1.5" W/ 1-1/2" POLY FOAM INSULATION
1.2771 XH 3" X 10' ERW STEEL CARRIER PIPE W/ 1-1/2" POLY FOAM INSULATION
1.2770 XH 2" X 10' ERW STEEL CARRIER PIPE W/ 1-1/2" POLY FOAM INSULATION
1.2773 POLYTHERM FIELD JOINT KIT 2"
1.2777 POLYTHERM FIELD JOINT KIT 4"
1.2775 POLYTHERM FIELD JOINT KIT 3"
1.2768 VINYL PLANK SHAW TERRAIN II 0454V COLOR PIRCH 00684
1.2769 VINYL PLANK SHAW TERRAIN II 0454V COLOR ASH 00174
1.2767 CLOSET REPAIR KIT SLOAN EBU-1020-A F/OPTIMA SENSOR
Voluntary Separation Incentive Program—VSIP

On June 29, 2018, the State of North Dakota, through the Office of Management and Budget, offered to agencies a Voluntary Separation Incentive Program (VSIP). Agencies had discretion about whether or not to offer such a program “Agencies will independently determine whether or not it is beneficial to offer the program to their employees.”[1] The application period ran from July 9, 2018 to August 24, 2018. According to the Bismarck Tribune 269 employees applied and 224 applications were accepted.[2]

Since that time, the University of North Dakota administration has received queries from faculty and staff about whether or not such a program would be instituted here. This notice serves as our intention to provide a similar application opportunity to our tenured faculty and benefited staff, effective Tuesday, November 20, 2018. The application period will commence on Monday, December 3, 2018 and end at 4:30 pm on Tuesday, January 15, 2019. Decisions will be made as soon as practicable.

The following outline the basic eligibility and exclusions for this program, but may not be all-inclusive.

**Eligibility for this program includes:**

- Must be a benefited staff or tenured faculty currently employed at UND.
- Individual must meet the rule of 65. (Sum of employee’s age plus years of service for NDUS).
- The individual must meet these eligibility criteria as of November 20, 2018.

**Exclusions include:**

- The individual must not be already in a phased retirement program.
- Employees who have given written notice of their intent to retire or resign prior to November 20, 2018.
- Employees who have previously entered into an agreement with a predetermined employment end date.
- Any employee who has received notice of termination, notice of non-renewal or cancellation of their employment contract.
- Grants and contracts funding cannot be used for any incentive payments.

All eligible tenured faculty and benefited staff are invited to apply. Applications will be reviewed by administration to determine if they will be approved. In Colleges, applications will be reviewed by the relevant Department Chair, Dean and Vice President. In other units applications will be reviewed by unit management, Associate Vice Presidents, and Vice Presidents. Final decisions rest with the President.

The decision for participation in the program by an eligible employee (tenured faculty or benefited staff) is strictly voluntary on the part of the employee.
