



OSU

Facilities

Management

Newsletter

WINTER ISSUE 2017



Letter to Employees

As 2017 ends, I would like to extend a heartfelt "Thank You" to each employee for their personal contributions towards making this a successful year at Facilities Management (FM). The success of FM is built on the incredible work and commitment of our dedicated employees.

We successfully navigated a year filled with challenges, successes and impressive recognitions. I encourage employees to read the FY17 Facilities Management Annual Report of Operations located at <https://fm.okstate.edu/> for a look back at the many highlights of your accomplishments.

Forward looking, 2018 will once again bring a unique set of challenges and rewards. The first will be the move of Energy Services to the new Central Plant beginning in January. This will be an exciting time as well as a hectic time as everyone adapts to new spaces and systems. The Central Plant not only

produces energy efficient utilities but also supports OSU's educational mission with a 60-seat classroom with opportunities for tangible applications of sustainability and engineering principles in the production and distribution areas.

In 2018, FM will continue to move towards its vision to become recognized as providing excellence in the management of educational facilities. In 2017, FM Administration developed the new Five-Year Strategic Plan FY2018-2022 and FY18 Annual Operating Plan to guide us towards accomplishing our vision.

The Strategic Plan and annual Operating Plan were developed using feedback from the annual Customer Survey, Biennial Employee Survey and APPA criteria for excellence. This three-pronged approach will ensure we are focusing on critical areas of improvement. By following this approach for improvement, we will achieve customer satisfaction, a workplace where the employees are happy, productive and proud to work and an organization of excellence!

The institutions that are competent in the APPA criteria for excellence are true leaders in educational facilities management. The APPA criteria focuses on

core areas such as leadership, strategic & operational planning, customer focus, information & analysis, development & management of human resources, process management and performance results. Many of the criteria areas we are already doing today either completely or partially. We are well on our way, but we still have much work ahead of us to become an even better FM organization.

You will hear me speak of the APPA criteria, customer, and employee survey results in the future, as we identify continuous improvement efforts into 2018 and beyond.

Working with each of you this year has been both my pleasure and privilege. I am very proud to be a part of the great people who work at FM. I offer my wishes and happiness to you and your families as we go into the Holiday Season and look forward to another successful year at Facilities Management. Thank You!

Ron Tarbutton,

Chief Facilities Officer



To learn more about the APPA Organization or the criteria for excellence, click on the following link:

<https://www.appa.org/>

To view criteria for excellence:

Services

Member Awards and Recognition

Award for Excellence

Criteria tab

Available for download

FM Mission Statement

We serve faculty, staff, students and the community by creating and maintaining a safe and inspiring campus environment to support the OSU mission of education, research and outreach.

FM Vision Statement

OSU Facilities Management will be nationally recognized for providing excellence in the management of educational facilities.

FM Strategic Plan FY 2018 - 2022

Customer Focus

- Create a customer-oriented organization focused on building and sustaining relationships that ensure customer needs are understood and acted upon.

Employee Focus

- Cultivate an environment of creativity, growth, knowledge & innovation that generates a workforce that is highly motivated, well trained and effective.

Performance (Service Delivery)

- Assess performance using established standards, information and analysis to evaluate and drive innovation and cost improvements
- Provide timely, accurate and meaningful communication that creates connectivity and collaboration both internally and externally
- Develop processes, procedures & technology that will continuously evolve to meet current and future needs to ensure efficient & effective service

Planning & Financial

- Establish strategic goals, annual operating objectives, and key performance indicators to align the organization to achieve success
- Demonstrate stewardship by providing efficient and effective services and maintenance of assets and facilities

Sustainability

- Demonstrate responsible leadership in sustainable & environmentally friendly practices

2017 Facilities Challenge

Facilities Management and Long Range Facilities Planning employees took part in the 2nd Annual **Facilities Challenge** on October 27th.

The event was held inside the Colvin Annex to accommodate a last minute change in the weather temperatures. The FM Events crew did a wonderful job of accommodating the last minute change in plans and a special Thanks to Daniel Alexander and his team!

This year the Challenge Committee developed several games that incorporated teamwork, wellness, workplace safety and skill for the attendees to participate and cheer on their fellow co-workers.

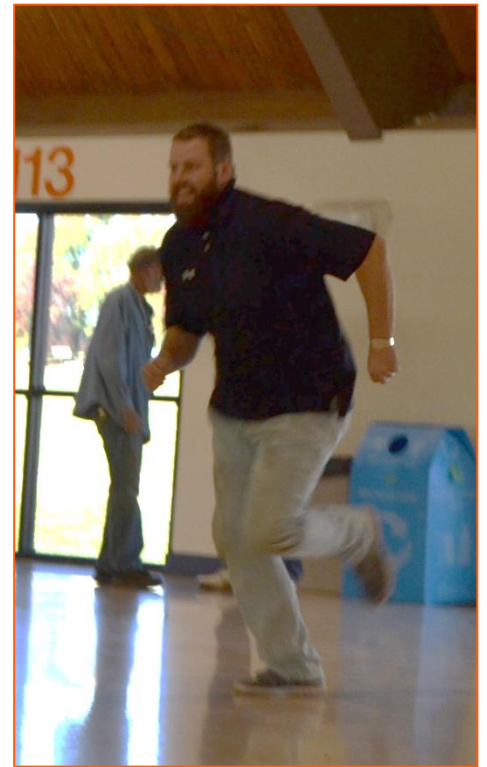
Refreshments of water, fruits, popcorn and cookies were served to incorporate both healthy snacks as well as traditional snacks for enjoyment.

To close out the event, Ron Tarbutton, FM Chief Facilities Officer and Mike Buchert, Director Long Range Facilities Planning awarded prize drawings.

Thanks to the Challenge Committee members for all their planning and work, Geena Brownell, David Brown, Joey Keel, Devalene Stubbs, Lou Harwell, Denise Brooks and Marla Boles.

Ryan Romero was unable to attend the event, but received his prize later from his supervisor Delyn Dickens. All employees were eligible for the prize drawings for the benefit of those required to work during the event.









OACUPPA (Oklahoma Chapter of APPA) Fall Meeting

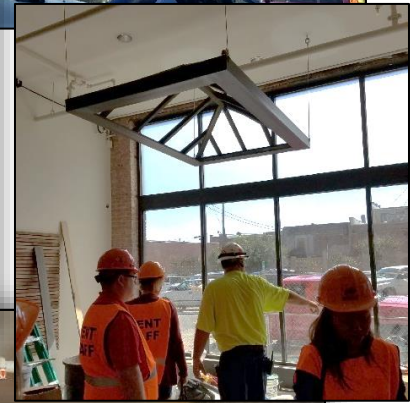
The meeting was held at OSUIT in Okmulgee and attended by FM representatives, Craig Spencer, Gabe Dreiling, Geena Brownell, Marla Boles, Jenny Cundiff and Tammy Johnson.

The program included presentations by Armstrong Industries, PSO, OSUIT Okmulgee President Dr. Path, Jenny Cundiff and Tammy Johnson.

The meeting included a tour of the Grand Old Post Office (GOPO) project in downtown Okmulgee, a revitalization project between Okmulgee and OSUIT to provide additional student housing and restore vital historical buildings in the Okmulgee downtown district. The project restores two buildings built in 1918 & 1919 into student housing loft apartments.

Jenny Cundiff and Tammy Johnson concluded the afternoon with a presentation on *A Decade of Energy Savings*.

GOPO Project Pictures



Energy Management Presentation



Freddy Pitts - 2017 Employee of the Year



Freddy Pitts, Water Plant Supervisor receives the 2017 Employee of the Year plaque from Ron Tarbutton, Chief Facilities Officer and Cord Harris, Zone 3 Supervisor and Facilities Management Advisory Committee (FMAC) Chair.

The FM Employee of the Year recipient is an individual who embodies OSU's mission to provide superior work, with a positive attitude and commitment to making their department operate smoothly.

"This award could not have been given to a more deserving person. Freddy's hard work and dedication, not only to his job but also to OSU, is a great example for his staff and peers. We could not be more pleased to have him as part of the FM team."

*Matt Driskel, Energy Services
Utility Production Manager*

"I just treat people that I work with the same way I would expect to be treated. I have had a lot of great help from people around me to get to the place where I am today. Without the total dedication of all the people I work with helping me, I would not be able to achieve the things that I have achieved. I strive to get the most from the employees I work with and they expect the same from me."

Freddy Pitts

"I never met Freddy before the committee interviewed him for Employee of the Year, but in that short time I realized why everyone says he is a great boss, co-worker, and very deserving of this award."

Cord Harris

OSU Holiday Decorations

Thank You to the FM employees who worked tirelessly to make the season bright for all to enjoy.

Many hours of planning and work went into making the Library ready for the Fanfare of Lights celebration.



Landscape employees made homecoming special for one student and her father!

Landscape Services installed a brick in the Formal Gardens for Caitlin as a gift to her father.

"John! I am so beyond grateful for you and your amazing team! I love the pictures and I cannot wait to show my dad! The dedication and effort has already made this homecoming spectacular!"

Caitlin N. Scott



FM 2017 United Way Campaign

The FM United Way Campaign supported the OSU United Way drive by holding several fund raising events. This year, FM held a chili lunch, beans/cornbread lunch and a prize raffle.

Thanks to the FM volunteers, Geena Brownell, Deanna Siegfried, Aimee McMurl, Jenny Cundiff, Bobbi Todd, Meagan Nicholson, Shirley Buehler and Marla Boles. A special Thank You to all who donated the food and prizes for each event!



Jenelle Feddersen and Madalyn Chambers held customer portal training in the Student Union to reach out to FM Customers regarding updates and enhancements to the FM Work Order Portal.





*Thank You for
Your Service!*

2017 Facilities Management Veterans Day Veterans

Back Row:

| <u>Name</u> | <u>Rank</u> | <u>Military Branch</u> |
|-----------------|----------------|------------------------|
| Zelford Smith | E4 | Army |
| Grant Schaffer | Specialist | Army |
| Enrique Garcia | Specialist | Army |
| Hershel Hardin | Lance Corporal | USMC |
| Derek Heston | E3 | Navy |
| Marty Youndt | Specialist | Army |
| Jarrett Talbott | Sr. Airman | USAF |
| Phillip Frazier | Corporal | USMC |

Middle Row:

| <u>Name</u> | <u>Rank</u> | <u>Military Branch</u> |
|-----------------|----------------|------------------------|
| Bruce Jackson | Lance Corporal | USMC |
| David Moody | Staff Sargent | Army |
| Tim Matthews | Lance Corporal | USMC |
| Jim Fawvor | E4 | USAF |
| Ron Tarbutton | Captain | USAF |
| Matt Cross | Staff Sargent | USAF |
| Jason Bartlett | Sargent | Army |
| James Steinkamp | PFC | Army |

Front Row:

| <u>Name</u> | <u>Rank</u> | <u>Military Branch</u> |
|----------------|---------------------|------------------------|
| Keith Shields | PFC | Army |
| Arnold Whitney | Specialist | Army Reserve |
| Steven Weeks | Chief Petty Officer | US Coast Guard |
| Wade Blackburn | Specialist E3 | US Coast Guard |
| Kelly Hoffman | Corporal | USMC |
| Kelly Moore | Specialist | Army |
| Steven McClary | Sargent | Army |

*We salute our FM Veterans for
the service they gave so each
person in America could enjoy
the freedoms of this great nation.*

CEAT Professional Development

Four Energy Services staff - Casey Keyser – Manager, Energy Management & Sustainability, Jenny Cundiff and Bobby Horner – Energy Managers, and Robert Bradley – Building Control Systems Technician, attended a two-day CEAT Professional Development certification program in Oklahoma City titled “Energy Management – Energy Systems Optimization”. The program was put on by the College of Engineering, Architecture and Technology and presented by an OSU CEAT Alumnus – Dr. Eric Woodroof, Ph.D., of Profitable Green Solutions.

The program focused on cost-effective projects and ideas for optimizing energy systems in commercial and industrial buildings, and provided an overview of energy management best practices. The staff each earned 20-professional development hours and 2.0 continuing education units (CEUs). The knowledge they gained can be applied directly to their work in Energy Management for energy savings at OSU.

Bobby Horner



Casey Keyser



Robert Bradley



Jenny Cundiff



Employee Development

Mike Horn, Terry Sherman, Michael Chitwood and Duane Ramsey receive Leadership Development Certificates.



Employee Development

Mike Horn and Kathy McGuire receive Supervisor Academy Certificates.



Geena Brownell completes the Ambassador Program



Roy Brock retires after 29 years of service to OSU.



Employee Celebrations



Harold "Buster" Palmer retires after 30 years of service to OSU. He spent his first 10 years working for Truck Services, and then transferred to University Mailing Services. Buster plans to spend time fishing, playing with his dogs, and working in his "man cave" until his wife retires. **Pictured above is OSU President Mr. Burns Hargis and Mr. Palmer.**



Aubry "Ray" Newman retires after 35 years of service to OSU



FM Welcomes New Employees



Harold Conley

Procurement Services

Harold worked in industry for many years in accounting and information systems. In his spare time, Harold enjoys playing golf, hunting and fishing.



James Hollan

Geospatial Systems Manager

James has extensive experience in GIS design, database management, and Electronic Document Management Systems.



Paul T. Christian

Construction and Contract Services

Paul is an OSU graduate with a degree in Construction Management Technology. In

addition, Paul received the Certified Professional Certificate (CPC) from the American Institute of Construction.



Dustin McGuire

Utilities Production Operator 1

Dustin comes to Utilities Production with a background in working on pumps and electric motors, and production assembly at Ditch Witch. In addition, he has IT experience at Green Country Energy.



Jordan Hay

University Mailing Services

Jordan is a Spring 2017 graduate of OSU.

Welcome to FM!



Tim Mixon

University Mailing Services

Tim enjoys hiking and film watching in his spare time.

Welcome to FM



Bret Proctor

Assistant Manager
Landscape Services

Bret graduated from **OSU** with a degree in Horticulture. He has 13 years' experience in the turf industry and golf course

management. In his spare time, Bret enjoys hunting and fishing.



Justin Bracken

University Mailing Services

Justin recently moved to Stillwater from Los Angeles, CA. |

Welcome to FM!



Paul Decker

FSS - Pest Control

Paul has been in the pest control industry for a year and holds a Service Tech License. He enjoys spending time with his

family, fishing and repair of small electronics in his spare time. Welcome to FM!



James Steinkamp

Carpenter II, Zone 3

My family and I made Oklahoma our home after Hurricane Katrina. I got involved in higher education by working in a library as a Government Information

Specialist. I'm happy to return to my love of carpentry and to be able to leverage my skills for **OSU**. Welcome to FM!



Matthew Morgan

Zone 1 Manager

Matt looks forward to working with the FM family and being a part of a great organization.



Mark Stubbs

MEP

Mark brings over 20 years of experience in maintenance to FM.

Welcome to FM

2017 Annual Custodial Town Hall Meeting

On November 3, Construction and Contract Services held their second OSU-wide custodial contract review and Q&A town hall meeting. Representatives from across the campus attended. This meeting is an important element of the FM Strategic Plan to provide superior customer satisfaction by reaching out to our customers and gaining feedback to ensure FM is making improvements that matter most to the customer.



...Meet the Day Crews



Night Crew



Night Floor Crew

25 Year Tradition

On Nov. 17, Curtis Cooper, CJ Moore and Kirk Van Overbeke prepared six turkeys to go along with all the fixings for the annual event started 25 years ago by Ray Newman.

It provides a time of thanks and good fellowship (not to mention a great meal!).



The Bur Oak Tree

~80 year old Bur Oak tree on Washington Street had to be harvested for construction of the utilities distribution systems connecting the new Central Plant with main campus. The tree was harvested by Brian Eshleman and milled on site by Brad Mills. Steve Cookerly organized transporting the lumber from the site to the FM In-House Construction shed, where it was stacked to dry for ten months. Benches built from the lumber are for the Central Plant foyer and Observation Room. The benches were designed by Curtis Cooper and Ruby Ladd, built by Richard Evans and Monty Mayes, and finished by Bob Edwards.



The Utilities Engineering Department is working with vendors and academic departments to use ground-penetrating radar (GPR) technology for locating campus utilities

As the Oklahoma State campus continues to expand, there is a growing need to detect and locate underground utilities, given that for many there are no location records.

Many thanks to the advancement of technology, the Utilities Engineering Department was able to test GPR technology with the support of Dr. Qiang Li and Dr. Julie Hartell from the School of Civil and Environmental Engineering and Dr. Ahmed Ismail from the Boone Pickens School of Geology.

Utilities engineering department also hosted a vendor's technology demonstration session for civil engineering students to obtain hands-on field experience, while confirming the underground utilities on Hester Street, in preparation of upcoming winter construction project. In addition, such a demonstration session could further the potential for the College of Engineering, Architecture and Technology to explore future pilot training programs in the field of nondestructive testing and evaluation.



Picture 1: Dr. Julie Hartell (third from left) and utilities engineer Phil Curley (first from right) with vendors (first and second from left) and civil engineering students.



Picture 2: Campus surveyor Robert Bartmess (first from left), geology student Nicholas Johnson (middle) and Dr. Ahmed Ismail (first from right)

Chemical Engineering Senior Design Class visits the Power Plant

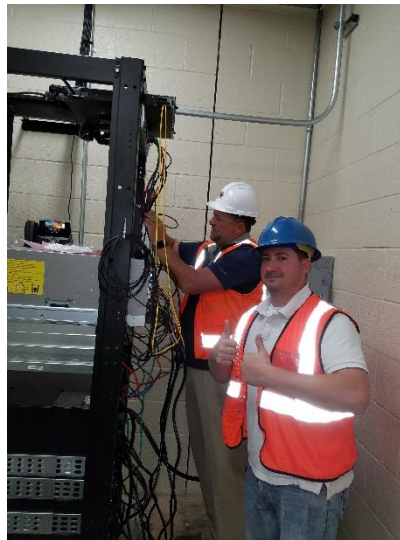
Dr. Jamsey and I want to thank FM for graciously hosting the class on a tour of the Power Plant. Such tours are always beneficial to the students.

*It gives them a welcome and realistic perspective to the material we teach the students in class.
Professor Ken Dickson*



Business Operations Information

Technology Department installs the servers in the new Central Plant that will manage the boilers, chillers, valves and other endpoints. Eventually the water plant, west chilled plant and the campus wide controls will be connected to these servers. All information gathered by the servers will be fed to the main control room in a graphical display for monitoring purposes. Other than the control systems, all the FM servers such as AIM and Geospatial systems will be hosted at FM.



Special Thanks and Best Wishes To Dave and Eva Brown



Dave accepted a position at Texas A&M and they will be leaving OSU at year end. We want to thank them for their service to FM and wish them the best on their new adventure!

Customer Comments for CCS

"Another year is coming to a close, and a new 2018 is upon us. How time flies when you are having fun. You guys have made our year great. We have asked so much from you and you are always here to help us, whether it is something small or a large difficult job. You have been a huge part in updating the Microbiology Department and it looks awesome. We have enjoyed working with each of you, and appreciate all of your hard work and understanding during this process. I am so proud to work at OSU and blessed to have met each and every one of you, and look forward to working with you again in the future. Merry Christmas and Happy New year to you and your Families!"

*Alice Bules,
Microbiology & Molecular Genetics*

OSU Recycling Rate is Rising!

OSU Stillwater's recycling rate has increased from only 8% in 2011 to 22% today. That is a huge jump in only 6 years!

Recycling rates are calculated by dividing the weight of materials recycled by the weight of materials recycled plus the weight of discarded trash. Many factors have contributed to OSU's sharp rise in recycling including the formation of a recycling department and recycle center, better outreach and bin signage, the addition of commodities that can be recycled and increased participation by the campus community.

In FY17 alone, OSU recycled 1,720,002 pounds of paper, cardboard, plastic bottles, aluminum cans and scrap metal. Items counted by unit rather than weight include batteries, wood pallets, laser print cartridges, and lamps containing mercury.

Reducing waste in the first place or reusing durable materials are preferred over recycling, but recycling is the next best way to manage waste, save energy and conserve valuable resources.

So kudos to OSU for recycling more and especially to FM employees who integrate a reduce-reuse-recycle approach in the workplace. Thank you for being good stewards of our resources!

Ilda Hershey, FM Sustainability Coordinator



OSU Energy Management Program Celebrates a Decade of Success

This year marks the 10-year anniversary of the OSU Energy Management Program, which began as the OSU Energy Conservation Program in July 2007. Since its inception, OSU-Stillwater has avoided over \$37.9M in energy costs, due in large part to the efforts of OSU faculty, staff and students and their increased awareness of the need to adjust behaviors to save energy, such as turning off computers and lights when not in use, along with reporting opportunities for reduced HVAC scheduling.

As part of the decade celebration, the Energy Management Program recently hosted a **#PeteSavesGreen** Coloring Contest. Postcards were mailed out to all OSU faculty and staff members with an invitation to color Pistol Pete and post their artwork to Instagram for an opportunity to win prizes. The postcard included a timeline from 2007 – 2017 of milestones and accomplishments of the OSU Energy Management program, along with an image of Pistol Pete holding an LED bulb.

The contest ended December 1, and winners were chosen using a randomizer. The 1st prize was a BLKBOX solar charge, and power strips were given as 2nd and 3rd prizes, as follows:

- 1st Prize – Shelley Mitchell, Assistant Extension Specialist, Horticulture & Landscape Architecture
- 2nd Prize – Evan Bird, Flight Instructor, Education Foundation, Leadership and Aviation
- 3rd Prize – Holly Pasmore, Coordinator-Greenhouse, FM Landscape Services

A second coloring contest ending Wednesday, December 13, was held for students in Residential Life. Their postcard reminder included instructions for holiday shutdown in Residential Life halls and apartments. Yet to be announced, the first prize winner of the Res Life contest will

receive a solar phone charger. The 2nd prize winner will receive a gripper cup with Going Green logo, and the 3rd prize winner will receive a Going Green notebook and pen.



First prize for Faculty/Staff contest:
BLKBOX Solar charger – not shown to scale



First prize for Residential Life contest:
Solar Phone Charger – not shown to scale

#PeteSavesGreen

COLORING CONTEST

Directions: 1. Color Pete. 2. Cut out along dotted line. 3. Post Pete up anywhere on campus. 4. Post a photo to Instagram with the hashtag #PeteSavesGreen and @okstate by Friday, Dec. 11.
5. Stop by our award table by Friday, Dec. 11.
6. Prizes will be awarded on Friday, Dec. 11.

OSU ENERGY MANAGEMENT

***** thanks you for *****

A DECADE OF SUCCESS

2008
Department name changes to **OSU Energy Management Program**.

2010-12
OSU-Silviter completes major campus energy projects with Johnson Controls Inc.

2014
OSU's five branch campuses top **\$20 million** in energy savings.

2016
OSU receives **Henry Hoffman Sustainability Award** for Responsible Economic Growth.

2007
OSU launches the **Energy Conservation Program**.

2008
Green Power Award, SACUBO, and OSU named **GreenSource Partner** with the EPA.

2013
OSU begins receiving at least **50% of its electricity** from the **28 turbine Cowboy Wind Farm**.

2015
OSU finishes **Top Ten in Campus Conservation** rankings for **Village C, D and CAHRI**.

2017
Energy Leadership Award is introduced. First recipients: **Construction Specifications Institute Student group & Adult Association Department**.

Happy Holidays!