



Inside FP&M

Providing excellence in facilities and services for our university community

A newsletter for employees of UW-Madison Facilities Planning & Management Division | January 2015

ABOUT THIS ISSUE

With this issue we are moving to a monthly format to increase timely communication within the division.

Comings & Goings

Please welcome the following **New Employees** to FP&M

Nazar Amiri	Fac Repair Worker
Amanda Bechtel	CAD Specialist
Jeff Christiansen	Fac Repair Worker
Jacob Dolence	Fac Repair Worker
Scott Dolphin	Custodian
Matthew Finch	Office Associate
Shawn Hoffmann	Fac Maint Spec
Matthew Kokott	Power Plant Operator
Brad Layton	Custodian
Michael Meier	Fac Repair Worker
Tyler Meltesen	Fac Repair Worker
Antonio Mera	Custodian
James Nachreiner	Custodian
David Pitzner	Electrician
Ken Smith	Power Plant Operator
Mark Wentland	Power Plant Superint
Armondo Zaracho	Custodian

Please join us in wishing the following FP&M employees the best in their **Retirements**

Daniel Danto	Groundskeeper
Donald Huseby	Steamfitter
John Niemann	Steamfitter
Gregory Porter	Steamfitter
Donald Sanders	Architect Adv
Howard Schwartz	HVAC /Refirg Adv

What is BOP Anyway?

By Sally Hansen, Manager BOP

BOP stands for the Business Operations and Purchasing Department at FP&M. We are here to assist you with any of your day-to-day financial and purchasing needs.

The Purchasing Staff will help you obtain products and services in the proper way. We stay abreast of the many (and changing) purchasing rules, laws and regulations; as well as UW and DOA contracts. We create purchase orders; develop, prepare, and award bids; make sure your vendors have required insurance; and identify the need for new contracts.

The Business Office Staff pay bills; charge and invoice our customers; deposit cash; process and audit all reimbursements (travel, tuition), direct payments, Purchasing Card and Shop@UW (formerly MDS) transactions; issue new Purchasing Cards and Shop@UW numbers; and audit thousands of invoices for chargeback to our customers.

Because FP&M is a large division, the **BOP** office has a high level of delegated authority issued to us from UW - Madison Business Services. Based on this delegation authority, it is expected that FP&M **BOP** staff will address all your financial and purchasing needs, questions, and concerns. So please contact us whenever you need assistance.

We are located on the **first floor of the Service Building – Business Office Staff (Room 101) and Purchasing Staff (Room 103)**

Our current website is located at www.fpm.wisc.edu/PurchasingDNN/default.aspx It contains information tailored specifically to FP&M. A new website is under construction and will be available soon.

Email us:
fmbop@fpm.wisc.edu (Business Office)
fmpurchasing@fpm.wisc.edu (Purchasing Office)
We are here to help you.

Share Your Holidays Food Drive

Thank you from Rob Lamppa - Executive Director - Physical Plant

Special thanks to all FP&M staff who contributed to the Share Your Holidays food drive to support the Second Harvest Food Bank in southern Wisconsin.

The food collected and money donated will provide approximately 1,130 meals for those in need.



As a result of your generosity we doubled the amount of food that was collected last year.

Your support will make the holidays a little brighter for lots of families.

Human Resources Director Update

By Margaret Tennesen - Deputy Associate Vice Chancellor

I want to take this opportunity to provide a follow up on the recruitment status for the Human Resources Director. After careful consideration, and consultation with the search committee, the position will not be filled at this time. Reaching this decision was not easy, however I believe this is the best course of action for our organization.

Recruitment for the position will be reopened this spring, at which point we should be close enough to HR Design to be able to use an academic staff title which will allow for a more streamlined recruiting process. In the meantime, Christy Plautz has agreed to continue in the role of interim HR Director.

Questions or concerns can be directed to [Christy Plautz](#) or [Margaret Tennesen](#).

Annual Partners In Giving Campaign-2014 Results

Increased special events at FP&M helped to raise awareness, donations, and donors for the annual Partners in Giving campaign. The Transportation Services team coordinated a Halloween potluck and members of the Associate Vice Chancellor's office put together a vendor holiday bazaar which featured external vendors such as Tupperware, Mary Kay, and Pampered Chef. Potlucks were also held for the campaign kickoff and campaign wrap up. Thanks to all who contributed.

Campaign totals comparison:

	Current Year 2014	2013
Special Events	\$560.00	\$299.00
Donors	127	113
Employee Donations	\$17,019	\$18,781



Notes of Thanks...

Kudos to the electricians! (Jeffrey Folk's crew) from Dan Veroff - UWEX Outreach Specialist:

"Appreciation for the great work being done by the folks who are replacing the light fixtures on the 3rd floor. They have been very friendly and courteous in all ways and have been especially good about communicating schedules and going out of their way to minimize the disruption to our work spaces. They have worked carefully and efficiently in our offices and have made special efforts to make sure that each of us is satisfied with the new light fixtures after they are installed. The work has gone very smoothly and we are appreciative of both the new fixtures and the excellent work being done by the electricians."

Brian Thompson Assistant Director for Administration Chazen Museum of Art writes to Kris Ackerbauer:

"I want to thank you for your abundant helpfulness and for your many kindnesses over the past seven years. Every time I have contacted you for help with a matter in the Elvehjem and Chazen Buildings, you have immediately stepped in.

I would also like to commend to you the excellent work of 1st and 2nd shift custodial supervisors Alma Lara and Tom Wells and the very able crews under them. They have all done an impeccable job of preserving a "museum quality" appearance in both our buildings.

I appreciate that you are continually being asked to do more with less, and somehow you do. You always put the good of the campus first, and I want you to know how much I appreciate that. My last day at the Chazen will be January 2. Thank you again for all of your help, you are very good at what you do and UW is mighty lucky to have you here."

30 N. Mills and CARS Toys for Tots Campaign 2014



30 N. Mills and the CARS Office partnered with a local Toys for Tots chapter to collect toy donations for the annual toy drive.

FP&M purchasing associate Bruce Skaggs, office associate Sandy Fure and steamfitter Dan Stanford helped coordinate the campaign within the shops.

A total of \$610.00 was raised between the cash and toy donations

Marine Corporal Zachary Ratzlaff

picked up the donations at 30 N. Mills St.

A larger campaign effort is being planned for 2015 around the October timeframe to involve more departments within FP&M.

