



# Inside FP&M

*Providing excellence in facilities and services for our university community*

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

## CONTRIBUTORS WANTED

Share news and events from around the division of FP&M.

Submit articles, photos, announcements or story ideas to Liz Hammen at [fpmcomments@fpm.wisc.edu](mailto:fpmcomments@fpm.wisc.edu)

### Comings & Goings

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

Maryah Banks	Office Associate
Pam Barrett	Asst Dir Physical Plnt
Stephen Cook	Custodian
Evelin Damian	Custodian
Birendra Darai	Custodian
Jacob Dolence	Fac Repair Worker
Roberto Florido	Custodian
Mike Hermanson	Custodian
Brian Hooper	Motor Veh Oper-Light
Donovan Kron	Fac Repair Worker
Cesar Molina	Custodian
Patricia New	Gardner
Sean Richardson	Laborer
William Riese	Purchase Associate
Nicholas Schmidt	Custodian Lead
Doug Smith	Motor Veh Oper-Light
Stuart Topping	Custodian
Brandon Trefrey	Motor Veh Oper-Light
Aaron Williams	Prog & Pol Analy-Adv
Diane Yelk	Financial Spec 2

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

Charles Bruhn	HVAC Refrig Spec
Bruce Budd	Plumber
Gregory Leckwee	Carpenter
Eugene Moore	Power Plnt Oper-Senn

## Straight Talk with Bill Elvey - Associate Vice Chancellor

Welcome to spring! The weather is finally warming up and signs of spring are evident all across our beautiful campus. As you are aware, there has been a great deal of focus on the university during the last few months relating to the FY16 and FY17 budget reduction. As I noted in past email communications to all staff in February and March, I am committed to keeping you informed as our budget plans become finalized.

As of April 17, 2015, FP&M received approval from the Chancellor, Provost and Vice Chan-

cellor for Finance & Administration to implement our proposed plans. A detailed email was sent to all staff outlining the budget reduction plans, which can also be found on the FP&M Staff Resources [web page](#). We recognize that this is a difficult time for those University employees that are directly affected by the on-going State budget cuts to the UW System and UW-Madison campus, as well as our students, faculty and staff. I want to reiterate my sincere appreciation for the excellent work that you do each and every day.

## Performance Management Program - An EID Priority

*By Rob Shively - Senior Facilities Planner - Space Management Office*

The FP&M Performance Management work team was formed earlier this year to strengthen the annual performance review process as identified in FP&M's 2014 EID Plan Update and to meet the requirements of UW's new performance management policy. The team has been meeting weekly since February and has created a new set of performance review forms that will be rolled out in a pilot program in May 2015. The Grounds Department, AVC units, Space Management Office, and the FP&M Leadership Team are all participating in the pilot. Phase two will begin this summer, after evaluating feedback from the pilot groups. The team will begin developing the

supervisor training for the division-wide program roll out in spring of 2016.

The work team consist of Teresa Adams - Capital Planning & Development (CPD), Ellen Agnew - Grounds, Chris Bruns-Custodial Services, Kim Henderson-Transportation Services, Mary Hoddy-Group Facilitator, Stephanie Kutz -Environment, Health & Safety , Marcella Otter - Plumbing Shop, Christy Plautz-Human Resources, Top Tantivivat-Campus Planning & Landscape Architecture; with co-chairs Rob Shively (Space Management Office), and Brianna Quam (Human Resources).

## Tuition Reimbursement and other new FP&M policies

Over the past few months several polices relating specifically to FP&M staff have been developed and are posted on the FPM Staff Resources [website](http://facilities.fpm.wisc.edu/Policies.htm) (<http://facilities.fpm.wisc.edu/Policies.htm>)

The updated policy list includes:

- Nepotism
- Policy and Procedure Development
- Transfers within FP&M

- Tuition Reimbursement
- Uniform-Attire

Translated copies for Spanish, Hmong, Chinese and Tibetan will also be posted to the website as they become available.

Please contact your supervisor if you have any questions.

**Please Note: Priority deadline for tuition reimbursement requests for the Fall 2015 semester is July 10, 2015**

## FPM - Staff Resources website

By Liz Hammen– Communications Specialist

The [Facilities Planning & Management](#) website has undergone some changes over the last few months.

The old site has been restructured to better meet the needs of external customers and internal staff, bringing you better navigation and increased functionality. It also aligns with standards and guidelines for UW Madison Websites. The content has been reorganized and includes a new [FPM-Staff Resources](#) area intended to be a central hub for division wide communication related to FP&M employees. Here you will find links to the following:

- [FPM Policies and Procedures](#)

- Updates for division-wide events
- News and Announcements
- FP&M Newsletter

Additional content is being developed for the online employee hub. The website will continue to be a work in progress as updates are being made to the remaining department sites. New websites for Physical Plant, Space Management, and Campus Planning & Landscape Architecture are in the process of being updated.

Please contact Liz Hammen at [fpmcomments@fpm.wisc.edu](mailto:fpmcomments@fpm.wisc.edu) with questions or feedback.

## Electric Vehicle Charging Station—Lots 64 and 65

UW Transportation Services

Transportation Services is pleased to announce it has installed two electric vehicle charging stations in Lot 64. The new Level 2 charging stations are located south of the WARF building near the crosswalk.

These charging stations will **not** require registration and are available at no cost to Lot 64 and Lot 65 permit holders. Vehicles must be actively charging when parked in the charging station stall and are limited to a maxi-

mum of **four** hours. Parking in these stalls is between 6:00 a.m. and midnight. Vehicles must display a valid Lot 64 or 65 permit to use the charging stalls. It is a violation to be parked in a charging stall without actively charging a hybrid/electric vehicle.

If you have any questions, please contact our Customer Service Reps. at [customerservice@fpm.wisc.edu](mailto:customerservice@fpm.wisc.edu) or call 263-6667.

## Welcome Pam Barrett

By Rob Lamppa - Executive Director - Physical Plant

Pam Barrett recently joined the FP&M Physical Plant as Director of Non-Capital Projects and Remodeling. In this new role Pam will be responsible for the small projects renovation program including the Physical Plant Architects and Engineers and the

Project Administration Center. Pam joins us from Kalamazoo College and brings 20 years of facility experience to her new role. Pam is located at 30 N. Mills St. Please join me in welcoming Pam to the FP&M organization.

## Congratulations! Dan Okoli and Doug Rose

**Dan Okoli**— Director of Capital Planning and Development recently earned his Certified Educational Facilities Professional (CEFP) credential through [APPA](#), the association dedicated to leadership in educational facilities. The CEFP certification demonstrates understanding and knowledge of the core competencies and best practices required of senior professionals in the educational facilities field.



## Notes of Thanks...



**Recognition from Chancellor Blank on a job well done!** Even a small remodel project involves the coordination of many to be successful. A recent update in Bascom Hall to the Chancellor's office involved the following teams:

### SMO Staff P&M:

Doug Rose  
Rob Shively

### Paint Shop

Jim Kruse

### Electric Shop

David Pitzner  
John Wagner  
Randy Haskins

### CPD Staff :

Ann Hayes  
Teresa Adams

### Physical Plant Staff

### Carpenter Shop

John Jacobson  
Tim Carew

### Project Administration Center

Randy Hagar  
Kevin Smith  
Lee Brusegar (retired  
12/31/2014)

VCFA Darrell Bazzell writes – “The Chancellor let me know that she was very happy with staff efforts on this project as well as the improved look to her office. Well done.”

**Kudos to custodial staff! John Lohrentz** custodial Supervisor received a note for **Ron** and **Jerome** of **Shell Crew 338**.

“I am a patron of the Shell on the UW Madison campus. This email is sent to convey my appreciation for the outstanding job that Ron and Jerome do in maintaining the Shell, making sure that it is a clean and healthy environment for the patrons/users. Since a high number of individuals use the Shell, this makes it challenging to maintain daily. Ron and Jerome take on that challenge everyday at work, ensuring that the Shell is a healthy facility to work out in. For that, I am forever grateful.

In addition to doing an outstanding job in maintaining the Shell, after working long hours, Ron and Jerome greet me and the other patrons/users who use the facility early in the morning with a smile. They smile even after working long hours the night before.”

—Sheree Robertson

To have your thank you notes added to the newsletter, email them to [fpmcomments@fpm.wisc.edu](mailto:fpmcomments@fpm.wisc.edu)

**Doug Rose** — Director of the Space Management Office is one of nine academic staff recognized for achievements in leadership, public service, research, teaching and overall excellence. Doug received the 2015 Wisconsin Alumni Association award for *Excellence in Leadership: College, School or the Larger University Community Level*.



An awards ceremony was held at the Fluno Center on April 7, 2015. Full details on all recipients can be found online at [Inside UW](#).