



# Inside FP&M

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

A newsletter for employees of UW-Madison Facilities Planning & Management Division | September 2014

## Updates from the Associate Vice Chancellor

### INSIDE THIS ISSUE:

AVC Updates Continued	2
Physical Plant Updates	2
Announcements	2
Budget Exercise	3
Training News	3
Policy Project Initiative	3
Flu Shot Clinic	3
Website Facelift	4
Comings and Goings	4
Ice Cream Social	4

Greetings and welcome to the newly revived Facilities Planning and Management (FP&M) all staff newsletter. Communication and increased engagement are two of my top priorities, I'm very pleased to be reinstating a division-wide newsletter. Many of you have expressed a desire to see this publication return as a way of staying connected and being informed. The newsletter will be managed by Liz Hammen our Communications Specialist. Please contact her at [fpmcomments@fpm.wisc.edu](mailto:fpmcomments@fpm.wisc.edu), 262-6384, if you have any stories or ideas for future issues. The intent is to make this your newsletter. This issue will focus on recapping recent events such as the 2014 Employee Survey, highlighting key accomplishments from the past several months, and sharing relevant organizational updates.

As we embark on the start of a new academic year, I want to begin by thanking the many FP&M employees who have worked so hard to prepare the campus for the start of the fall semester. I have never seen the campus looking as good as it has this fall, which is a real testament to the work that all of you do each and every day. As I shared with those of you who were able to attend my annual department staff meetings, which were held between May and August, I expect each and every one of us to come to work every day committed to providing excellent, efficient services for our campus customers. It is clear from how the campus looks right now that many of you have accepted this challenge.

Speaking of the annual staff meetings, I want to reiterate what a pleasure it was for me to meet with so many of you to share various updates from across the division and also answer your questions. As long I'm in my position at FP&M,

I hope to continue holding these sessions annually as part of my effort to meet with you in person (face-to-face) and to support open, respectful communication.



Much has happened since the conclusion of these sessions, including the completion of both the 2015 FP&M Annual Plan and 2014 FP&M Annual Report. These documents provide an excellent high-level summary of our current priorities within FP&M, many of which I mentioned in the staff meetings. If you weren't able to attend or would like to learn more about some of our key initiatives, I invite you to read these reports, both of which can be found on the FP&M homepage, [www.fpm.wisc.edu](http://www.fpm.wisc.edu).

Additionally, I want to take this opportunity to thank each one of you who took the time to complete the 2014 EID Employee Survey. A very impressive 940 FP&M employees participated in this important exercise, resulting in an 85% response rate, which is more than double the 40% response rate from 2012! But more important than the response rate is the fact that the survey will give us measurable data to assess our efforts in becoming an organization that is committed to employee engagement, inclusion, and diversity. I also want to recognize all of the FP&M EID teams for their efforts in setting up the survey-taking events as well as keeping the momentum of the survey going over the last few weeks.

## We Did It!

85% of FP&M employees completed the 2014 Employee Survey

## Thank you!

## What is FP&M EID?

If you've been to one of Bill's recent all-staff meetings, you heard about FP&M's EID initiative, but do you really know what it entails? EID stands for Engagement, Inclusion, and Diversity, and represents FP&M's commitment to being a people-centered organization that is built on principles of trust, respect, and transparency to promote teamwork and integrity in our interactions with each other. Each FP&M department has its own EID team that is tasked with working with the AVC and directors to build plans that advance these values. Employees' input and ideas are very important to the success of the initiative so the results from the recent employee survey will be a key in developing strategies that foster an engaged, inclusive, and diverse workforce that is committed to excellence in service. Updates will be provided in future newsletters. In the meantime, all of the current EID plans can be found at [www.eid.fpm.wisc.edu/](http://www.eid.fpm.wisc.edu/)

*(Continued from page 1)*

Kudos for your commitment to FP&M!

We expect the detailed 2014 survey results sometime in the next few weeks. Initially, the results will be shared with the FP&M Leadership Team and the FP&M EID team. It will be the responsibility of the FP&M EID team to work with me to develop a process to ensure the results will be shared with all FP&M staff once they are available. The results of the survey will then be used to develop FP&M's 2014-15 EID plan. Each of the departmental EID teams will be engaged to update and develop their department-specific EID plans.

Why all the talk about EID? It's because EID is central to making FP&M a place where people want to work and where all of us know that our contributions to the organization are valued. I am personally committed to EID because it is good for business; it helps us recruit and retain the talent we need; it aligns behaviors in the workplace with our core values; and it fosters a positive public image. Moreover, EID aligns with our university's strategic framework.

So you can see why your participation in the EID Survey was so important in informing us of how we're doing in this area.

In other news, I am pleased to report that plans are moving forward for FP&M office moves to the 3<sup>rd</sup> and 4<sup>th</sup> floors of the 30 N. Mills St. building. My office and the other departments from the 8<sup>th</sup> and 9<sup>th</sup> floors of the WARF building as well as Human Resources, Payroll, and Budget, currently located in the Service building, will all be moving. I look forward to having all those departments together in a central location closer to the other FP&M departments to help increase collaboration and to utilize our resources more efficiently. The completion of this project move is tentatively scheduled to be completed by late summer of 2015.

In closing, I want to thank you for your dedication and hard work in continually providing exceptional services to our university community on behalf of FP&M.

## Updates from Physical Plant

*By Executive Director - Rob Lamppa*

Campus is looking great and we are very appreciative of all the hard work and effort that FP&M employees have put into getting the Campus ready for fall.

The search for a Utilities Director was unsuccessful and the position remains vacant. Faramarz Vakili retains responsibility for the plants at this time.

The Physical Plant EID teams held an initial kick-off session in early August. Teams will focus on ways to improve communication across the department. In addition, each team will prioritize and work on issues that were brought forward during the work group meetings held earlier this year.

## Announcements

**Save the Date**  
**Tuesday October 7, 2014**



Employee Benefits Fair  
9:00 a.m.-3:00 p.m.-Location: **Union South**

Parking permits and bus passes are available online or in person at the WARF Building, 610 Walnut St. Room124.



# UW Announces Budget Reduction Exercise

By Margaret Tennessen - Deputy Associate Vice Chancellor

The University recently directed campus operations funded through general purpose revenue (GPR, also known as 101 funding) to develop budget reduction scenarios in anticipation of possible future budget cuts resulting from structural shortfalls in the 2013-15 Wisconsin Biennial budget. FP&M receives a substantial amount of 101 funds for its operations. University administration has asked that all 101 units look at options for a 2%, 4% and 6% budget reduction to our annual budgets and identify what the impact would be. For FP&M, this means developing scenarios for a loss in funding ranging from approximately \$850,000 to \$2.6 million.

It is important to note that this is only a planning exercise. We will not have clarity on the need to adopt any permanent reductions

until the Biennial Budget process for 2015-17 is resolved many months from now. Please know that Bill Elvey and the entire Leadership Team will be doing everything possible to minimize the impact of these reductions on FP&M operations.

We will continue to keep you posted as more is known. In the meantime, your ideas or suggestions on ways to reduce spending are welcome and can be submitted to Margaret Tennessen, [mtennessen@fpm.wisc.edu](mailto:mtennessen@fpm.wisc.edu) or Ken Dvorak, [kdvorak@fpm.wisc.edu](mailto:kdvorak@fpm.wisc.edu). Thank you for your patience and understanding as we work through this process. Your commitment to continued excellence to your work and the service we provide is greatly appreciated.

# FP&M Policy Project Initiative

By Margaret Tennessen- Deputy Associate Vice Chancellor

As many long-term employees know, many FP&M policies and procedures have not been consistently documented or communicated historically. Last year, the FP&M EID team identified the need for consistent and transparent policies so that policies and procedures are clear and accessible to everyone who works at FP&M. In response to this need, AVC Bill Elvey launched a policy development initiative as part of FP&M's 2014 Annual Plan to formalize internal policies so that they can be communicated across the entire organization. As part of this project, a staff member (Brianna Quam) has been assigned to support the initiative and the FP&M Leadership Team has formed an internal staff group that is responsible for reviewing draft policies and providing feedback prior to the final approval. This new group will be known as the Policy Advisory Review Group (PARG) and includes

representatives from each of the six major departments and the FP&M EID team. Initial committee members include:

Zack Haak	Office of the Associate Vice Chancellor
Teresa Adams	Capital Planning & Development
Daniel Einstein	Campus Planning & Landscape Architecture
Jessica Williams	Environment, Health & Safety
Kris Ackerbauer	Physical Plant
Rob Shively	Space Management
Michelle Bacon	Transportation Services
Laura Peterson	FP&M EID Team
Margaret Tennessen	Deputy Associate Vice Chancellor

## Training & Professional Development

Did you know training opportunities are provided specifically for FP&M staff?

Visit the FP&M Training page for full details. <http://www.training.fpm.wisc.edu/>

Featured classes available to **ALL** staff include: **Proactive Communication 1 and 2**

Practice and sharpen your skills in order to stay competitive in today's diverse workforce.

### To learn more, contact:

Shoko Miyagi  
262-8419  
[smiyagi@fpm.wisc.edu](mailto:smiyagi@fpm.wisc.edu)

## FLU SHOT CLINIC

September 17, 2014

8 am – 4 pm

Room 132

WARF Building

please bring your benefit information card.

Full details available at:

<http://www.uhs.wisc.edu/campus-health/uw-flu-shots.shtml>

(Continued on Page 4)

## Make this YOUR Newsletter!

Please contact Liz Hammen with any news or articles you have to share at

[fpmcomments@fpm.wisc.edu](mailto:fpmcomments@fpm.wisc.edu)

## Comings & Goings

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

Ghirmay Adhamom	Office Associate
Scott Braaten	Carpenter
Casey Kakuske	Environment Health Specialist
Laura Rogers	Custodian
April Schaaf	Financial Specialist 2
Roger Schulz	Motor Vehicle Operator/Light
Mark Tiggelaar	Motor Vehicle Operator/Light

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

Donald Dixon	Automotive Shop
Loren Farris	Custodian
Gordon Graham	Transportation Services
David Grueneberg	Buildings/Grounds Supervisor
Melroy Schlueter	Facilities Repair Worker

*(Continued from Page 3)*

PARG is currently completing its review of five draft policies, which will be distributed within FP&M upon final approval (These five include: Policy & Procedure Development, Tuition Reimbursement, Discretionary Merit Compensation, Discretionary Equity or Retention, and Committee Involvement). So far, an additional 38 potential policies have

been identified for development that will address such topics as Leave of Absences and the Staff Parking Priority Process. All policies will be translated and policy binders will be accessible in each department. If you have a recommendation for a potential policy, please contact Margaret Tennesen at [mtennesen@fpm.wisc.edu](mailto:mtennesen@fpm.wisc.edu) or 265-3444.

## Website Facelift Underway

*By Liz Hammen, Communications Specialist*

The FP&M website is getting a new look! The main site is being redesigned using the WiscWeb CMS authoring tool.

New features will include Google Translate, which allows for site translation into multiple languages as well as analytics to track and report on site usage. The site will also contain a new Staff Resources tab, intended for use by all FP&M

staff as an employee portal, providing timely division news and updates. The new site will be going live in the next few weeks. Visit the site at: [www.fpm.wisc.edu](http://www.fpm.wisc.edu)

Going forward Liz Hammen will be working with each FP&M department to redesign all department sites to have a consistent look and feel.

## 2<sup>nd</sup> & 3<sup>rd</sup> Shift Employee Appreciation Ice Cream Social Aug 11, 2014

