



## From the Desk of the AVC

Bill Elvey, Associate Vice Chancellor



Spring is upon us, this year's graduates have undergone commencement, and we are headed into a busy summer at Facilities Planning & Management.

The 2016 VCFA Engagement, Inclusion, & Diversity (EID) Survey results have recently come back from the UW Survey Center, and I am pleased to

report that the results are encouraging. FP&M has been improving steadily since the first employee survey in 2012. However, there are still plenty of opportunities for improvement, both by continuing successful initiatives and by addressing the weaknesses brought to light in this year's survey. The EID team is currently working to compile and share the survey results with the Leadership Team and each department. Our EID plan will also be updated by July 1 and will specifically address these new opportunities for improvement.

We are in the final stages of the recruitment process for the Director of the Space Management Office (SMO). The finalists each visited campus in early May for further evaluation, including meetings with the SMO staff and open forums for anyone on campus. We expect to identify the finalist for this important position soon.

Finally, I would like to call your attention to the new names for two Physical Plant units. The Central Answering and Response Service (CARS) is now Physical Plant Customer Service and the Project Administration Center will now be known as Campus Renovation Services. In the coming months, we will be working to roll out these new unit names both within FP&M and across campus.

Thank you again for continuing to *provide excellence in facilities and services for our university community*.

### Kudos!

Curt Nowlen (Physical Plant Carpenter-Mason Shop) has done an outstanding job over the years with maintaining our 223 rolling fire doors. I am very happy to report that with Curt's involvement and diligence he has been able to keep our rolling doors functioning. Curt has also helped to keep the fire department from citing us for not maintaining our doors. We are working on our 7th year of being citation free!

Tim Fritsche, Wisconsin Energy Institute

## EID Survey Results to be Shared Soon

The results for the 2016 VCFA Engagement, Inclusion & Diversity (EID) survey are now ready for distribution. Over the past few weeks, the FP&M EID team has been collating the results with the help of the UW Survey Center and now these results are making their way to your department director and EID team so that they can be shared with all employees in a series of staff meetings that will take place over the next few months.

The results of the 2016 survey show that FP&M has continued to improve since both the 2012 and 2014 surveys. At the divisional level, the Environment of Work Unit, Supervisors in Work Unit, and Overall Satisfaction areas show marked improvement since the 2014 survey. However, the Tools and Opportunities and Work Unit sections show less improvement and the Relationship with Co-workers section slipped slightly from its 2014 levels.

In addition to scores for each question and survey section, the UW Survey Center also calculates composite scores for both Engagement and Diversity and Inclusion.

The composite score for employee Engagement showed substantial improvement. The engaged score jumped from 36.3 percent in 2014 to 54.5 percent in 2016 and 90 percent of FP&M employees indicated that they are either engaged or somewhat engaged in their work.

The high score for Diversity and Inclusion fell from 47.5 percent to 43.2 percent between 2014 and 2016, while the medium score increased from 40.3 percent to 44.4 percent. The low score remained nearly the same, shifting from 12.2 to 12.4 percent.

All of these areas present opportunities for continued improvement, either by continuing successful existing initiatives or by focusing new initiatives on areas of concern.

The FP&M EID team will use these results, as well as input from the FP&M Leadership Team, to update the divisional EID plan by July 1. These updates will specifically address both areas of strength and concern, with a goal of continuing to build positive momentum.

For more information about the FP&M EID initiative and to see the division-level FP&M 2016 survey results, visit [eid.fpm.wisc.edu](http://eid.fpm.wisc.edu).

**Welcome and Congratulations**  
New and Promoted FP&M Employees

Thomas Albright	Motor Veh Oper-Heavy
Joe Anderson	Motor Veh Oper-Light
Suraj Basnet	Custodian
Amy Brendel	HR Assist
Randy Childs	Phys Plant Prog Manager I
Dechen Chomor	Custodian
Michael Collins	Custodian
Brandon Dowd	HVAC/Refrig Spec-Adv
Cory Dregne	Electrician
Nicholas Edmond	Custodian
Esther Esper de Suplicio	Custodian
Phillip Friend	Instrument Maker-Jour
Santa Gurung	Custodian
Leland Haase	Electrician
Ryan Heitke	Fac Repair Worker
Jennifer Hekman	Admin Program Spec
Hanna Johnson	Office Associate
Ronald Kirschbaum	Power Plnt Oper-Senr
John Kopish	Electrician
Benjamin Kreyer	Office Oper Associate
Adam Kundert	Plumber
Hong Liu	Custodian
Angelica Luque Valladares	Custodian
Eliazar Manjarrez Torres	Custodian
Javier Martinez	Custodian
Timothy McNeill	Fac Repair Worker
John Murray	Motor Veh Oper-Heavy
Jeffrey Niesen	Electrician
Zhaleh Noubari	Admin Program Spec
Christina Olmstead	Custodian
Justin Olson	Electrician
William Peckham	HVAC/Refrig Spec-Adv
Michael Pettitt	Purchasing Associate
Leta Phetbounthavong	Assoc Admin Prgm Spec
Sonia Ramirez Lemus	Custodian
Gerald Reefer	Fac Repair Worker-Adv
Patrick Reilly	Phys Plant Prog Manager I
Derek Rose	Custodian
Tyler Schmidt	Phys Plant Prog Manager I
Jerome Smith	Instrument Maker-Jour
Kevin Steele	Phys Plant Prog Manager I
Laurence Ward	Custodian
Chris Wheeler	Custodian
Sharon Woody	Oper Program Assoc
Amal Yambio	Custodian
Neng Yang	Custodian
Justin Zitlow	Sheet Metal Worker

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

Tim Gehrmann	Fac Repair Worker-Adv
Jerry Nennig	Painter
William Powell	Power Plnt Oper
Edward Skolaski	Motor Veh Oper-Light
Paul Thompson	Power Plnt Oper

**7 Habits Leadership  
Development Training**

*Shoko Miyagi, FP&M Human Resources*

Nearly 50 FP&M employees recently participated in The 7 Habits of Highly Effective People, a course in leadership development training. Attendees were self-nominated, as well as nominated by their supervisors and peers for this training opportunity. Facilitated



by an experienced and dynamic FranklinCovey presenter, this three-day course inspired and energized a diverse mix of FP&M employees from different departments, job functions, and shift hours. Participants met new colleagues each day and teamed up to learn together.

This training opportunity is part of the FP&M Engagement, Inclusion & Diversity initiative to develop our own talent and grow our own leaders. This type of training also reinforces FP&M's core values, especially innovation and discovery through continuous learning and improvement.

**In Memoriam: Steve Kutka**

FP&M employee Steve Kutka passed away on May 25, 2016. Steve joined FP&M in February 2014 and became a valuable member of the Physical Plant Custodial Services team by taking on the vital and needed role of repairing and maintaining the equipment used by custodians. He improved the efficiency and effectiveness of the maintenance and repair process, reducing turnaround times and eliminating unnecessary waste by repairing equipment in-house. Steve will be missed by everyone that worked with him and benefited from his expertise.

Steve is survived by his sister, two brothers, and his three daughters Brittany, Amanda, and Cassandra. They have our condolences.

There is no funeral service scheduled at this time. A memorial service will be held in July.

**On the 7 Habits...**

Many attendees provided feedback about the course and the learning opportunities that it provided.

"What a gift this training was for me. Thank you."

–Ed Corcoran, Physical Plant–Steamfitter Shop

"This course is exceptional; it takes many of the effectiveness ideas floating around and packages them into a program that makes sense and is inspiring."

–Rhonda James, Campus Planning & Landscape Architecture

"It was great to learn how to prioritize things so the big stuff is done and the little things don't take over. This is something I really need to work on."

–Mike Meyers, Physical Plant–Paint Shop

**Kudos**

On behalf of the Office of the Secretary of the Faculty and in fact the entire Faculty Senate, I want to thank Brad Schenkel (Physical Plant Campus Services) for going above and beyond to help us set up 277 Bascom for yesterday's senate meeting. His flexibility on incredibly short notice, combined with his good humor while helping us, are greatly appreciated. Thank you!

Steven K. Smith, Secretary of the Faculty

## Career Resources Fair Planned

*Meredith Smith, FP&M Human Resources*

The FP&M Engagement, Inclusion & Diversity (EID) team is excited to announce that FP&M will be hosting a Frontline Employee Career Resources Fair in August 2016.

The Fair is scheduled for mid-August 2016 and will include both day and night sessions. More details about the event will follow. We hope you will be able to join us!

For more information contact Meredith Smith ([mssmith22@wisc.edu](mailto:mssmith22@wisc.edu) or 608-265-2943).

## New Employee Recruitment Policy Issued

FP&M recently published a new Recruitment, Assessment, and Selection of Academic, Limited, and University Staff Employees policy.

This policy outlines how FP&M fills vacancies using a hiring process that incorporates merit selection principles, including objective criteria for evaluating job applicants and making hiring decisions.

For more information about this and other FP&M policies, visit [facilities.fpm.wisc.edu/Policies.htm](http://facilities.fpm.wisc.edu/Policies.htm).

## Tuition Reimbursement Policy Issued

FP&M has updated the Tuition Reimbursement policy and the process for requesting reimbursement.

In order to request tuition reimbursement, please follow these steps:

1. Fill out the UW-Madison Reimburesment Request for Career-Related Coursework or Training: [ohr.wisc.edu/docs/EmployeeCourseworkTrainingRequestForm.pdf](http://ohr.wisc.edu/docs/EmployeeCourseworkTrainingRequestForm.pdf). Be sure to include the fund/account to be charged.
2. Submit the form to your department director for approval and signature.
3. The department director will forward this form to Deputy AVC Margaret Tennesen for review and approval.
4. Once the request has been reviewed and approved, the request is sent to Christy Plautz in FP&M Human Resources to confirm that the request complies with UW-Madison policy.

If you have questions, consult the Tuition Reimbursement Policy ([facilities.fpm.wisc.edu/Policies.htm](http://facilities.fpm.wisc.edu/Policies.htm)) or contact Christy Plautz ([christy.plautz@wisc.edu](mailto:christy.plautz@wisc.edu)).

## Two Physical Plant Units Renamed

*Rob Lamppa, Executive Director—Physical Plant*

As part of our ongoing effort to better communicate with our campus customers and more effectively represent the services that we provide, we have decided to rename two Physical Plant units, effective immediately.

### CARS now Physical Plant Customer Service



The Central Answering and Response Service (CARS) unit has been renamed as Physical Plant Customer Service. PP Customer Service will continue to serve as a main point of contact for all service requests for campus customers. Service requests will continue to be submitted via telephone (608-263-3333), a NetID-authenticated web form, and via a new email address ([ppcustomerservice@fpm.wisc.edu](mailto:ppcustomerservice@fpm.wisc.edu)). The current email address ([pcars@fpm.wisc.edu](mailto:pcars@fpm.wisc.edu)) will remain in service during this transition and will be forwarded to the new address.

### PAC now Campus Renovation Services

The combined Project Administration Center (PAC) and Architecture/Engineering unit will now be known as Campus Renovation Services. This unit will continue to be responsible for the design and construction of non-capital projects on the UW-Madison campus.

The Physical Plant administrative team is working with FP&M communications to create a plan for updating our websites, print materials, and signage and for educating our campus customers about these changes.

## Templin Commended by UWPD

Jeff Templin, a supervisor in the Transportation Services Fleet garage, has received a Chief's Commendation from the UW Police Department. UWPD presents these commendations to members of the community who have assisted a member of the department or have performed a commendable act.

Jeff is being recognized for his service to the police department in keeping their vehicles and equipment on the road. He has been a dedicated advocate for their needs for many years, long before he earned the supervisor post.

For more information about the 2015 UWPD awards, visit [uwpd.wisc.edu/news/uwpd-awards-announced](http://uwpd.wisc.edu/news/uwpd-awards-announced).

## New Working at UW Website

The University recently unveiled the new Working at UW ([working.wisc.edu](http://working.wisc.edu)) website. This website is designed to serve as a hub for employee information, bringing together all the resources that you need in one place.

Working at UW includes news and events, tools, services, and other information to help you be an effective, connected part of the university community.

You can also listen to the latest employee news using a set of dedicated phone lines. In addition to English, top employee news is also recorded in Spanish, Hmong, Tibetan, and Mandarin Chinese.

English	English	(608) 263-7883
Español	Spanish	(608) 263-6712
Hmoob	Hmong	(608) 262-2791
བོད་ཡིག	Tibetan	(608) 262-4591
中文	Chinese	(608) 262-6055

Please check out Working at UW ([working.wisc.edu](http://working.wisc.edu)) and bookmark it for regular use.

## Get Outside with Outdoor UW

Outdoor UW is the university community's home for outdoor recreation. As a UW employee, you can rent paddling and camping equipment, practice yoga on the Terrace or on the lake, and learn from experienced instructors. Outdoor UW is your outlet to the outdoors.



Located in Memorial Union, it is a convenient and affordable place for people of all skill levels to get outside. Learn more at [union.wisc.edu/outdooruw](http://union.wisc.edu/outdooruw) and sign up for yoga classes at [union.wisc.edu/yoga](http://union.wisc.edu/yoga).

## Tree Planting in the Lakeshore Nature Preserve

As part of the All Campus Day of Service on April 27, 2016, staff from the Lakeshore Nature Preserve (managed by by FP&M Campus Planning and Landscape Architecture) and Physical Plant–Grounds teamed up with student volunteers for an Arbor Day Observance and Tree Planting.



Staff and volunteers planted trees and wildflowers near the stone wall entrance to Picnic Point. This area was disturbed in late 2015 when damaged iron gates were removed from the wall. The group planted six Serviceberry (*Amelanchier* species) trees as well as a wide variety of wildflowers: sky-blue aster, poke milkweed, purple Joe Pye weed, wild geranium, Jacob's ladder, zig-zag goldenrod, long-beaked sedge, and bottlebrush grass.

For more information about volunteering in the Lakeshore Nature Preserve, visit [lakeshorepreserve.wisc.edu](http://lakeshorepreserve.wisc.edu).

## Employee Resources

### FP&M Home Page

[fpm.wisc.edu](http://fpm.wisc.edu)

### FP&M Employee Resources

[fpm.wisc.edu/staff-resources.htm](http://fpm.wisc.edu/staff-resources.htm)

### FP&M Training

[training.fpm.wisc.edu](http://training.fpm.wisc.edu)

### Working at UW

[working.wisc.edu](http://working.wisc.edu)

Please contact  
**Cultural Linguistic Services**  
for assistance understanding this information.

Spanish/Español

608-265-4691

608-265-0838

Tibetan

བོད་སྐད་

608-890-2545

Hmong

rau lus Hmoob

608-263-2217

Chinese

汉语

608-890-2628