As I sit to write this article, I just returned from a ceremony at the Joe Crowley Student Union in which the University was being honored with the designation as a “Tree Campus USA.” It was extremely gratifying to see Marty Sillito recognized as a visionary leader who worked behind the scenes to ensure the University was able to meet the five criteria necessary for this prestigious award. Equally important were President Marc Johnson’s comments concerning the exemplary day-to-day performance of our entire our Grounds team to ensure our campus retains its hard-earned reputation for grounds maintenance excellence. In fact, the beauty of our campus landscape is probably one of the most compelling reason why students select us as their University of choice.

It’s that time of year again for graduation and I think it’s the prettiest time of year for the Quad. While I certainly enjoy the beauty of the Quad, the thing I enjoy the most about graduation is that it is probably the single largest event our shops work on collectively together to pull off in a tight timeframe. It seems our staff enjoys working together, there’s wonderful camaraderie, it’s usually pretty good weather when folks are out working. Plus it’s a task that when completed, honors our graduating students and hopefully makes their families proud that their children are now another generation of “Wolf Pack” alumni.

Finally, this is already our second annual safety training week and that can only be pulled off when we have a great manager like Sean Heenan and a team of volunteers and subject matter experts to help teach everyone how to make our department as safe as it is. If I were asked what my highest priority would be in my position, my response would be to ensure that every one of our employees makes it home safely at the end of their duty day. I think it’s the same answer Chef Sean Heenan would also provide!
FSD Employee of the Quarter

Michele Morrow was named Facilities Services Employee of the Quarter for the 4th and last quarter of 2014. Michele provides the accounting support for the Facilities Services Human Resources, Grounds, and Motor Pool shops. While handling all the purchase orders, invoices and requests for payments, she is also responsible for the reconciliation of our large payroll three times a month, ensuring that everyone is paid correctly and the payroll accounts are funded at the proper levels.

In her nomination, Michele’s supervisor, Dawn Harada wrote, “Michele Morrow’s quiet and steady manner sometimes seems at odds with the huge impact she makes in Facilities Services. The past two years have been very challenging in the Accounting Department as we updated our processes and automated our Excel spreadsheets to include more formulas and pivot tables. Michele possesses incredible insight and knowledge and her creative thinking have helped us develop several of our processes. She eagerly learned and applied her new Excel skills along with some creativity and created a new approach to the payroll reconciliation process that has made it an easier and more efficient process. This allows her to identify and resolve payroll and budgetary problems quicker. Michele also tracks and manages our cell and desk phones and ensure we are in compliance with University policies.

“Michele creates and provides several management reports regarding the status of Overtime Budgets, Student/Casual labor budget and several motor pool related reports, including the annual fuel reporting to the state. Michele’s management of our Salary Savings workbook and her semi-monthly updates to management are very valuable. Her clear and concise narratives provide management the information they need without requiring them to review the spreadsheet details to identify what has changed.

“Michele is dependable and considerate, always in the office on time, and providing advance notice for any needed time off. She is always ready and willing to help resolve issues with Pcards, invoices, purchase orders and anything else she can help with. Recently Michele worked with the Assistant Director for Grounds to identify and create a new review and approval process for our fuel invoices. Together they put in place this new process with provides enhanced oversight over fuel usage and enhances our internal controls.

“In her quiet and steady way Michele always gets the job done and she is a valuable member of the Facilities Services Administrative team.”

Sean McGoldrick presents Michele with her award at the Biscuits & Gravy Breakfast on February 5, 2015
Our Trash and Recycling crew works very hard to pick up and keep our trash and recycling service running. The crew members are responsible for emptying over 100 dumpsters each day and more than 260 recycling totes each week. Some totes are even emptied twice a week because of high volume.

The crew’s focus over the last year has been to reduce waste, increase recycling and install a cardboard baler. Building Services Supervisor Jon Cady has helped to implement single stream recycling services. Jon and his recycling team posted single stream posters on each wall by every tote and placed stickers on each tote to inform users of the new recycling options.

Over the past year, our trash crew has monitored compactors and dumpsters, helping us to send out full trash compactors to Waste Management. This has resulted in an almost 50% reduction of trash haul-offs per month. We have also been able to increase our recycling from six tons in July of 2014 to thirty-eight tons in March of 2015, a more than six-fold increase! These efforts have resulted in a savings of almost $100,000 from one year ago which are helping to offset the cost of the improvements. Later this year we will be working to consolidate our trash and recycling compactors up to the North Yard area which will continue our efforts to have more efficient operations.

Our crew does a great job handling the various customer requests for dumpsters and recycling bins needed throughout campus. We are lucky to have such a great team working to manage our trash and recycling efforts.
I would like to thank our Annual Refresher Training Team for the excellent job they did this year! Our committee was made up of Aaron Silverman, Yul Echo, Menard Lontoc, Katie Newman and yours truly! The committee wanted to focus on our most important asset – YOU!

We focused on health, wellness, warming up and various safety topics. I encourage each and every one of you to make the lifestyle changes discussed by Jim Fitzsimmons and Ryan Averett! On and off the job, your health and well-being matter greatly to us. The lessons we learned at the wellness and warm up classes will improve our health and wellbeing! Take time to warm up each day before you begin work. The methods learned can keep you from getting injured, no matter whether you are working at a computer all day or in the field.

A special thanks to both Jim Fitzsimmons and Ryan Averett! Both volunteered their time to share their expertise. I hope they enjoyed the fantastic luncheon put on by the Carpenters Shop. Someone told me the salsa was the best they’d ever had!

During Yul’s class we discuss the importance of performing hazard analysis for each job. Hazard analysis must be part of our daily routine. Please take the time each day to assess your workplace for safety issues. Facilities Maintenance Services has had quite a few recent incidents where conditions changed in the workplace and created a hazard. Most of these incidents could have been prevented with eye protection. Please make sure you are looking out for your eyes! When in doubt – pull the eye protection out! This simple practice can keep us out of the doctor’s office and seeing things right!

Student Shenanigans

The UNR student group, Coffin and Keys, has an annual tradition of placing a chained coffin somewhere on campus.

The Ground crew found this year’s on the morning of April 22nd. The keys and a stash of donuts were secretly left near the Service Center.
The University Parking Enforcement Officers are the “eyes and ears” of our campus community. In a nutshell, they are “chaos preventers.” Their main job function is enforcing the University’s parking regulations and issuing parking citations. Last year our Parking Enforcement Officers wrote 31,064 transactions; 16,763 of these were courtesy warnings, more than the number of actual citations.

The Parking Enforcement Officers also assist in many campus events, more than 460 in FY14 alone. They provide parking assistance at all special events held on campus to direct traffic flow and to ensure safety and compliance of parking regulations during times of heavy vehicle congestion. They also set up and take down cones, barricades, signs and other equipment, distribute special parking permits to those attending events, including visitors, contractors, dignitaries and find parking for special types of vehicles such as large buses or trucks.

Parking Enforcement Officers also provide FREE assistance to motorists by performing jump starts; unlocking vehicles when keys are locked inside, changing flat tires helping people find their cars when they do not remember in which parking lot they left their car, and performing other vehicle-related assistance for University faculty, staff, students and visitors. In FY14, we performed nearly 300 motorist assists to our campus community and visitors.

Parking Enforcement Officers also ensure that all parking enforcement equipment on campus is in good working order. If a parking meter is malfunctioning or a permit dispenser machine is not working properly, they report this information to our maintenance team so that the equipment can be brought back into service as quickly as possible.

So, the next time you see a Parking Enforcement Officer on campus, say hello and thank him or her for helping make our campus chaos free with the ever vigilant patrol of the campus parking lots.
2015 at University of Nevada, Reno has shaped up to be a year full of swinging hammers, hard hats and a generous layer of construction dust. We have upwards of $200M in hundreds of projects all over campus. Below are updates on some of the biggest of our current projects.

**Peavine Hall**  
**Project Manager: Scot Orchard**  
The new dorm is approximately 84% complete at this time. All the glazing is now finished. Right now, we are nearing completion of the exterior stone and brick work, and finishing the standing seam metal roof. Interior and floor finishes are ongoing. While White Pine will be demolished next fall, Peavine Hall will be completed and ready for 400 students to occupy it beginning in August, 2015.

**Pennington Student Achievement Center**  
**Project Manager: Scott Brown**  
The Pennington Student Achievement Center is almost 50% complete. Wall framing is moving rapidly, and sheet rock has started going up. Next to start will be exterior brick work. Over the summer break most of the site work will be completed along the north, east and south sides of the building.

**E.L. Wiegand Fitness Center**  
**Project Manager: John Walsh**  
The preliminary site work for the Fitness Center has been delayed to the second week in June with the intent to complete the initial utility relocations and site prep by the end of August, 2015. The new structure’s construction will be bidding in June with that work to commence in September, 2015. Construction of the Project will complete in December, 2016 and be ready for normal operations in January, 2017.
Hail and Farewell

Retirees January through March, 2015:
Bryan Dickson - Paint Shop
Monte Heaps - HVACR
Iris Stille - Planning & Construction
This summer will be the 59th UNR Lake Tahoe Music Camp which is held each year at the Nevada State 4-H Camp in Stateline, Nevada. The picture above is from a chorus rehearsal in 1965. If you would like to listen to the music these middle and high school students created 50 years ago, read the story below for information on how to access the recordings from the Lake Tahoe Music Camp held in 1965, and also the years of 1967, 1969, and 1971-73.

UNR Staff Employees Council names Chelsea Stufflebeam the Classified Employee of the Month for January

Chelsea Stufflebeam holds a B.S. in Accounting from UNR and has been part of member of the FSD Accounting Services team since May, 2013. Nominated by Dawn Harada and Melissa Rutter, Chelsea is known as “an outstanding worker and go-getter and is very proactive in making improvements and taking on challenges. Chelsea continues to make a difference to those around her. She has a cheerful and helpful attitude and is responsive to the needs of the departments she supports and people who call asking questions. She is always ready to help and provides assistance cheerfully to coworkers, faculty, students and the public she come into contact with. I’ve witnessed Chelsea cheerfully assisting someone who called her number in error, to make sure they got in contact with the appropriate person. “

Well done, Chelsea!

Lee Green, Darren Schryer, Jorge Farinacci, and Aaron Silverman painted the Mountain West logo on the Baseball field on Friday, February 13th.
Once again, the Paint Shop crew dished up their world-famous biscuits and gravy to give our workday a jumpstart. That was some good eatin’!
Clockwise from top left: Danny Ourdon, Pat Smith, Becky Yazzi, Marty Sillito, Brad Taylor and Steve Cavallaro, Cory Jares, Don Del Porto and Juana Torres.
“Donuts” was the theme of the UNR Staff Employees’ Council (SEC) annual Open House that was held on Wednesday, March 18, 2015 in the Milt Glick Ballroom at the JCSU. FSD Parking & Transportation Services was among the more than seventy vendors and UNR departments that participated to show their support and appreciation of the classified employees. Adding the “donuts and bacon” only improved an already great presentation by Parking & Transportation Services showcasing their services.
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The Averett family welcomed this pretty little girl on March 14th, 2015. Rayelle Mary weighed 7 lbs., 7 oz. and measured 19 inches.

David White’s 2 year-old daughter, Claire, enjoyed a day trip to Sky Tavern on March 1st.

The “Millie Bunch” in the Bay Area.

Brad Henrikson spent some great days at Pyramid Lake. Of these three fish, the smallest was 10 lbs. and the largest was 15 lbs., 15 oz!
Spring at UNR
Upcoming ERAC Events

Details will be announced closer to the events

**June 11**
Event hosted by the Plumbing Shop

**July 30**
Summer Barbecue hosted by Directors and Managers

**August 19**
Ice Cream Social hosted by the ERAC Committee

**September 17**
Event hosted by Building Services

**October 22**
Cowboy Chili Challenge hosted by the ERAC Committee

**December 10**
Annual Holiday Potluck

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Do you have anything to share for the next issue of *The Facilitator*?

Please send news from your shop or department and pictures of your family, hobbies, sports, hunting trips, etc. to: colleenmorgan@unr.edu. Thanks!!