

THE SEED SOWER

OU Facilities Management Quarterly Newsletter



Message from the AVP

OUFM Team Members,

We have had a successful fall semester thanks to your hard work. Fall Fest was a success! The food was delicious, and I enjoyed fellowshipping with everyone. Homecoming introduced new opportunities with the move to Friday night and change of location. The crowds were large, and it seems the event was a success. Sustainability and Refuse & Recycling deployed three Big Belly trash and recycling cans on campus. These new receptacles will increase efficiency within the refuse department and help our campus diversion rate. Finally, Electric and Landscape Services did a great job preparing for the annual tree lighting at Burr Park.

Later this month OU Facilities Management will submit our application to designate The University of Oklahoma as a Tree Campus USA. Achieving such a designation requires the adoption of a tree care plan, the formation of a tree committee, and several tree-related service-learning events on campus. The designation further solidifies our commitment to our environment. Thank you to everyone who helps our campus achieve this milestone!

As we close out 2023, I want to thank everyone who has actively contributed to the success of OU Facilities Management. The work we perform is often unnoticed but is essential to the success of our institution. We will continue to provide a high standard of service in 2024, and I look forward to the process we will make as a department. I hope everyone has a safe and relaxing holiday break.

Best,

*Matthew C. Rom
Associate Vice President for Facilities Management*

UPCOMING DATES

WINTER BREAK

December 22nd - January 1st

FIRST QUARTER AWARDS NOMINATION DEADLINE

January 8th

MARTIN LUTHER KING DAY HOLIDAY

January 15th

FIRST DAY OF THE SPRING 2024 SEMESTER

January 16th

SPRING VACATION

March 18th-22nd

SPRING FOOTBALL GAME

April 20th

Have an idea for the next quarterly newsletter? Email Facilities@ou.edu with your idea!

FEATURED TEAM MEMBERS

TEAM MEMBER SPOTLIGHT

Tammie Mitchell



Tammie was selected as the winner of the 2023 Annual Team Member of the Year award. Tammie's hard work and dedication to Facilities Management and the University is unwavering. She takes significant pride in her skills and craft by displaying tremendous effort, labor, and attention to detail throughout every aspect of her work, especially the annual mums.

Great job, Tammie!

MILESTONE ANNIVERSARIES

1 YEAR

Riley Kirby	10/09/22
Raymond Jones	10/09/22
Lee Tannehill	10/09/22
Nancy Andrews	10/10/22
James Andrews	10/10/22
Ryan Alvarado	10/17/22
Damien McBride	10/17/22
Geena Brownell	10/17/22
Jon Paul Cox	10/17/22
Iris Hermosillo	10/24/22
Brooke Rhoton	10/24/22
Logan Tougas	10/31/22
James Mathes	10/31/22
Spencer Keely	11/01/22
Rachel May	11/05/22
Sandra McGaha	11/07/22
Ryan Middleton	11/14/22
Joshua Hardy	11/21/22
Dearl Nickell	11/21/22
Michael Mower	11/21/22
Stuart Simpson	11/29/22
Brandon Doty	12/05/22
Charles Hamilton	12/05/22
Robert White	12/05/22
Manny Calcado	12/05/22
Travis Rubrecht	12/05/22
Joshua Cavalier	12/12/22
Ethan Lawson	12/12/22

5 YEARS

William Henry	10/15/18
Arturo Ramos	10/28/18
Eddie Nichols	12/09/18

10 YEARS

Dan Alinger	11/04/13
Bill Cooper	12/02/13

20 YEARS

Elma Melton	11/20/03
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25 YEARS

Melanie Daniel	10/24/98
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35 YEARS

DeDe Brannon	12/17/88
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NEW HIRES

FACILITY SERVICES

Sean-David Kracke | Oct. 8
 Kenneth Cushingberry | Oct. 9
 Daniel Hilsinger | Oct. 9
 Sky Bass | Oct. 9
 Hilario Duncan | Oct. 9
 Anthony Broyles | Oct. 9
 Tonya Cowser | Oct. 9
 Steven Armon | Oct. 23
 Chad Zasso | Oct. 23
 Esther Olguin Rubio | Oct. 23
 Johnny Napihaa | Nov. 4
 Ty Hobson | Nov. 13
 Mikayla Hobson | Nov. 13
 Logan Kuhn | Nov. 13
 Isabella Corliss | Dec. 2
 Distiny Lehman | Dec. 4
 Andru Kraber | Dec. 4
 Timothy Nichols | Dec. 4

MAINTENANCE

Chris Angie | Oct. 23
 John Kutsch | Dec. 4

LANDSCAPING/GROUNDS

Carl Huff | Oct. 23

UTILITIES

Javier Contreras | Dec. 4

WELCOME



QUARTER 4 AWARD WINNER

Q4

MAINTENANCE JEFF PRIVETT



JEFF PRIVETT IS A CONCRETE FINISHER FOR MAINTENANCE SERVICES. HE HAS WORKED AT THE UNIVERSITY OF OKLAHOMA FOR 11 YEARS.

“
Jeff goes above and beyond, all year long and not just in this quarter. He is always willing to help anyone, anytime, with anything they need. He is always upbeat and a huge asset to Facilities Management!”

QUARTER 1 WINNER COULD BE YOU!



The fourth quarter performance award had limited nominations, resulting in one team member receiving an award for the fourth quarter. You could be the next winner for your division upon nomination! We encourage all team members to nominate their peers when someone sees a job well done, someone going above and beyond, or someone who is exemplifying the FM Core Values.

To nominate a peer or supervisor, use the QR code below. Deadline is January 8.



SCAN ME

One team member per division of Utilities, Maintenance Services, and Landscape Services, and two team members from Facility Services can be awarded the quarterly award. One supervisor or lead can also be awarded.

Award recipients receive a \$100 supplement, certificate of recognition, and eligibility for annual award winner. The annual award winner receives a \$500 supplement, plaque, and name on award board in Facilities Management offices.

Happy
holidays

Four decorative orange starburst icons are scattered around the 'Happy holidays' text.

FEATURED TEAM MEMBERS

KUDOS KORNER



Joshua Carr

"I wanted to take the time to tell you that the young man sent to Physics yesterday to resolve the issues with Lin Hall 238 was wonderful! I understand your rep handled everything very professionally."

Kristen Odom

"I wanted to let you know what an excellent job Kristen Odom from Facilities Management has done. She has been incredibly timely and thorough with communication. We have thrown many of things her way, some of which have been very last minute, and she has made it all happen!"

Ken Black

"Ken has painted multiple spaces for us now and each time I am impressed with his efficiency and attention to detail. He leaves the space cleaner than he found it and you cannot find a flaw in his work. To add to that he is always kind, careful and asks me any questions to confirm he completes the job as expected. He is so truly appreciated!"

Hauling Shop

"I wanted to take the moment to thank you and your hauling team in assisting us for the Day of the Dead festival. They made it so much easier to have the items transferred and moved to both places."

Trent Eisenman

"Trent did a great job at Procurement today. He was checking our heating system and routine maintenance. He was very professional, friendly, and did great."

SAFETY PROGRAM



Congratulations to Utilities team member Kenneth Tramel who successfully completed the safety program!

UTILITIES - KENNETH TRAMEL



Want to know more about the Safety Program? Contact Safety Officer Jeff Mlekush at jmlekush@ou.edu

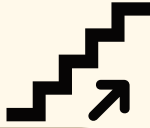
FM Team Members who are actively participating in the Safety Program:

BLAINE WINN
CHARLIE KELLER
CHRIS GEORGE
DAN ALINGER
GEENA BROWNELL
JEFF HOLZBERLEIN
JIM LAMBERT
JOSH CARR

STUART SIMPSON
BRANDON DOTY
PATRICK DOWNS
RYAN BRACAMONTE
JEFF HUNT
DEDE BRANNON
DARREN BEAN
TYLER FARRIS
LOGAN BYERS

FEATURED TEAM MEMBERS

UTILITIES STEP COMPLETIONS



Travis Rubrecht

Step 2, Maintenance Program
Utility Maintenance Mechanic

Zach Blanchard

Step 3, Operator Program
Operating Engineer

Zack Moore

Step 3, Operator Program
Operating Engineer

Dewey Privett

Step 4, Maintenance Program
Utility Maintenance Mechanic

Gavin Campbell

Step 4, Operator Program
Operating Engineer

PROMOTIONS

Congrats to the following team members on recent promotions!

Jeff Hunt

Athletics Custodial Supervisor

Carl Huff

Turf Operator

Logan Kuhn

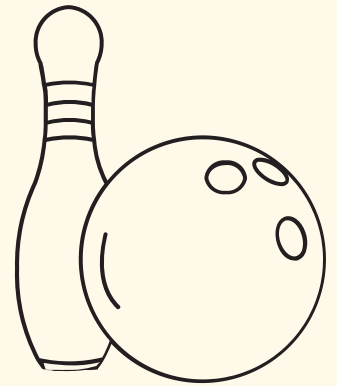
Shipping & Receiving Tech

KUDOS KORNER



Angela Maddux-Tannehill & Crew

“Here in Administration & Compliance, we are thankful for all that you do for us. You are exceptional at your job. Keeping up with our demands can be frustrating with all you have to do for all the other buildings, but you do it with extreme professionalism. You and your staff are very important to us, and we want to take this opportunity to thank you for all you do. Please let your staff know how much we appreciate them as well.”



Pictured: Meghan Warren who serves as the Assistant to the Associate Vice President can be found in bowling leagues and tournaments in Norman and around the state.

Meghan is active in a local weekly league with high scratch scores of 235 for a single game and 630 for a series this Fall. Meghan has yet to bowl a perfect game of 300, but Meghan was invited to compete in a national tournament in 2008.

Meghan started bowling in elementary school and served as the captain of the co-ed bowling team in high school for 2 years.

FEATURED ARTICLES

Material Management Uses AiM Efficiencies



In September, Material Management started using AiM's reorder generator to automatically create purchase orders for inventory items. To use the reorder generator, inventory items require a minimum/maximum quantity, reorder level/quantity, and a vendor catalogue part profile. This catalogue contains all pricing information from the major vendors used for the inventory items, such as Home Depot Pro, Fastenal or Waxie. A vendor preference is established to signal to AiM where to purchase each part from.

Every 7 days, Material Management team members use the 'Generate Inventory Reorder Procedure' to create the purchase orders needed to replenish inventory. AiM looks at the current inventory quantities and automatically adds line items with the established reorder quantity for inventory items under minimum. Material Management team members can edit quantities or pricing if necessary and then submit for approval.

The reorder generator eliminates the need for Material Management team members to identify the correct vendor to purchase from, calculate the quantities needed, add line items to a purchase order, and research every price from the vendor. Additionally, following this process, Material Management is able to receive and disburse inventory items directly to the bins when product arrives. This step eliminates the need for external inventory adjustments to be created for each purchase order line item which allows the stock items to be added to the shelf immediately.

"Following the inventory reorder generator process has eliminated significant room for user errors while cutting the time in half that it takes to complete inventory replenishment purchase orders and eliminated dozens of weekly transactions created to add product received into inventory. The efficiencies created by this new process has afforded us more time to focus on the inventory expansion project which, in turn, will benefit greatly by the changes implemented."

Tree Planting



The Department of Facilities Management invited all on campus to participate in a service-learning event in which we discussed and demonstrated the process of transplanting a tree from Jacobson Hall to the south side of Felgar Street on our main campus. This initiative was part of our commitment to preserving greenery on campus. The Shumard Oak tree at Jacobson Hall needed to be moved due to Jacobson Hall being renovated and expanded. This event was a hands-on opportunity to learn about tree care, environmental stewardship, and the significance of maintaining greenery on campus.



FEATURED ARTICLES

Homecoming Recap



Homecoming was full of traditions from the mums blooming to the celebration activities on campus throughout the week. Some new things this year included the parade and Rah Rally moving to Friday night to include a glow/light component. A big THANK YOU to all teams who helped keep the traditions alive and support the new events. .



Thanksgiving Football Recap



A big THANK YOU to all of the team members who helped prepare campus for the Friday home football game against TCU immediately following Thanksgiving. We appreciate the dedication displayed to the University and Community to help make a successful event and final Big 12 game.



Fall Festival Recap

Fall Fest 2023 was a success! In the morning we served breakfast at Couch Cafeteria to recognize the hard work of the overnight teams. In the afternoon, we hosted a lunch with fair-styled food with the whole department to celebrate our FM team members and their dedication to OU. Tammie Mitchell with the Gardening Shop was named Team Member of the Year for 2023.



FEATURED ARTICLES

Fall Fest Continued



Welcome to OU, Big Belly!



This fall, Big Belly sustainability waste and recycling machines were installed on campus in 3 optimal locations. These “smart” machines notify the Refuse and Recycling shop when the bins are full and track recycling diversion rates. Thank you to the Sustainability committee who worked hard on securing these for the OU campus!



HR UPDATES



SAFETY UPDATES

Note from the Safety Officer

2023 is just about over! Put another one in the books!

I want to thank the team members that have completed the Safety Recognition Program and those that are actively working through it. Your dedication to safety is appreciated!

Craig Carley, Gerick Smyth, and Kenny Tramel have completed the program.

Others that are well on their way to completing it are Geena Brownell, Stewart Simpson, Chris George, Dan Alinger, Logan Byers, Jim Lambert, Charlie Keller, and Jeff Holzberlein

The 2024 Safety Training program is about ready to roll out. The first of thirty-two safety training sessions in 2024 will be January 17th – Back Injury Prevention and Industrial Ergonomics. Just like this year, each class will be offered two times each quarter for a total of eight sessions per year. There is plenty of opportunity for attendance!

Some more good news is that we have an online training provider for safety courses – Skillsoft. After over a year of hurdles, hoops, and obstacles, we are finally implementing the online training. We are currently configuring the online training components to be hosted in OnPoint. We should have it ready to roll out late January to early February.

Thanks to everyone in Facilities Management for supporting our initiative to provide a safety conscious work environment! Happy New Year!

- Jeff

HR UPDATES



2023 Performance Reviews

There are exciting changes coming with annual performance reviews! First, the university is transitioning from the current paper process to Cornerstone - an online performance management system. Within Cornerstone, team members now can establish and work towards goals applicable to their position and department. This month supervisors have been assigning front-line team members with at least three department-wide goals for 2023, and if applicable, any additional established goals within the Cornerstone website. Beginning Jan 2 - Jan 31, team members will then be tasked with logging into Cornerstone (using their OU 4x4 and password) to begin their self-review. This will allow team members an opportunity to provide feedback on how they believe their 2023 performance was. Once completed, Supervisors will then complete the performance review capturing their team members' contributions and performance for the 2023 year. Make sure to check out the evaluation website for more information and login to Cornerstone- <https://hr.ou.edu/evaluations>

Did you know?

On November 30th, 2023 the OU men's basketball team played a regular-season game in the McCasland Field House for the first time since 2012.

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