The Division of University Facilities proudly announces that Montclair State University was awarded its first-ever Leadership in Energy and Environmental Design (LEED) Gold Certification for the Center for Environmental and Life Sciences (CELS) building.

What is LEED?

LEED is the world-wide benchmark for sustainable architecture and construction as implemented by the U.S. Green Building Council, an organization which promotes sustainability-focused practices in the building and construction industry. Buildings are awarded points to attain four categories of LEED certification: Certified, Silver, Gold, and Platinum. In each instance, buildings must meet rigorous standards for efficiency and sustainability by using less water and energy and by reducing greenhouse gas emissions.

CELS achieved LEED Gold status by earning 61 points in categories ranging from water efficiency to design innovation. It was originally anticipated that this building would reach the goal of Silver certification; however, the sustainability of our campus, including access to mass transit, abundant open space, commitment to habitat preservation, and provision of many local amenities within walking distance enabled the University to identify additional points which elevated this facility to a higher ranking.

Although CELS opened to the campus in 2015, the LEED process began as early as 2008, when the project was in the programming phase. Starting early allowed us to find synergies which helped us make decisions that positively affected the project as it moved forward.

Why LEED?

Organizations seek LEED certification for various reasons. In 2008, Montclair State University became the
What Divides Us Pales in Comparison to What Unites Us

Background

The University Facilities (UF) team is comprised of 330 professional and skilled workers who are responsible for the continuous and ongoing operation of the University’s 250-acre campus. As an organization which seeks to deliver exceptional customer service through the creation of strong partnerships and the development of a high-performing work team, the Division recognizes that its employees are its greatest asset. As one of the larger divisions on campus, University Facilities faces unique challenges in its business operations, particularly in the management of a staff which is diverse in economics, education, national origin, race, and rank. In an effort to provide a workplace which values our employees, fosters collaboration, teamwork and communication and ensures an inclusive environment that embraces the diversity of our work force and where each employee is respected and valued; the Division is committed to creating formalized communication channels through which employees are able to receive information and provide feedback on its activities.

Process

In June 2016, Montclair State University contracted with an external firm, deepSEE Consulting, to gather input from University Facilities employees regarding Diversity and the UF work environment. To do so, deepSEE conducted the following activities over a six-month period: 1) two Division-wide surveys on employee satisfaction and inclusion competencies which were distributed online in July; 2) on-campus Focus Groups based on race and other factors for a select group of University Facilities employees representing all UF business units which were conducted in November; and 3) a series of strategic planning retreats from July through December.

Plan Development Process

A group of 25 staff, supervisors and managers from throughout the Facilities Division were selected to participate in a strategic development process to conduct a needs assessment and create a plan for Diversity and Inclusion (D&I). This group was assembled to be a representative sample of UF employees based upon work unit and other factors. The process began in July and concluded in December. Throughout the process, the group learned about workplace D&I concepts and best practices and also reviewed organizational data.

In addition, several issues outside of the control of the division influence or exacerbate the identified issues. While the group recognized that these issues fell outside of the plan, they nonetheless wanted them noted. Specifically, the issues center around the need for stronger central Human Resources (HR) systems and support to lead much of this work, provide a more effective orientation program, include supervisors more in hiring and performance management processes, and offering more support to UF work units.
**OUR DIVERSITY & INCLUSION STATEMENT**

“Diversity at MSU Facilities is reflected in a broad spectrum of differences, from our individual identities, to our varying perspectives and values. Those differences bring strength to our work, our relationships and our campus community. Because we believe in the value of Diversity, we work to create an environment that welcomes and values the differences we all bring to the workplace.”

**The strategic planning group achieved these key milestones:**

- ✓ Understand key Diversity and Inclusion (D&I) concepts
- ✓ Review best-practice D&I statements from other organizations and competitors
- ✓ Create the D&I statement for the Facilities division
- ✓ Review detailed data from the departmental survey for D&I and identify key issues
- ✓ Review detailed data from focus groups and identify key issues
- ✓ Learn best-practice programming for D&I
- ✓ Identify and prioritize action steps for the D&I plan

**Significant Issues Identified**

<table>
<thead>
<tr>
<th>Lack of or poor communication</th>
<th>Lack of accountability</th>
<th>Lack of consistent and effective supervisory skills:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespect for Hispanic Housekeepers</td>
<td>Inequality for women in construction</td>
<td>Lack of consistent accountability and perception of “dead weight”</td>
</tr>
<tr>
<td>Unclear or inconsistent processes regarding discipline</td>
<td>Divisions caused by union leadership</td>
<td>Favoritism</td>
</tr>
<tr>
<td>Process and procedure issues with or in Human Resources</td>
<td>Transgender staff don’t feel included</td>
<td>Allowing gossip to flourish</td>
</tr>
</tbody>
</table>
# Goal #1 - Create Clear and Effective Communication Channels Throughout the Division

**ACTION PLAN**

<table>
<thead>
<tr>
<th>Create a Communications Plan to Include:</th>
<th>Conduct Communications Training for all Staff to Understand and Practice:</th>
<th>Develop and Maintain a Diversity Committee to Provide Feedback Mechanisms Throughout the Division and to Provide Recommendations Regarding Diversity Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Structure, system and guidelines for effective meetings</td>
<td>• Effective communication skills</td>
<td>Steps include:</td>
</tr>
<tr>
<td>• Activities to ensure top-down and bottom-up communication</td>
<td>• Department communication channels and communication plan</td>
<td>• Determine Membership</td>
</tr>
<tr>
<td>• A mechanism to address issues and a way to communicate for and about resolution</td>
<td></td>
<td>• Develop Charter</td>
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</tbody>
</table>

# Goal #2 - Develop Key Skillsets for all Staff

**ACTION PLAN**

<table>
<thead>
<tr>
<th>Provide Training for Supervisors to Understand and Practice:</th>
<th>Re-Orient all Staff on Workplace Standards and Processes Including:</th>
<th>Develop and Deliver D&amp;I Training to Better Understand and Practice How To:</th>
<th>Provide Language Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• How to set expectations</td>
<td>• Work standards and accountability</td>
<td>• Create a respectful workplace</td>
<td>• English</td>
</tr>
<tr>
<td>• Accountability techniques and processes</td>
<td>• Performance management standards and processes</td>
<td>• Understand different cultures in the workplace</td>
<td>• Spanish</td>
</tr>
<tr>
<td>• Effective influence and supervision skills</td>
<td>• Understanding the Employee Handbook</td>
<td>• Resolve conflict across cultures</td>
<td></td>
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<tr>
<td>• Divisional policies</td>
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<td></td>
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</tr>
</tbody>
</table>

# Goal #3 - Recruit and Develop in Under-Represented Categories

**ACTION PLAN**

| Develop an Apprenticeship Program in Trades and Create a Recruitment Program for Women in Trades | Develop a Mentoring Program | |
|--------------------------------------------------------------------------------------------|-----------------------------|
UF Diversity Initiative: Our Progress to Date

• The Vice President instituted separate quarterly meetings for all UF Managers and Supervisors to learn about Divisional and University issues and to engage in dialog about effective operations.

• All UF employees are strongly encouraged to attend Facilities Division Information Sessions, Town Hall-style meetings with the Vice President and other senior managers, where Divisional and University issues are discussed. The next Town Hall meetings are scheduled for Wednesday, May 10 at 8:30 a.m. and 2:00 p.m. in CELS 120.

• The Division has engaged the services of a Certified Professional to provide "Professional Behavior and Respectful Communications" workshops for all UF employees between June - August 2017.

• NJ APPA Supervisor Toolkit Training is scheduled for June 19-21, 2017.

• Development and training courses were made available to all UF employees in the Cornerstone Learning Management System.

• English and Spanish courses were made available to all UF employees in Cornerstone.

• English as a Second Language (ESL) classes were made available to UF employees through the College of Education and Human Services.

• The University Facilities Employee Handbook will be made available to all employees in Cornerstone in April 2017.

• Supervisors and Managers will be introduced to the UF Employee Handbook at the end of April 2017.

• Starting in February 2017, all new employees began attending an all-day Divisional orientation program. In April 2017, existing UF employees began attending this program.
During the Fall Semester of 2016, MSU Fire Safety held its annual poster contest featuring the Center for Campus Fire Safety theme: “What Kind of Cook are You in The Kitchen!?”. This contest was judged on overall creativity, expression of the overall message, level of incorporation of MSU into the poster and effectiveness of the message the poster presented to the viewer. Prizes included $25 and $50 AMEX gift cards, and the top prize of an iPad Mini 4!

John Keane, MSU Fire Safety Specialist, presented each recipient with their prize and a commemorative photograph of their accomplishment. MSU Fire Safety and Residence Life thank all participants for their efforts and congratulate the winners on a job well done!

Fire Safety Poster Contest Winners Announced

During the Fall Semester of 2016, MSU Fire Safety held its annual poster contest featuring the Center for Campus Fire Safety theme: “What Kind of Cook are You in The Kitchen!?” This contest was judged on overall creativity, expression of the overall message, level of incorporation of MSU into the poster and effectiveness of the message the poster presented to the viewer. Prizes included $25 and $50 AMEX gift cards, and the top prize of an iPad Mini 4!

John Keane, MSU Fire Safety Specialist, presented each recipient with their prize and a commemorative photograph of their accomplishment. MSU Fire Safety and Residence Life thank all participants for their efforts and congratulate the winners on a job well done!

1st Place— Saverio Turrano
(Bohn Hall) iPad Mini 4

2nd Place— Taylor Randolph
(Dinallo Heights) $50 AMEX Gift Card

3rd Place— Kingsley Chukwuochakl
(Sinatra Hall) $25 AMEX Gift Card
MSU FIRST RESPONDERS BAND TOGETHER & GET PIED

AND DUNKED FOR A CAUSE!

By John Keane, CFO

No matter whether their job is to hold the Thin Blue Line, the Thin Red Line or the Star of Life, the overall mission held within the heart of every First Responder remains the same. Every Police Officer, Firefighter, or Emergency Medical Technician is bonded to preserve life to the best of his or her ability. Here at Montclair State University, we take great pride displaying on a daily basis how close our First Responders work together to ensure the safety of all within the campus community. During the week of April 9-15, the MSU EMS, Fire Safety, and Police Departments joined forces to host two fundraising events in the Student Center Quad. “Pie a First Responder” and “Dunk A First Responder,” which were conceived with the goal to raise money for MSU EMS and the St. Barnabas Burn Center.

The “Pie a First Responder” event, which featured First Responders willing to have a laugh and interact with students, took place on April 11. All proceeds went towards the MSU EMS equipment fund. At the cost of $1 per chance, students who donated were given a pie to throw in the face of their First Responder of choice. Stunning warm weather and a large participation from MSU students and faculty wanting to have a laugh were the hallmarks of this day. Representatives from each participating department, including Office of Emergency Management Director Matthew Gallup, EMS Managing Director Jacqueline Lawrence, and Fire Safety Specialist John D. Keane attended the event and joined in the festivities. They even threw pies at each other to support the campaign. The event ended with a frenzy of whipped cream pies thrown by each participating First Responder. “Pie a First Responder” successfully raised $225.00 which will be used towards equipment purchases for EMS operations.

On April 13, just in time to catch students during final afternoon classes before Easter Break, the second joint fundraising event “Dunk a First Responder” was held. This event featured a sunny, but cooler, day and a Dunk Tank! Coordinated by John D. Keane and Jacqueline Lawrence (who are both alumni of the Fire Science Program at New Jersey City University), this event included First Responder volunteers who were submerged in a dunk tank to raise money for the St. Barnabas Burn Center. Students who tried their luck attempted to dunk their First Responder of choice with the assistance of a waterlogged softball. Ten First Responders from MSU EMS and Fire Safety volunteered to be dunked, although the water was a little chilly. “Dunk a First Responder” was proven to be a successful effort in its initial attempt. In was, in fact, such a success that the participating groups have already discussed the possibility of making this an annual or even semi-annual event! With the support of Director of Grounds Services, Stephen Ruggerio, who provided water hoses to help fill the dunk tank, and high participation from MSU student dunkers, the event raised $250.00.

Both fundraising efforts provide evidence of the strong relationships among the family of MSU First Responders. Whether it be the finest display of duty and security by our Police Officers, the strong fire prevention efforts of the Fire Safety team, or the readiness of and dedication to the preservation of life from the EMS Squad, we all strive to achieve one goal- the safety and protection of the Montclair State University community.

John Keane has served as the MSU Fire Safety Coordinator since 2015. He is a State-Certified Fire Official and an active Firefighter in Lyndhurst, NJ.
Tobacco, Smoking and Vapor Use on Campus

New University Policies on the Use of All Tobacco and Similar Products Will Be Effective September 1, 2017.

Current State law and University policy prohibit smoking, and/or the use of tobacco, vapor or similar products* inside any campus building and all campus vehicles.

A plan for a phased elimination of the use of tobacco products on campus will be implemented as follows:

- Effective **September 1, 2017**, use of these products will be restricted on-campus to designated smoking areas which will be located at least 25 feet from all entries, outdoor air intakes and operable windows.

- Outdoor areas where the use of tobacco products is permissible will be clearly marked and designated as such. Smoking, use of tobacco, tobacco products or vapor equipment will be prohibited outside of these areas.

- The Office of Health Promotion will prepare a series of programs and services for the campus community that will support and encourage tobacco cessation. These will last until full implementation of the policy on September 1, 2020. If deemed necessary at that time, additional programs will be established.

**THE CAMPUS WILL BECOME 100% SMOKE, TOBACCO AND VAPOR PRODUCT FREE ON SEPTEMBER 1, 2020.**

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*Products include, but are not limited to: Smokeless Tobacco (Chewing Tobacco, Snuff, Dip); Cigarettes; Pipes; Cigars, Cigarillos & Little Cigars; Electronic Nicotine Delivery Systems (E-Cigarettes, Vapor products & Vaporizers, Dry herbs & wax, E-Liquids); Waterpipes (including Hookah); Dissolvable Tobacco; Bidis; Kreteks


**Please forward questions to:** tobacco-free@montclair.edu
first educational institution in the nation to sign a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) committing to utilize the latest green technologies and practices on its 246-acre campus. By signing the MOU, the University agreed to management and operational principles that would ensure that it meets high environmental standards and reduces its carbon footprint. In addition to the Memorandum of Understanding, MSU is fortunate to have dedicated members of University Facilities who care about the built environment and our role as stewards of the facilities we design, construct, and manage.

Looking ahead, University Facilities is currently in the programming phase of College Hall. It is anticipated that this three-story, 125,000 sq. ft. structure built in 1908 will take its place among other LEED-certified buildings on campus, including University Hall. College Hall will be the University’s first attempt at seeking LEED certification for a Historic Building.

Frank Cunha has served as a Senior Project Manager since 2007. He is a member of the American Institute of Architects, and is certified by the National Council of Architectural Registration Boards. Frank has attained LEED Green Associate certification.

**UF Employee Handbook Available in Cornerstone LMS**

The University Facilities Employee Handbook was introduced to all Divisional staff in April 2017. Employees are able to access this document at all times in the Cornerstone Learning Management System and on the University Facilities website. Hard copies will be made available in the offices of all Departmental AVP’s, and at the University Facilities Connect Corner computer kiosks.

Updates, when required, will be made available in Cornerstone and posted on the web.

For more information about Cornerstone, please contact Joana Dos Santos Gonzalez at extension 3304 or via email at gonzalezjoa@montclair.edu

**CELS LEED Gold** (cont. from pg. 1)

**CELS By the Numbers**

- **107,000 sq ft of new academic & research space**
- **1** two-story atrium with three oversized arched windows opening to a patio with views of New York City
- **37** Certified Fume Hoods
- **12** Negative Pressured Labs
- **160,000 CFM of 100% Outside Air**
- **2** Heat Recovery wheels controlled by a Building Automation System of over 5,000 data points

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Help recognize our deserving employees! Nominations are accepted year-round.

Forms are available online or at any Employee Recognition box around campus.

www.montclair.edu/facilities/learning-development/recognition
Commendations & Congratulations

Our Customers Sound Off on Our Service

"An assemblage of interacting populations occupying a shared space or area is my definition of community. To that end, Robert Webb exemplifies community. Robert positively interacts with colleagues, students, and faculty. Many ECELE faculty know Robert not because his name is on his shirt. Rather, his regard for everyone makes him stand out. The warmth and professionalism he demonstrates during the execution of his duties makes Robert Webb worthy of recognition."

-An MSU Academic Affairs Division Customer

"This was a major move for us, moving 20+ people and 20 years of "stuff". We had all of the usual headaches that would go along with that, but James Jones made the locksmith process easy and straightforward. JJ (and his team) are quick to respond, patient in explaining things to everyone, and do all of it with a smile.

I feel like we don't always tell others what works well on this campus, but this seemed like a great opportunity to point out the strength in your team. JJ is a great colleague and I feel fortunate to have worked with him in the last few weeks."

-An MSU Academic Affairs Division Customer

"Dear Facilities, I'd like to sing the praises of Nate Alexander, one of the maintenance workers in the morning in the library. While he is always quite easy to get along with (very friendly) and agreeable (very helpful), yesterday he really went above and beyond to help me. Yesterday, I and two other people were installing a new exhibit in the lobby and Nate came by to polish the glass shelves before we started the installation. We kind of hovered around him as he worked and he seemed perfectly fine with that. Then, after he was done, I accidentally broke a glass shelf inside the case he had just cleaned. He quite amiably came to our rescue and cleaned out the broken glass. Later, he removed the broken shelf and discarded it safely so no one would get hurt. This was performed all while he continued to carry out his regular duties within the library. I believe he deserves a big round of applause for his patience, effort, and kindness. Thank you, “

-A Sprague Library Customer

"Today two Facilities personnel came to our office in University Hall 3119 to hang up two document holders on the wall. These gentlemen (Adrien Torres and Geraldo Jimenez) did a very good job and were extremely helpful. We mentioned to them that we had submitted that work request on the same day we had submitted a request for assistance with hanging up some items on the Director's walls as we had moved to this new location over the summer, and these gentlemen offered to assist us with this work request as well. After waiting for such a long time to have either of these requests addressed, we were very pleased that these individuals went the extra mile to make sure that our needs were met without further delay. Many thanks to your team. “

-An MSU Academic Affairs Division Customer

"I would like to take this time to thank you for your help with our Graduate Open House yesterday. We had hundreds of students attend and they traveled to every corner of our campus. It was because of each of you that every aspect of our event ran so smoothly!

Thank you from all of us at The Graduate School, for your attention to detail and your commitment to excellence. It has been a pleasure to work with each of you and I look forward to working with you again."

-An MSU Graduate School Customer
Welcome New Facilities Employees!

11/24/16 - 4/24/17

NILKA SANTAMARIA
Groundworker
Grounds & Landscape Services

RASHIDA BULLEY
Sr Bldg Maint Wkr
Housekeeping Svcs-Res Life

ERICA WEBB
Sr Bldg Maint Wkr
Housekeeping Svcs-Administrative

MARIA CASTILLO
Sr Bldg Maint Wkr
Housekeeping Svcs-Res Life

ROBERT TROPION
Ass’t Dir of Mechanical Svcs
Facilities Maintenance & Engineering

YUMARY PAZ
Sr Bldg Maint Wkr
Housekeeping Svcs-Res Life

MAREK PYTTEL
Sr Bldg Maint Wkr
Housekeeping Svcs-SCATH

ADAM MCGUIRE
Ass’t Project Mgr/Eng
Capital Planning & Project Mgmt

KATHRYN HUNCHAR
Ass’t Project Mgr/Arch
Capital Planning & Project Mgmt

EARL FARRELL
Dir of Bldg Repairs
Facilities Maintenance & Engineering

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SERVICE MILESTONES
January - April 2017

William Fitzpatrick
Dion Cashaw
Patsy Brunetti
Umile Gencarelli
Christopher Mccallen
Adrien Torres

Kevin Lepore
Robert Zandanel
Henry Ornovitz
Aaron Lewis

Pedro Rivera
Victor Concepcion
Janki “Sheila” Panchu

Walter Lazo
Randolph Reed

Margarita Acevedo
Christine Stodolak

Fred Weinspach
Elvia Valladares
Exploring Leadership and Management Challenges

Supervisors and Managers Attend NJAPPA Conference

From March 29 - 31, seven University Facilities Managers and Supervisors attended the NJ APPA Spring Conference in Galloway Township, NJ. The conference theme “Creating Leaders Out of Followers” explored everyday challenges faced by Facilities managers and leaders. MSU representatives gathered with peers to share experiences and learn about the services and products offered by NJAPPA business partners. Conference highlights include the keynote address on the conference theme by Timothy Tobin, Ed.D, and an extended set at the Piano Bar by our own Vice President Shawn Connolly!
Staff Accomplishments

Celebrating Our Employees’ Achievements

Congratulations to Assistant Director of Postal Services, Lavone Broxton, for being named as an Executive Board Member of the Greater New Jersey Postal Customer Council (GNJPCC). The PCC program establishes an effective platform for an ongoing dialogue between the U.S. Postal Service and its mailing industry customers, employing its resources to implement and coordinate the activities of the U.S. Postal Service in its relations with the business community and public in general. University Facilities was excited to host the GNJPCC for its Spring Meeting in the CELS building on March 24.

Congratulations to Ben Ceca, Assistant Director of Fleet Services, for receiving the 2016 Distinguished Citizen Award from the MSU Police Department. The Distinguished Citizen Award, which was handed out at a ceremony on January 12, is given annually in recognition of those who help University Police in support of its mission.

Congratulations to Ben Omuya, Director of Parking Services, who recently earned his Certified Administrator of Public Parking (CAPP) credential. The CAPP designation is respected worldwide as the leading credential in parking. It is a significant achievement for parking professionals and takes over a year to complete. Please visit http://www.parking.org/professional-development/capp-program/ for more information about CAPP.

Congratulations to Automotive Mechanics Sam Thorburn and Adam Fahmi, who passed the National Institute for Automotive Service Excellence (ASE) Air Brakes certification test in March. Recognized as an industry leader, ASE is an independent, non-profit organization working to improve the quality of vehicle repair and service by testing and certifying automotive professionals. Sam and Adam join nearly 300,000 Automotive Technicians and Service Professionals in holding ASE Certifications.
Personal Electronic Devices
by Wilson Robles, PE,CHMM

Safety First: Reducing the Risk of Workplace Injuries

We must be aware that using personal electronic devices while driving a service vehicle, operating a power industrial truck or other industrial machinery can be dangerous.

Myth
Employees using handheld devices are multitasking.

Fact
Brain activity is reduced by 37% when using personal electronic devices. The likelihood of a serious incident is high.

These are the most common safety hazards that can cause injuries while using personal electronic devices irresponsibly in the workplace:

- Personal electronic devices that are not intrinsically safe have the potential to cause fires and/or explosions when in contact with flammable atmospheres.
- Distractions from personal electronic devices imperil employees’ ability to recognize and react to hazards such as passing forklifts, which can hit pedestrian employees.
- The use of personal electronic devices with speakers, earphones, or headset devices (e.g. portable music players, cell phones and other handheld devices) in, or around the workplace, as these devices impair a worker’s ability to hear surrounding sounds.

It takes “two to text.” If you are the person on the receiving end of prohibited or unsafe texts being sent at work, don’t respond. Let them know, in person, that texting at work is unsafe and inappropriate and that you will not participate.

It only takes a few seconds of taking your eye or your mind off the primary task for serious injury or death to occur.

Wilson Robles has served as Assistant Director of Environmental Health & Safety since April 2016. He is a licensed Professional Engineer and Certified Hazardous Materials Manager with extensive experience as an Industrial and Environmental Health and Safety Engineer.
The average U.S. household spends $5,550/year on energy. Buying energy-efficient appliances, making energy-efficient home improvements, and taking energy-efficient actions every day can save hundreds of dollars.

⇒ Buying ENERGY STAR appliances saves up to 30% on electricity bills. For instance, a new ENERGY STAR-rated refrigerator saves $165 compared to a regular model in its lifetime.
⇒ Replacing incandescent light bulbs with energy-efficient halogens, CFLs or LEDs saves 30-80% on energy bills. That adds up to annual savings of $50 to more than $100.
⇒ Taking daily, energy-efficient actions while you’re at home, at work and on the go saves energy and money. Washing clothes in cold water can save $63/year, and keeping your tires inflated can save $61/year.

Go to: https://www.energystar.gov/campaign/knowledgeCenter and click on the links to get a list of energy efficient products for your home.
As spring approaches thoughts turn to cleaning up from the long winter, making repairs around the home and enjoying the outdoors. Keeping a few safety thoughts in mind will help you make your spring experience much more enjoyable.

**Inside the Home:**
- Check and clean your smoke and carbon monoxide detectors.
- Check your fire extinguishers.
- Check for overloaded or damaged extension cords.
- Prepare for storm related outages (make sure your flashlights and portable radios have batteries and that other supplies, such as bottled water, are stocked and available).
- Practice exit drills with your family so everyone knows what to do in case of an emergency.
- Properly store household chemicals and never mix cleaning agents.

**Outside and Around the Yard:**
- Make sure your address numbers are up and visible from the street.
- Clean up yard debris. Cut back dead limbs and grasses.
- Maintain a clear 'fire zone' of 10' around structures. Clean up leaves and debris and consider using stone or non-combustible mulches.
- Check outdoor electrical outlets and other electrical appliances.
- Get your grill cleaned and serviced. Check all propane tanks and lines for leaks and damage. Keep 100' of garden hose with an attached nozzle connected and ready for use.

**In the Garage or Shed:**
- Clean up and properly store paints, pool and yard chemicals.
- Check fuels containers for leaks and make sure they are properly stored.
- Have all power equipment cleaned, serviced and readied for use.

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By John Keane, CFO

John Keane has served as the MSU Fire Safety Coordinator since 2015. He is a State-Certified Fire Official and an active Firefighter in Lyndhurst, NJ.

WHAT’S UP WITH EDGAR THE EARTH?

FIND OUT MAY 3 & 4
EARTH DAY 2017
MONTCLAIR STATE UNIVERSITY AMPHITHEATER
Nominations begin April 1st and conclude on May 31st. Awards are based upon performance in the previous year.

Awards will be presented at this year's Division Meeting on June 15th.

Nominate your employees/colleagues to recognize their efforts over the year.

Nomination forms are available at most time clocks on campus and at the Overlook building.

Submit forms in the specially marked boxes at the time clocks or via email to uf-training@montclair.edu.

Your nominations are critical to the success of this program. Get them in today!

06.15.17
SAVE THE DATE

2ND ANNUAL
UNIVERSITY FACILITIES DIVISION MEETING

10:00AM | KASSER THEATER

BBQ TO FOLLOW BEHIND MAINTENANCE BUILDING
Please direct inquiries about training and events to **Joana Dos Santos Gonzalez** at gonzalezjia@montclair.edu or at ext. 3304

## MAY 2017

<table>
<thead>
<tr>
<th>MON</th>
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<td></td>
<td>New Employee Orientation</td>
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<td>9 a.m.- 4 p.m.</td>
<td>10:00 a.m.</td>
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<td>UF Division Info Session</td>
<td>Beginner 2 Computer Class</td>
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<td>8:30 a.m. &amp; 2:00 p.m.</td>
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