A New Facilities Home for the Holidays

As of December 5, 2016, the following University Facilities (UF) departments relocated from 855 Valley Road in Clifton to the Overlook Office Tower in Little Falls: the Office of the Vice President; Capital Planning & Project Management; Environmental Health & Safety; Fire Safety; and Facilities Financial Management. Facilities Human Resources has also joined our administrative team at Overlook from its former location in College Hall. UF shares this space with other administrative divisions including Budget, Finance & Treasury, Human Resources, and University Advancement. UF Maintenance, Service, and Logistic Support will continue to operate from campus.

Please see page 6 for a closer look at our new home.

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SERVICE IS OUR BUSINESS

University Facilities is committed to the delivery of exceptional customer service to MSU’s students, faculty, staff and visitors. As a customer-focused service organization, the manner in which we support our customers is as critical as the services we provide. We are expected to conduct ourselves in a professional manner at all times and to observe the rules of professional conduct and safety in the field and in all MSU facilities.
UF Pilots Diversity Initiatives at MSU
What Divides Us Pales in Comparison to What Unites Us

In an effort to gather input from our organization regarding Diversity and our work environment, Montclair State University contracted with an external, international firm, deepSEE Consulting.

deeSEE provides insightful consulting and strategic diversity training, paired with measurement tools focused on building individual and organizational cultural competence.

deeSEE is not about your typical “blame and shame” diversity training that has arguably deserved a bad rap over the years. We enable individuals and organizations to see beyond the surface, to see clearly for themselves the rich opportunities—and challenges—of today’s multigenerational, multicultural workplace and the new competencies that today’s leaders require.

University Facilities is the first MSU business unit to undergo diversity training, deepSEE commenced its work with our Division by distributing two surveys on diversity attitudes and competencies to all 300-plus UF employees in July. The survey was followed by a series of diversity strategic planning retreats from July through December with a core group of 26 employees representing a cross section of UF work units. In September, a larger, select group of University Facilities employees- almost 1/3 of our workforce- was asked to participate in diversity focus groups which were designated by race, rank, ethnicity, and other factors.

A report on our diversity activities will be presented to UF personnel in January 2017.

Did You Know That…

Many of our staff in University Facilities were born, or lived, in countries from all over the globe? Listed here are just a few- 24 representative nations. Can you match these flags with the country?

China Colombia Cuba Dominican Republic Ecuador El Salvador Ethiopia Guyana Haiti Hong Kong India Italy Jamaica Mexico Nigeria Panama Philippines Poland Portugal Puerto Rico Spain Trinidad United States Uruguay
Hawk Crossings Residents Get a Taste of Kitchen Fire Safety

By John Keane

On October 5, 2016, MSU Fire Safety conducted a program promoting kitchen fire safety with the residents of Hawk Crossings apartments. In this smaller-yet-simple program, approximately 40 residents of Hawk Crossings listened to a small presentation on kitchen appliance and stove top fire safety-related tips and precautions. The presentation was augmented with a hands-on training using the University’s smart technology fire extinguisher trainer, simulating the behavior and intensity of a fire typically found on stove tops from frying oils.

In 2015, 36% of Fire Department responses on campus were due to unattended cooking-related incidents. Of those reported incidents, 61% of unattended cooking fire calls were reported from Hawk Crossings. Fire calls like this are preventable conditions that engage fire department resources and cause complacency of residents which can lead to a potentially hazardous and deadly result. Cooking fires have been the leading cause of fires in homes and college dormitories nationally, claiming the most lives and the most injuries. Through the implementation of programs like the one held at Hawk Crossings, MSU Fire Safety hopes to help raise awareness to help reduce fire department call volume and fire-related injuries related to unattended cooking accidents in residence halls where stoves are present and frequently used.

Members of the MSU Fire Safety team also educated students on simple fire prevention methods such as lowering the temperature of the stove top to prevent food burning, keeping cooking surfaces clean, and having a proper fire extinguisher as part of a resident’s cooking essentials. All of which are proven measures that can reduce the number of unattended cooking calls and fires resulting in losses of life and property. Such a program has also further demonstrated the relationship that MSU Fire Safety keeps with the Residence Life community and the Center of Campus Fire Safety. This is done by showing our residents on campus that life safety is held to the highest priority, and to further spread the words of the Center of Campus Fire Safety’s 2016 Theme “What Kind of Cook Are You in The Kitchen!”

Congratulations to MSU Sophomore, Christina Urban, winner of the Center for Campus Fire Safety (CCFS) 2016 national Fire Safety Month quiz, "What Kind of Cook are you in the Kitchen?" A resident of Blanton Hall, Ms. Urban was one of two students (from 3,389 completed entries) selected to win a $500 AMEX gift card. Montclair State University was also recognized by the CCFS for its impressive showing in this contest: 940 MSU students took the quiz—the highest level of participation from any single institution in the country.

Left: MSU Fire Safety Coordinator, John Keane and Residence Life Director, John Delate present Sophomore student Christina Urban with her $500 gift card.

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PUT A FREEZE ON WINTER HOLIDAY FIRES

It’s fun to decorate for the winter holidays, but holiday decorations can increase your risk for a home fire. As you deck the halls this season, be fire smart.

Read manufacturer’s instructions for the number of light strands to connect.

2 out of 5 home decoration fires are started by candles.

The top 4 days for home candle fires are Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day.

Keep candles at least 12 inches away from anything that burns.

Although live Christmas tree fires are not common, when they do occur, they are dangerous. On average, 1 of every 34 reported home Christmas tree fires resulted in death.

A heat source too close to the Christmas tree causes 1 in every 4 of the fires.

Make sure your tree is at least 3 feet away from heat sources like fireplaces, radiators, space heaters, candles or heat vents. Also, make sure your tree does not block exits.

Get rid of your tree after Christmas or when it is dry.

For more information on how to prevent winter fires, visit: www.usfa.fema.gov and www.nfpa.org
Jersey Cares Coat Drive

November 1 through December 7

For the second year in a row, University Facilities participated in the annual Jersey Cares seasonal collection coat drive. Jersey Cares will collect and distribute more than 30,000 “gently used” winter coats to men, women and children in need throughout New Jersey through the 21st Annual Jersey Cares Coat Drive. Over the past twenty years, Jersey Cares has collected, sorted and distributed more than 500,000 coats for New Jersey residents through this initiative. Companies, churches, fire departments, police stations, schools and other organizations set up sites across the state to collect coats and then deliver them to the nearest central drop-off point.

This year, University Facilities collected 165 coats in RED drop-off bins located at:

- Panzer Athletic Center
- Maintenance Building
- Student Center Main Entrance
- 855 Valley Road

More information about Jersey Cares may be found on its website: www.jerseycares.org
Overlook Tower Project

The Overlook Tower is an 11-story, 415,000 GSF corporate center located at the northern edge of campus. It is the new home for some very specific University administrative offices. For those not familiar with this building, it is located at the northern edge of campus along Route 46 East, just behind the Six Brothers Diner.

We renovated 51,000 GSF of corporate office space on the third floor that has become the home for Finance & Treasury, Budget, University Advancement, Human Resources and University Facilities. The design of this space is geared around the ‘open floor plan’ concept which will promote creativity and collaboration among these 5 distinct University business units. The interior layout provides for approximately 175 modern furniture workstations that will be clustered along the windows allowing natural light to penetrate the core, where there will be a myriad of different-sized conference rooms and a few glass-walled offices. Most recently, this building has gone through some improvements of its own including; enhancements to the lobby, atrium, cafeteria, elevators, bathrooms and corridors; conference and training room upgrades; and a new grab-and-go café' with coffee bar.

University Facilities, Budget and the Code Compliance Office became the first business units to move into Overlook in early December. For those of you wanting to visit, there will be ample University shuttle service running back and forth to campus every 30 minutes.

Special thanks to Senior Space Planner/Interior Designer, Erin Murray, who successfully managed the delivery of this renovation project.

A Look at the Overlook Office Space

*Interior views of the MSU office suite in the Overlook office tower. This communal space features a modern, open floor plan with work/collaboration areas, storage, a large kitchen, and 16 shared conference rooms.”* Photo credit: Yolanda Brandon
Holiday Employee Appreciation Events

As a way to say “thank you” to University Facilities employees for our collective efforts throughout 2016, VP Shawn Connolly hosted a series of holiday appreciation events. Maintenance and Services employees were feted at two events held on Wednesday, December 7. Morning shift staff were treated to a continental breakfast, while second shift staff enjoyed desserts and snacks. On Wednesday, December 14, Managers, Supervisors, and Administrative Staff communed for a luncheon complete with trivia games. Staff were additionally given the opportunity to compete for prizes at each event.

Photo credit: Yolanda Brandon, Joana Gonzalez, and Preya Sanasie
On October 10, 2016, the Division of University Facilities (UF) went live with the Cornerstone Learning Management System (LMS).

As the global leader in Learning Management Systems, Cornerstone is committed to making the LMS experience more engaging, more collaborative, and more effective for every employee. From one centralized learning management system, this technology enables our Division to better manage a critical component of our business operations: compliance. Cornerstone enables UF to deliver instructor-led training (ILT), virtual learning, exams, certifications, and compliance content for developing employees at the point of need. In the eight weeks that UF has been able to deliver targeted and structured formal training to our employees, it has been noted that over 50 employees have availed themselves of the available coursework in various areas, from Stormwater Pollution Prevention Training to English as a Second Language.

Training content available to University Facilities employees within the Cornerstone LMS is organized in seven categories: Communications; Personal Development; Personal Effectiveness; HR, Ethics & Compliance; Customer Service; Management & Leadership; and Technical. Among the 208 courses available in the system are:

- Learn English/Spanish
- Ethics
- Vehicle Safety
- Slips, Trips & Falls
- Respiratory Protection
- Fire Extinguisher Safety
- Time Management
- Customer Service Fundamentals

Training on the upcoming University Facilities Employee Handbook will be available in Cornerstone beginning in January 2017.

For more information about Cornerstone, please contact Joana Gonzalez at extension 3304 or via email at gonzalezjoa@montclair.edu
On November 17, Senior Project Manager, Frank Cunha and Vice President, Shawn Connolly, along with Parette Somjen Architects LLC, presented a seminar “Energy Efficiency on Campus - Real World Data” to xxx registered users as part of the ERAPPA Webinar Series on Sustainability. This team presented lessons learned and real-world data that focused on Owners’ & Facility Managers’ motivations for implementing sustainable design, various strategies for renovation vs. new construction, funding alternatives, and case studies, where they delved into the construction process and real-world results of operating a 5.4-megawatt co-generation plant, a 200-kilowatt solar field representing energy self-sufficiency, and the new construction of a 145,000 SF, LEED certified academic building.

Congratulations to Joana Gonzalez, Associate Director of Learning and Development, for being appointed Director of Professional Development on the Board of Directors of NJAPPA. In this role, Joana is responsible for programming the professional development components of all conferences, workshops, and meetings. As a Board member, she will have the opportunity to give MSU a substantive voice in shaping the future of the organization and in expanding our network of facilities professional contacts, experiences and opportunities.

Kudos to Jonathan Lee, Director of Access Controls and Systems, who presented a workshop on “Smart Homes: From the Field to Your Living Room” at the BDPA National Technology Conference in Atlanta in August 2016. BDPA is an international organization with a diverse membership of professionals and students at all levels in the fields of information technology, computer science and related S.T.E.M fields. Members are actively engaged in serving the community through outreach and charting the future of the IT industry. A 10-year member of the New Jersey chapter, Jonathan participates in mentoring of high school and elementary students who are interested in technology-related fields.

**NJAPPA Fall Membership Meeting at CELS**

On October 25, 2016, NJAPPA held its Fall Membership Meeting in the new Center for Environmental and Life Sciences (CELS) Building. VP Shawn Connolly welcomed 110 Facilities professionals from across the state to our campus for the general meeting, which included a luncheon and lecture on “Leadership Through Communication” from Dave Chapman. The event also hosted a raffle to benefit the Jersey Cares Coat Drive. The NJAPPA Board of Directors is pictured, lower right.

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**New Employees**

**09/01/16 - 11/23/16**

- James Brown
  - Housekeeping AC
- Aldy Apostol
  - Housekeeping RL
- Cheryl LeBert
  - Shuttle Services
- John Bonin
  - Facilities IT

**Service Milestones**

**November - December 2016**

**5 Years**
- Jai Austin
- Diana Lamadrid
- Mohsen Ibrahim
- Alberto Robles

**10 Years**
- Kwok Cheung
- Maria Valverde
- Edwin Camacho

**15 Years**
- Markez Larcruz

**20 Years**
- Teodoro “Walter” Perdomo

**25-Plus Years**
- Richard Wildt (36)
- Joe Marzullo (38)
- Lawrence Lemley (41)
Musculoskeletal disorders (MSDs) affect the muscles, nerves, blood vessels, ligaments and tendons. Workers in many different industries and occupations can be exposed to risk factors at work, such as lifting heavy items, bending, reaching overhead, pushing and pulling heavy loads, working in awkward body postures and performing the same or similar tasks repetitively. Exposure to these known risk factors for MSDs increases a worker’s risk of injury.

Work-related MSDs can be prevented. Ergonomics --- fitting a job to a person --- helps lessen muscle fatigue, increases productivity and reduces the number and severity of work-related MSDs.

In 2015, x% of all reported workplace injuries at Montclair State University were due to ergonomic issues.

High Risk Occupations for MSD’s

- Registered nurses, nursing assistants and psychiatric aides
- Firefighters and prevention workers
- Laborers and freight, stock and material movers
- Janitors and cleaners
- Heavy and tractor-trailer truck drivers
- Refuse and recyclable material collectors
- Stock clerks and order fillers
- Maids and housekeeping cleaners
- Light truck or delivery services drivers
- Telecommunications line installers and repairers
- Bus drivers, transit and intercity
- Production workers
- Police and sheriff patrol officers
- Heating, air conditioning, and refrigeration mechanics and installers
- Plumbers, pipelayers and steamfitters
- Maintenance and repair workers, general


Here are some industry ergonomic tips that can be applied to many of the different Facilities job functions:

- Alternate heavy and light jobs if possible.
- If a task requires repetitive motion, alternate hands whenever possible to avoid fatigue.
- Switch between muscle groups when performing different tasks throughout the day.
- Stretch at the beginning and throughout your work day.
- Use your legs to lift, not your back.
- Seek assistance when lifting loads that:
  a. are >50 pounds
  b. you don’t feel confident lifting
  c. large or bulky
  d. oddly shaped and difficult to handle
- Keep lifts in your power zone (above the knees, below the shoulders, and close to the body).
- Wear proper size material handling gloves. Gloves with rubber palm surfaces can increase grip stability on slippery surfaces.
- Wear proper footwear to prevent slips, trips, or falls.
Training & Events

The University Facilities Employee Handbook will be introduced to all Divisional staff in January 2017. Each employee will receive a hard copy of this document. Updates, when available, will be posted on the University Facilities website. Training on key information in the Handbook is scheduled for the second and third weeks in January.

Please direct inquiries about training and events to Joana Gonzalez via email at gonzalezjoa@montclair.edu or by calling ext. 3304.

In October, the University Facilities team helped to fulfill a long-standing wish of the Division of Student Development and Campus Life by surprising them with a brand-new golf cart for our University Mascot, Rocky the Red Hawk.

Rocky's cart, which is specially painted in a distinctive MSU red, is a...