

The Pipeline

Monthly Journal of the Division of University Facilities at **Montclair State University**

MARCH 2016

Meet Shawn Connolly, Our New Vice President



Shawn Michael Connolly has been appointed as the new Vice President for University Facilities at Montclair State University, effective January 1, 2016. Having served as the Associate Vice President for University Facilities for three years, Shawn is now responsible for oversight of the University's physical plant, energy and utility infrastructure, and transportation systems; including the planning, development and management of new construction and renovation projects, campus planning, and the maintenance of the University's buildings, land and infrastructure.

After a long career serving as a Nuclear Operator in the United States Navy, Shawn joined the administration at Princeton University Plasma Physics Laboratory in May of 2000, overseeing projects that would safeguard energy assets and greatly reduce the facilities' environmental footprint.

Shawn established his career with a focus on leadership strategies that deliver successful innovations for the future. He holds a Master's degree in Engineering Management from the New Jersey Institute of Technology and continues to develop strategies that improve the operation and management of energy efficiency.

Shawn's response when asked about his new appointment, "I am excited about the opportunity to carry on the work of my predecessor and lead the University Facilities organization into the future. I am also humbled by the trust that the President has placed in me, choosing me to fill this vital position and navigate through the waters of change is truly an honor I place in high regard."

"The staff at University Facilities are like a family and they care deeply about MSU," Shawn said. "That dedication is even more evident when we are faced with emergencies or even calls for assistance in the middle of the night. I have the highest admiration and respect for the men and women in this department, and I am proud of the work that they do and honored to be asked to lead them."

Shawn possesses a tremendous work ethic and shows an aptitude for problem-solving, creative thinking, and the communication skills necessary to bring about change in this growing environment. Many of you have already seen him touring the campus on his bicycle. He uses these tours to inspect conditions on the campus and get to know the community of staff and students.

When he's not looking after MSU, chances are you will find Shawn at the Jersey Shore, fishing and jet skiing, or at his martial arts school in Jersey City where he teaches children and adult classes.

this issue

Facilities Facts P.2
OneMontclair Update P.3
Sly Mouzzone Retires P.4
Training Calendar P.5

SERVICE IS OUR BUSINESS

The University Facilities team is committed to the delivery of exceptional customer service to the University'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. As UF employees, 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.

www.montclair.edu/facilities

UF Staff: We Are MSU!

What does it mean to work for University Facilities?

University Facilities (UF) delivers services to the MSU community in the areas of Capital Planning & Project Management, Environmental Health & Safety, Fire Safety, the Maintenance & Engineering trades, Building Services, and the Logistical Support operations of Parking, Transportation and Fleet (Automotive) services.

We can be found on campus 24 hours a day, seven days a week, 365 days per year planning, constructing and sustaining the University's 252 acres of grounds, 77 buildings and 5,050,000 square feet of academic, administrative, recreational and residential space. Throughout the last decade-plus of unprecedented growth in the University's scope and outreach, UF has endeavored to provide the necessary services that support our institution's mission of research, education and public service in a high-quality, customer-focused, cost-effective and safe manner.



Though we acknowledge our accomplishments that are visibly manifest in the appearance of our campus, University Facilities' greatest asset and most valuable resource is our staff. UF employees are, quite simply, the backbone of Montclair State University. Our dedicated workforce of 330 men and women are licensed and/or degreed professionals, technicians and skilled workers who are highly-motivated to make significant and lasting contributions towards teaching and learning for faculty, staff, students and the public-at-large.

The very nature of our work requires that we function as the eyes and ears of MSU. UF employees may be found all over campus. We are here overnight, on weekends and holidays, and during emergencies; and though we come here for various reasons, most of our employees stay for the sense of community at MSU. Indeed, 52 of our employees, or 15% of our workforce, have been employed at the University for at

Service Hangtags Coming to UF

In an effort to elevate the customer service that we provide to campus constituents, the Division of University Facilities has recently ordered "While You Were Out" hangtags for our staff to use in Residential, Academic and Administrative buildings.

The 8.25 x 3.25 card stock hangers will be used by UF employees in Housekeeping and the Trades when performing work in spaces in which the occupant is not present. Service providers will be able to provide the work order number (if applicable), select from a list of updates relating to the status of the work, and provide contact information for follow up.



Use of these tags is standard within the service and hospitality industries; and it is anticipated that incorporating them into the UF workflow will not only provide students, faculty and staff with official communication that their space has been rightfully entered by authorized personnel, they will additionally enable our Division to enhance our status and convey a professional tone among our colleagues.

The hangtags will be available for use by the beginning of April 2016. Managers and Supervisors will ensure that designated personnel receive adequate stock and training on their use.

least 20 years, with two employees clocking 38 years of service. We are very fortunate to have these dedicated and knowledgeable workers on our staff, and to be able to offer the continuity and competency they provide to our customers.

UF By the Numbers:

We maintain **77 buildings** with **5,050,000 square feet** of building space

We are caretakers of **252 acres** of campus grounds divided among Montclair, Little Falls and Clifton

We service approximately **1,000 outdoor lamps** throughout campus

We maintain one natural grass and three synthetic athletic fields.

We plant and cultivate **22,000 red and white tulips** each year

We receive and process an average of **1,785 work requests** per month

We are responsible for flushing and testing **65 fire hydrants** at least twice per year

Shuttle Services safely transported **1.3 million passengers** in 2015

We donated **100 coats** to the 20th Annual "Jersey Cares" Winter Coat Drive in 2015

We recycle approximately **676 tons of waste material** each year.

We removed **52.5 inches of snow** from campus during the '14-'15 season.

We processed over **1.4 million outgoing and incoming pieces of mail** in 2015, including **40,000 student packages**

We clean **1,765 offices, 179 classrooms, 76 meeting and conference rooms, 284 public restrooms, and 343 instructional & research labs** on campus



We are all
OneMontclair!

OneMontclair Administrative Systems Upgrades

Workday HR System Implementation Scheduled for June 2016

OneMontclair is a campus-wide initiative that involves all of us working together to better serve our students, colleagues, and customers by revitalizing the way we do business.

In July 2015, the University migrated from FRS to the *PeopleSoft* Financial Management System. Next up is the implementation of Phase One of the *Workday* Human Resources Management system in June 2016.

Workday is a smarter, more efficient way to handle all of our people-related activities. It offers intuitive, self-service features to help effectively organize, staff, and pay the University's workforce. We will be able to almost totally eliminate the use of paper forms in University Facilities and manage the full hire-to-retire lifecycle in one simple, easy-to-use system.

How will *Workday* affect rank-and-file employees in our Division? Employees will be able to update all personal data, such as name, address, contact and emergency information within the system. Additionally, all Payroll and Benefits information and activities will be available to employees electronically: you may view benefit elections, check leave balances, request time off and update information such as direct deposit routing and tax withholding right from your PC.

Timekeeping will also be managed through this application, and the Division is excited to announce that *Workday* will fully integrate with our Kronos workforce management time clocks.

Phase One of the *Workday* implementation will allow Managers to view real-time information about staff, manage time off, view the status of employee requests and more. Recruiting and Performance Management modules will be available to Managers during Phase Two.

Many UF employees have already been trained on how to use *Workday* for personal data and time management. Kronos time clock employees please note: Divisional management is working with the OneMontclair team to set up a series of training dates for you which will occur closer to the June go-live date.

Please visit the OneMontclair website at <http://www.montclair.edu/one-montclair/> for the latest information about this significant University project. There, you will find the latest about Learning & Resources, Classroom Events, News, Project Information and FAQ's.

PeopleSoft FMS Tips and Tricks Page Available On Line

Did You Know That...

The Learning Resources page of the PeopleSoft FMS OneMontclair website has a Tips and Tricks section? Currently, this section has additional information on shortcuts and time saving tips for using PeopleSoft, such as: alphabetizing the Main Menu to find sub items easier, how to read the payment screen, changing a supplier on a copied requisition, instruction on how to complete the Attention To field on a WB Mason requisition, and steps on saving requisitions while creating them. Check this page often at <http://www.montclair.edu/one-montclair/areas/finance/learningresources/> as more tips are on the way!

Shop Talk: UF Community News

Sylvester Mouzone Retires After 34 Years of Service



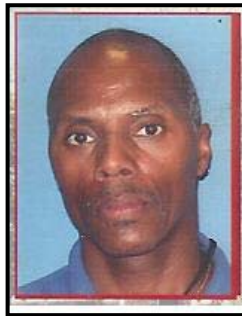
Assistant Head Groundsworker Sylvester Mouzone with staff from the Grounds and Landscape Services unit.

The University Facilities team said goodbye to its third most senior employee when, on March 1, Sylvester Mouzone officially retired after 35 years of service in the Grounds and Landscape Services Unit.

"Sly" was highly visible and well-respected in his role as an Assistant Head Groundsworker. When he began working at Montclair State College in 1981, he was a 19-year-old newlywed making \$4.50 an hour as a part-time custodian. The present site of the Softball Stadium was a dirt road filled with pine trees. Six months later, Sly was hired full time in Grounds, where he worked on the Crew for 19 years before being promoted.

Among the many changes to the Division that Sly was privileged to witness throughout his career are the evolution of both the work equipment and the workforce itself. He remarked "Having modern equipment helped to make the job a lot

easier. When I started, we used push mowers to cut the grass. Now we use Zero Turns, and we can get the job done much faster."



Sly in his first MSC ID-photo in 1981

Workforce diversity was of particular interest to Sly. "When I first started here there was no diversity. Only Whites and Blacks in Grounds. We began to really diversify in the early '90's. Today, we are the most culturally diverse group— probably in the whole University. We represent places like El Salvador, South Africa, Puerto Rico, Dominican Republic, Cuba, and Italy and I'm very proud to say I was part of this group."

Sly also, justifiably, takes pride in his personal accomplishments on the job. Over the years he attended numerous trainings and professional development opportunities to qualify himself to advance through the ranks, working his way up to Assistant

Continued on pg. 5

Welcome New Employees!

11/2015—03/07/2016

Luis Ramirez -Housekeeping RE
Lucia Orcon -Housekeeping SCATH
Norma Espinosa— Housekeeping AD
Modupe Adebayo— Housekeeping AC
William Tandazo— Housekeeping AC
Marcos Wanton— Housekeeping AC
Robert Hellander— Electrical Svcs
Adam Fahmi— Fleet Services
Gustovo Garcia— Housekeeping AC

Service Milestones

11/2015—03/2016

5 Years

Robert Sircovitch
Jennifer Villamar
Bijo Joseph

10 Years

Clarence Rollins
Domingo Santiago
Carlos Walker
Lashonda Chitty
Robert Webb
Bernita Thigpen
Amy Thornton
Kim Murray
Maria Penafiel deGarces
Lucille Mootoosammy
Allen Jean Baptiste

15 Years

Maria Otero Dios
Kay Coates

20 Years

Marisol Muniz

25+ Years

David Bacon
Reinaldo Perez
Fred Weinspach
Martha Valdivieso
Timothy Keenan
Bobby Hill
Joseph Pojedinec

Kudos Corner

Celebrating Our Employees' Achievements

- Congratulations to **Adam Witkowski**, a Project Manager in the Department of Capital Planning & Project Management, who passed the American Institute of Architects Registration Examination and is now an AIA-licensed Architect.



- Congratulations to **Ana Pinto**, Director of Energy Management & Sustainability, who graduated from the New York Institute of Technology with both an Advanced Certification in Facilities Management in August 2015, and a second Master of Science degree in Energy Management in December 2015.

Executive Director of FM&E, Joe Marzullo (left) and Service Desk Supervisor, Joe Fornarotto attended Interconnect 2016, the premier cloud and mobile conference sponsored by IBM from February 21-25 in Las Vegas. Both Joes were excited to participate in the Maximo forum and learn about how other institutions are using this work management system and how MSU can use it better. Look for UF to leverage this knowledge with exciting service improvements in the upcoming months.

Safety Tip: Materials Handling & Back Safety

Please visit www.osha.gov for further information



Lifting heavy items is one of the leading causes of injury in the workplace. In 2001, the Bureau of Labor Statistics reported that over 36 percent of injuries involving missed workdays were the result of shoulder and back injuries. Overexertion and cumulative trauma were the biggest factors in these injuries.

UF staff who may be required to handle heavy materials include but are not limited to those in: Housekeeping, Electrical Services, Fleet Services, Grounds, HVAC, Plumbing, General Mechanics, Move & Waste Management and Postal Services.

Safety Tips

- Break load into smaller parts for easy handling or use handling aids, such as steps, trestles, shoulder pads, trucks, handles and wheels.
- If possible, get another worker to help with heavy or bulky items.
- Lift the heavy load with legs and keep back straight. Do not twist body. Avoid lifting load above shoulder level.

Always use Personal Protective Equipment!



Improper lifting, carrying or handling loads that are awkward or heavy can cause lower back injuries, neck and shoulder strain. When employees use smart lifting practices and work in their "power zone," they are less likely to suffer from back sprains, muscle pulls, wrist injuries, elbow injuries, spinal injuries, and other injuries caused by lifting heavy objects.

Mouzone Retirement *cont.*

Head Groundsworker, then Head Groundsworker.

So, what's next? He looks forward to spending time with his family. Sly is



AVP for Facilities Services Leonard Jones congratulates Sly on his last day.

a devoted husband and father to five daughters (the youngest of which is eight years old!), one son, and seven

grandchildren. A deeply religious man, he is a licensed minister. He is thinking of attending a Bible Institute, where he'd like to earn a Master's degree. He doesn't like the word "retirement" "I prefer to call this 'Other Opportunities.'" He plans to continue working; however, the thing Sly said he will miss the most about MSU is simply working outdoors. "It is very exciting. Rejuvenating. Beneficial."

We wish all the best to Sylvester Mouzone as he begins this well-earned new chapter in his life!



March Training & Events Calendar

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

04- Lockout/Tagout

8:30 a.m.—4:30 p.m.

Who: Designated Electrical Services staff

Where: Sokol Room 102

07, 08 & 10– UF Retreat

8:30 a.m.—4:30 p.m.

Who: Managers, Supervisors, Support staff

Where: NJ School of Conservation

16, 17 & 18– Confined Space Training

8:30 a.m.—4:30 p.m.

Who: Designated Managers & Supervisors

Where: Rutgers University, Piscataway

22 & 29– Project Management Bootcamp

3:15 p.m.—6:15 p.m.

Who: Managers, Supervisors and other administrative personnel who initiate, oversee or coordinate projects

Where: Ramapo College

24– APPA Facilities Drive-In Workshop

10:00 a.m.—2:00 p.m.

Who: Facilities directors, business officers, managers, supervisors & technical personnel from area higher education and K-12 institutions

Where: MSU CELS Building

In the Next Pipeline

Trees for the Earth— an Earth Day Celebration

4.26.16



The Division of University Facilities is proud to host APPA: Leadership in Educational Facilities on our campus for a workshop on Sustainability and Access Control (doors/frames & hardware). Please contact your supervisor if you are interested in participating in this informative session.



APPA Facilities Drive-In Workshop For Area Colleges And K-12 School Districts



Thursday, March 24, 2016
10:00am – 2:00pm

Montclair State University
1 Normal Avenue
Montclair, NJ 07043

* Meeting to be held in the CELS building
(Center for Environmental and Life Sciences, Room 120)

* Parking available at Red Hawk Parking Deck at
Montclair State University. Shuttles from the
parking deck to the CELS building will be
available beginning at 9:30 a.m.

Join your peers in the educational facilities profession for this locally held workshop and networking opportunity. Workshop registration and breakfast are complimentary.

Who Should Attend:

Facilities directors, business officers, managers, supervisors and technical personnel from area educational institutions. Facilities professionals from colleges and universities, K-12 private academies and public schools are also encouraged to attend.

Topic Areas Will Include:

- BIM (How Does It apply To Access Control, Doors/Frames, & Hardware?)
- Sustainability ("Greening" Your Div. 28/08 Specifications)
- Access Control ("Future Proofing" Access Control Investments)
- ESS2 Mobile Fleet Tour (Door Openings Solutions Display Vehicle)

Speakers:

- Andrew Clark, **Openings Studio Consultant**
- Matt Lewis, **Regional Architectural Director - Northeast**
- Vito Del Vescovo, **Electromechanical Specialist**

Event Sponsor:

ASSA ABLOY

Hosted By:



Register Online: http://www.appa.org/msu_assaabloy

Attendees will receive the following education credits: .4 CEUs/4 PDH units/4 LUs