



**Paul Guttman-- Construction Services Director**  
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## **In the News for July 27, 2009**

### **IN LOVING MEMORY OF KEITH DIETRICH**

Keith Dietrich, Construction Services Senior Supervisor, passed away on Saturday July 18th following a very short illness. A Celebration of his life was held this past Friday at the First United Methodist Church in Fowlerville Michigan. Keith began his career with the University in February of 1998 as a Carpenter and advanced quickly to his supervisory role. For the past six years Keith has overseen many successful renovation projects for Construction Services in College of LSA facilities.

Keith enjoyed his work at the University and the many friends and colleagues he made during his career. He will be remembered for his dedication to his work at the University, exceptional organizational skills, strong opinions, big smile and big heart. Keith is survived by his parents Chet & Anna, son Philip, daughter Casey and grandson Jaden.

Memorial or honor donation can be made in Keith's name to the American Cancer Society through their web site ([www.cancer.org](http://www.cancer.org)) or through the mail to the local office:

American Cancer Society  
Huron Valley Area Service Center  
2010 Hogback Rd, Suite 4  
Ann Arbor, MI 48105

### **TOOLS AND TOOL INVENTORY**

A former Construction Services employee was arrested three weeks ago and has been charged with felony embezzlement. This employee's actions will have major impacts on the way our department conducts business in the future.

The department began conducting a complete inventory of all power tools and ladders owned by Construction Services. Our goal is to have this work completed in the next three weeks. It is extremely important that everyone cooperate with this process so that we can identify all existing (as well as any missing) power tools that make up our inventory of tools.

Please be prepared to show all of your tools, ladders, tool boxes, etc. when you are visited on your worksite. Any tools which cannot be located will be reported as potentially stolen property.

Your full cooperation is critical to making this process a success. If you have any questions or need any additional information please contact Mike Gaubatz.

## **LABOR MANAGEMENT COUNCIL HIGHLIGHTS**

**For your calendar:** The topic for the next meeting in the LMC-sponsored series of “Build the Team” meetings is “Accountability at All Levels of Construction Services.” All interested CS employees are invited to attend. The meeting will be held Wednesday, September 16, 1:45 – 3:15 PM, in room 2029 Kipke Conference Center.

### **Questions for you from the LMC:**

- **What are your “hot topics” for the Fall CS Quarterly Meeting?** Plant Operations director Rich Robben has already asked for time on the agenda, and Open Enrollment for benefits is coming up. Are there other topics of interest to you?
- **What rumors have you heard that you want accurate information about? Where did the rumor come from?** Please remember that it takes everyone’s efforts to maintain a positive work environment.
- **What piece of good news about Construction Services would you like people to know about?** – a compliment from a customer, a newly completed project that went well, new business, etc.

Please respond by using the CS drop boxes located near the CS conference room and in the storage cage in the tunnel to Mott – or contact any member of the LMC to let us know what’s on your mind.

Next LMC Meeting: The LMC is scheduled to meet Wednesday, September 9, 2009. The Council will finish planning the September 16 “Build the Team” meeting, and work on the agenda for the Fall Quarterly Meeting. If you have questions or suggestions, please let us know.

Submitted by the Labor Management Council: **Steven Bird, Mike Cobb, Mike Gaubatz, Rich Gross, Jim Hadden and Fred Keeling; consultant/facilitator: Bernadette Malinoski**

## **ETHICS—PLANT OPERATIONS POLICY 1.9**

Due to the situation this month with the loss of tools we wanted to remind all employees Plant Operations has a department policy on ethics. Here is a reprint of this policy:

**Plant Operations Policy Guide Number: 1.9**

**Issued: 05/04/00**

**Section: Administration**

**Subject: Ethics**

In March 1998 the Plant Operations’ Lead Team endorsed the Division’s Mission and Vision Statements and its Guiding Principles. The excerpt below regarding *Integrity* is intended to provide some guidance on ethical behavior.

***Integrity - How we do our work and how we relate to each other are of paramount importance. Our conduct must conform to the highest, uncompromising standards of trustworthiness and character. We will never knowingly make decisions that harm people or that are not in the best interests of the Division or the University.***

**In making decisions, the elaboration below may be helpful.**

**Tests to apply to a decision to determine whether the decision is ethical:**

- Is the action legal? If not, the test ends here. No one in Plant Operations is authorized to break the law.
- Does it match our Guiding Principles?
- If you do it, will you feel bad?
- How would it look to our customers or family if they knew all of the details?
- If it passes tests 1 through 4, but you know it is wrong, don’t do it.
- If you’re really not sure, ask. If you think something may be wrong, keep asking until you get an authoritative answer.

## **OVERHEAD REDUCTIONS—FISCAL YEAR 2010**

Fiscal year 2009 is now in the books and FY 2010 began on July 1 (you may have worked on work orders ending in -2010). The department had a very successful fiscal year from a financial perspective in a very challenging economy for the state and nation. In fiscal year 2009 the department restructured the recharge model for the painters and left open several skilled trade and management positions. To remain in a strong competitive position we have been meeting to identify ways to reduce our overhead costs without adversely affecting the services we provide to our customers. This past month we have reexamined our overhead budgets and made significant cuts in our tool budget, our supplies budget, and our vehicle budget. Managers have agreed to return five vehicles to Transportation Services and we are looking at the possibility of reducing our fleet even further.

You can help immediately! Please make sure that items such as caulk, tape, rags, fasteners, etc. are being charged to the work request. Items you have with you and take from project to project such as measuring tapes, levels, hammers, screwdrivers, paint brushes, etc. should get charged to CSSUPP-2010 or PAINTSUPP-2010. Our trades should not direct purchase power tools directly. If you need a tool let your supervisor know. We will try to find one for you from our inventory (this is one of the reasons we are conducting inventory this summer) or will purchase it and get it to you as quickly as possible.

Please let us know if you have any other ideas which can help us reduce our overhead costs.

## **FROM OUR BUSINESS OFFICE--PPAPO**

Please make sure you put down the correct phase for the work request on your timecards and material orders. PPAPO reports an increase in the wrong phase being used. Help us eliminate errors by making sure you use the correct phase!

## **2009 BUSINESS & FINANCE ICE CREAM SOCIAL**

The B&F Diversity committee is sponsoring two Ice Cream Socials in August. Please see the attached flyer for details. If you are planning to attend this event please follow this link to RSVP:

[http://cgi.research.umich.edu/training/busfin/busfin\\_training.lasso](http://cgi.research.umich.edu/training/busfin/busfin_training.lasso)

## **POSTER CONTEST—DIVERSITY COMMITTEE**

The Plant Operations Diversity Committee sponsored a poster contest asking everyone that wanted to participate to create an original drawing or poster that describes what Diversity means to them. We announced the contest in the Plant Exchange's last issue and now it's time get out the vote! There will be one vote per person, all contestants will remain anonymous and it won't require a lot of your time.

The winning poster will replace our current Diversity poster, the remaining posters will be added to a Diversity calendar; distribution method to be determined.

The voting schedule is as follows:

July 30 <sup>th</sup>	11AM-1PM	Central Power Plant Lunch Area
July 31 <sup>st</sup>	11AM-1PM	POCC Large Conf Rm
August 4 <sup>th</sup>	11AM-1PM	109 Madison Second Floor Lobby
August 5 <sup>th</sup>	11AM-1PM	Grounds – Draper Rd Lunch Room

## **MWORKS IS NOW OCCUPATIONAL HEALTH SERVICES**

Several months ago we announced that Occupational Health Services (formerly known as MWorks) had moved to a new location. Recently we learned that not everyone remembered the change and it has caused problems for employees heading for their medical surveillance appointments or for job related injuries. Here is the information

Occupational Health Services is the UM care provider for campus employee injuries and medical surveillance appointments. Occupational Health Service was located adjacent to the Emergency Room; they have moved to the 3rd floor of the Med Inn. They have 3 parking spaces reserved for their clients in the Security lot located between the Med Inn and the Cardiovascular Center. There is usually a wheelchair at the door, but if there is no chair, a call to Occupational Health Services will bring one down. Their 'always-answered' phone is 936-2232. Their hours are from 7:30 am – 4:30 pm.

**For life-threatening injuries (usually involving an ambulance) GO DIRECTLY TO THE EMERGENCY ROOM.** For any other injuries, go to Occupational Health Services first. If the treatment is outside their capabilities or a specialist is needed, an injured employee may be sent to the ER, but Occupational Health Services is the place to start for all non-life-threatening injuries.

## **5<sup>TH</sup> ANNUAL F&O SOFTBALL TOURNAMENT—AUGUST 13**

To: All Facilities and Operations' Staff and Family Members  
Where: Mitchell Field (Fuller Road) – Three Diamonds #3, #4 & #5  
When: Thursday, August 13, 2009  
Time: 3:30 – 9:30 p.m.

Let the games begin!! For all you former baseball players and current softball enthusiasts, our **Fifth Annual, 2009 F & O Softball Tournament** is upon us! The **2009 Facilities and Operations "Softball Tournament"** takes place on **Thursday, August 13<sup>th</sup>**!

- Three Diamonds will be used this year!!
- Double elimination! This year we have a backup date (August 20th) in case of a rain-out! We will have a Winner's Bracket and Loser's Bracket! There will be a first, second and third place incentive award!
- August 13<sup>th</sup> Tournament: Each team has an opportunity to advance to the winner's bracket.
- The winning teams compete for the Championship Trophy, Catered Luncheon and Chair Massages! The runner-up (second place) receives a healthy, heart-smart breakfast and third place (winner of the loser's bracket) is awarded an afternoon, healthy snack.
- Umpires will be utilized for both fields.
- Be sure to bring plenty of water or Gatorade to keep hydrated! Stretching before, during and after your games is encouraged! Safety is very important!
- **The deadline for registering your team is Tuesday, August 11, 2009!** All rosters and signed waivers must be in on this day!

For more information please contact Greg Lambert at 647-4796 or email [glamb@umich.edu](mailto:glamb@umich.edu).

## **SICK TIME—2008 CONTRACT**

The contract agreement arrived upon between the University and the University of Michigan Skilled Trade Union included significant changes to the sick time article (Article 23). As we move to the end of the contract year all skilled trade employees should review the contract changes and contact your union representatives if you have any questions. A copy of the skilled trade contract is available on line by going to <http://www.hr.umich.edu/staffhr/contracts/TRADES2008contract.html> . The biggest change in the contract was the separation of sick time into two banks of hours; “short-term sick time” and “extended sick time”.

An employee’s short-term sick bank is used for **all absences** from work for personal sick, family care time, scheduled medical and dental appointments. An employee’s extended sick time is used for absences from work resulting from work related illness and injuries and continuous absences from work for more than 40 hours. **To be eligible for extended sick time the employee must provide the University with acceptable medical documentation signed by the employee’s treating physician certifying that the employee was unable to work all days of the absence.**

## **UM CONSTRUCTION TRAFFIC UPDATE**

### **Central Campus**

**Fletcher Street Parking Structure concrete repair project-**A project to repair concrete on the Fletcher Street Parking Structure began Monday, July 20. This work will require the closure of all Plaza Level parking spaces, as well as those located directly below on Level 5. Dental School and Health Services patient parking will be temporarily relocated to the Palmer Drive (N26) Parking Structure. Pedestrian access between the Dental School Building and Palmer Drive (N26) Parking Structure will be maintained at all times. Also, patient drop-off and pick-up traffic will be allowed to access the Plaza Level to serve Dental School patients. A parking attendant will be posted at the entrance ramp to assist with parking structure access and/or to redirect others to the Palmer Drive (N26) Parking Structure. In addition, all proper directional signage and control measures for pedestrians and vehicular traffic will be installed. The project is anticipated to be complete in late August.

### **Medical Center**

**Simpson Circle Drive (Mott or M22) Parking Structure concrete repair project-**A project to repair concrete on the Simpson Circle Drive (Mott or M22) Parking Structure began on Monday, July 20. During the weekdays, a maximum of 25 spaces at any given time will be closed for construction. The majority of the affected spaces are located around the central staircase. The remaining parking displacements are in various locations throughout the facility. During the weekends (Saturdays only), additional spaces on Levels 4, 5, 6 and 7 are planned to be closed. Traffic control signs and devices will be in place to facilitate ease of pedestrian and vehicular circulation and parking. The majority of the work is anticipated to be complete by late August with some remaining items on Level 7 potentially extending in to early September.

### **North Campus**

**Hayward Street/Beal Avenue Water Main Replacement-**The Hayward Street/Beal Avenue water main replacement project began the week of July 20. The limits of the project are Hayward Street

(between Murfin Avenue and Draper Road) and Beal Avenue (between Hayward Street and north to Bishop Street). Necessary vehicular and pedestrian signage will be posted.

### **ARCHITECTURAL ENGINEERING & CONSTRUCTION SUMMER DESIGN CHARETTE:**

The Summer 2009 Charette Create and Construct a facility for our furry/feathered friends or mystical creatures.

The facility can be single or multiple residential, dining, recreational, assembly or business occupancy. The facility should be created from recycled/found items. The facility must be useable by our furry/feathered friends or mystical creatures. The facility must be complete by August 7, 2009 and set up for display in Der Reisterplatz by 9 am the morning of August 7.

The judging will occur on August 7th during the lunch hour. All AEC employees can participate in the judging by contributing to a facility's donation box. All contributions will be donated to the Children's Make A Wish Foundation. The facility that raises the most funds for Children's Make A Wish will receive the Charette Award.

The participants that create the facility can choose to keep their facility or offer the facility to the highest bidder. The money raised from the sale of the facilities will also be donated to the Children's Make a Wish Foundation. We will accept checks made out to Make a Wish Foundation or cash.

All facilities must be removed from Der Reisterplatz by August 7th at 5:00 PM.

If you would like to sign up to participate in the Summer Design Charette or have any questions please contact Jackie Jeffery.

Mark your calendars for Aug 7<sup>th</sup> lunch hour.

### **WELLNESS NEWS!**

#### **Got Feelings? Visit the Understanding U website**

MHealthy's "Understanding U: Managing the Ups and Downs of Life" includes a comprehensive website covering the entire mental health spectrum, from everyday challenges to diagnosable, treatable illnesses such as depression. Look for information on common concerns and mental health conditions, tools and strategies to help manage everyday stress, confidential online screenings, a directory of U-M and area resources to assist with mental and emotional health issues and e-learning modules for managers. Visit the Understanding U website at [www.MHealthy.umich.edu](http://www.MHealthy.umich.edu) and feel your best.

### **HAVE YOU MOVED OR CHANGED TELEPHONE NUMBERS**

Have you moved recently, changed your home or cell phone number or changed your emergency contact information? If so please contact **Sue Nylen** or **Jeanette Craft** to update your personal information card.

### **RECEIVE "IN THE NEWS" ELECTRONICALLY**

Construction Services personnel who would like to receive In The News as an email attachment should email Paul Guttman at [pguttman@umich.edu](mailto:pguttman@umich.edu) and you will be added to the distribution list.

### **"IN THE NEWS" IS ON THE WEB**

Current and past issues of in the news are available on the web on the Construction Services home page. If you have missed back issues go to the site and check them out. Our home page is <http://www.plant.bf.umich.edu/construction> and the link to the newsletter is currently in the lower left hand corner.

Please let us know if you have anything for the August 10<sup>th</sup> edition of "In The News".

# University of Michigan Business and Finance Diversity Committee

Come and  
learn more  
about us!



## Ice Cream Social

Please join us on  
**Thursday, August 13, 2009**  
from 12:30-1:30pm at  
Suite 18 Wolverine Tower

&

**Thursday, August 27, 2009**  
from 2:30-3:30pm at  
AEC Model Conference Room  
(Facilities Services Bldg A)

(FREE Carvel ice cream provided at both locations)



Please RSVP at: [http://cgi.research.umich.edu/training/busfin/busfin\\_training.lasso](http://cgi.research.umich.edu/training/busfin/busfin_training.lasso)  
Or call 734-647-7890