

FACILITIES FOCUS

Highlights

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ABOUT FACILITIES:

Departmental News You Need

In addition to its residence housing program which accommodates over 17,000 students in 160 buildings, Rutgers University has a fast growing Faculty and Staff Short-Term Housing program to meet the needs of non-students looking for short-term housing options. The program is administered by University Facilities under the supervision of Michael Pelardis, Program Director.

Under this program, short-term housing--one month to 12 months—is contracted for those in need of temporary living arrangements.

Faculty and Staff Housing is exactly what it says: The program is not open to students. Those who are eligible to apply include international scholars, Fulbright Scholars, visiting consultants and, of course, full-time

In the spotlight: Faculty and Staff Short Term Housing

Rutgers University faculty and staff. Inventory consists of studio, one bedroom and two bedroom apartments. On-site parking is available.

April Leavy, Program Manager, has overseen the short term housing program for two years. In that time, it has grown from 16 available apartments to 33. "We are providing individuals and families with an all-inclusive, convenient short term arrangement," Leavy said. "The demand is there, and the program continues to grow."

A licensed realtor, Leavy keeps track of leasing, occupancies, vacancies, coordinates cleaning and maintenance schedules when the apartments turnover and works with Budget and Finance to ensure proper financial reporting. She also manages the promotional and marketing materials for the project, prepares leases, conducts property walk-throughs and collaborates with departmental liaisons to ensure the tenants smooth transition into the Program.

"We have apartments in the Vue in New Brunswick, which is right on the College Avenue Campus and the Johnson Apartments which are located on the Busch Campus," Leavy said. She added that there are apartments located at the Highland Montgomery Apartments in Highland Park, a short walk to downtown New Brunswick and close to public transportation.

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A Message from the Vice President

We completed another academic year, and another successful commencement ceremony. In fact, in the Kudos Korner column you will see the contents of a very nice email I received praising our grounds crew for their great work.

When I receive emails like this, there is a common thread. The person writing often mentions that everything runs smoothly because our staff knows the job so well. This, for me, is key to how we run this department. We have a well-trained staff, who embrace their work, look critically at the job in front of them, and make suggestions to improve the outcome. This approach to one's job is crucial to the success of a service department such as ours.

You will also see in the Kudos Korner column that two of our Camden employees received the prestigious Chancellor's Award. What is noteworthy is not only the recipients being recognized for their value to our department, but in order to receive this award the person doing the nominating must write a 500 word essay explaining why the nominee is worthy of the award. To take the time to write a 500 word essay celebrating another person's excellence is quite extraordinary. In this case one of our facilities employees nominated his colleague--the definition of teamwork and comradery. In the other case, a member of the Camden Campus community nominated a Facilities employee taking time to point out his excellence.

On behalf of Facilities, I'd like to extend my congratulations to the two recipients, Melvin Braxton and Richard Hufner. I also want to congratulate the two men who nominated these individuals for taking the time to recognize their work. Well done!

Antonio Calcado

STAFF SPOTLIGHT



JUST WINGING IT IN HIS SPARE TIME

"There's so much to see. People don't realize how green New Jersey is until you see it from above." Thomas Boland, Director, Facilities Project Services, Rutgers Newark, was not talking about the view from atop an RU building, but rather the view as he soars overhead in his 1965 Cessna 172, a four seat, single engine aircraft which is his preferred vehicle.

When he is not overseeing construction on buildings like the historic 15 Washington Street, or the new Life Sciences building, Boland is overseeing the landscape from above in his Cessna, or a glider, for which he is also rated. "I do leisure flying. I try to get out once a week; I am not always successful, but I get out a lot," Boland said.

"I feel safer flying than I do driving 50 miles to the office," Boland responded when asked about the safety of small planes.

Boland was 11 years old when a friend's father, a pilot, took him for a ride in his plane. "I got hooked," Boland recalled. It wasn't until he was 29, however, that Boland started taking lessons. "I was told that because I wore glasses I could not fly. It turns out that only military pilots need perfect vision. Many pilots wear glasses, and I would have started earlier had I known this." In addition to his pilot license and glider rating, Boland has a tailwheel endorsement, which allows him to fly a plane with conventional gear rather than tricycle (nosewheel) gear, and a high performance endorsement which allows him to fly planes greater than 200 horsepower and with retractable gear.

Pilots are required to get a physical every two years. A pilot can fly well into advanced age provided he/she passes the physical. Boland also explained that pilots submit to a review in which they go up with an instructor for about an hour.

The plane, too, gets an annual inspection, and while 1965 may seem old for any vehicle, it is not for a plane. "Planes go on forever. Every year it is inspected by a certified mechanic to make sure it is still air-worthy, but it is not at all unusual to have a plane 40 or 50 years old," Boland said.



West tower view of the George Washington Bridge.

flew very low over the statue. He thought it was amazing."

Boland also loves flying at night. "The view is great when you fly at night, especially in the winter with snow on the ground. Going down the Hudson River at night is really scenic. There is a corridor down the river. Where else in the world can you do that?"

Boland and his wife have flown all over together. Of their four children, all like flying, and one, a son, is showing particular interest, which pleases Boland. "My plane only fits four people, so maybe once my son gets his license we can all go on vacation using two planes," he laughed.



Lady Liberty fly over.



Boland's son Connor, and a French exchange student the Boland's sponsored last summer, after the flight down the Hudson in the Cessna 172.

There are many flying clubs around the country, and it is common for a group to head out for lunch to a destination that would otherwise take three to five hours by car. "I've done that, sure," said Boland. "My favorite destination is Ocean City, NJ. It's a one hour flight as opposed to a three hour drive."

The rule of thumb for small plane operators is see and avoid. Pilots are careful to watch for others in the same airspace and maintain a safe distance.

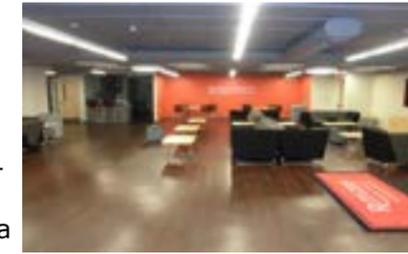
"We had an exchange student stay with us last summer," Boland said, "and I took him for a ride around Manhattan, to the George Washington Bridge and the Statue of Liberty. We

GSBS LOUNGE: FURNISHED AND OPEN

In the January issue of *Facilities Focus*, we highlighted the construction of a student lounge for the Graduate School for Biomedical Sciences. The space, located at the base of the RBHS Newark residence building, proposed some construction challenges because of its low ceiling and large ducts running across the ceiling. It is also a windowless space, which made it less than ideal for a retailer. The location of the lounge was a perfect fit, as the students wanted a private area to socialize and to study. With some clever design and construction, the space was completed, the furniture arrived, and the room opened April 28 with a ribbon cutting and reception.

The main lounge features ample seating, a kitchen, and a glass display case. The separate study area has desks and chairs, as well as a white board for academic collaboration.

Students in the Graduate School are often commuters, and the school has never had a common gathering place. This space filled the need to give the students a comfortable landing site for downtime between classes.



Departmental News You Need

(Continued from page 1.)

"Some people travel with their families, and we provide information to help them navigate the nearby school districts," Leavy explained. Leavy is involved with the tenants throughout their entire stay. Leavy recalls the time someone called and was locked out. Leavy showed up with the key to find the tenant in fuzzy puppy slippers waiting in the hall.

The rentals are fully inclusive. All utilities, except a land line phone, are included in the monthly rate. All units are fully furnished including bed(s), mattress(es), desk, living/dining room set, television, pillows, bed sheets, towels, pots/pans, plates, eating and cooking utensils. Occupants supply their own toiletries.

Departments that are sponsoring visiting professors, scholars, etc., can pay for the stay through RIAS or Purchase Order. A one month deposit is required.

Transitional units are also available for faculty and staff who are moving and need temporary living arrangements. "It's important that people book ahead if they can," Leavy said. "We run at close to 90 percent occupancy most of the year."

Currently plans are underway to expand the program into Newark.

For information email FSHousing@rutgers.edu, April.leavy@rutgers.edu, or call 848-445-6722. The website contains useful information, including how to apply, apartment descriptions, school information for families, and more. Visit www.tinyurl.com/fshousing.



KUDOS KORNER

Gravatt Promoted to Assistant Vice President

Congratulations to Dianne Gravatt who was recently promoted to Assistant Vice President for Operations. Gravatt began her career at Rutgers University in August 1992 serving as the Assistant Director of Physical Plant for the Newark campus. She was promoted to Associate Director in 1993 and served briefly as the Acting Director of Facilities for Newark prior to accepting The Director of Facilities for the Cook/Douglass Campus in 1994.



As Rutgers Facilities and Capitol Planning continued to centralize Gravatt was placed as director in charge of both Cook/Douglass and College Avenue Operations and finally Director of Environmental Services and Grounds for all New Brunswick Campuses.

After working as a member of the Facilities transition team during the merger of UMDNJ, in 2014 Gravatt was promoted to Executive Director for Facilities Operations Statewide.

A graduate of The College of NJ, Gravatt holds degrees in Education and Criminal Justice.

Prior to coming to Rutgers, Gravatt taught, for many years at Bordentown Regional High School, and then transitioned into hospital facilities work at Saint Peters Medical Center in New Brunswick, and facilities and construction at Cathedral Healthcare Systems in Newark which consisted of Saint Michaels, Saint James Hospitals in Newark and St. Mary's in Orange.

Congratulations Dianne Gravatt!

Commencement Kudos

Tony,

Your grounds crews were fantastic as usual for Commencement. They always go out of their way to help us with whatever we need, and I can't thank them enough. They know the set-up so well by now that they are efficient and even provide suggestions. Each and every one takes pride in their tasks and in helping make our event run smoothly. I couldn't ask for a better crew, so thank you.

Kimberlee M. Pastva
Associate Secretary of the University

BRAXTON AND HUFNER HONORED BY CAMDEN CHANCELLOR

Two University Facilities Camden Campus employees received the Chancellor's Awards for Staff Excellence from RU-Camden Chancellor Phoebe Haddon at a luncheon on Thursday, June 4th.

The award celebrates exceptional members of the RU-Camden staff and their contributions to our campus. Melvin Braxton and Richard Hufner were two of only seven recipients of Individual Excellence awards for this year.

Braxton, a Planner Estimator, was nominated by Grounds Foreperson, Robert Brant.

Those nominating must submit a 500 word essay explaining why an individual is a worthy recipient of the award.

"It was a beautiful essay, said Braxton, pictured below with Chancellor Haddon. "It spoke about how responsive I am and how I am always willing to help out."

Brant, who joined Rutgers in November was formerly the Roads and Grounds Operator for the 2,000 acre site that was Fort Monmouth. "When I first came, Melvin helped me out getting around campus. The more I got around with him, the more things I noticed," said Brant. "He really is like the mayor. Everyone knows him. People gravitate to him and are always thanking him for the things he does. He is very professional. He cares about the campus and does everything ten times better."

Hufner, a Senior Maintenance Mechanic was nominated by Patrick Wallace, Associate Director, Camden Campus Center.

In his essay nominating Hufner, Wallace praised Hufner as approachable, friendly, and affable. "He never forgets why he's here, which is for the general betterment of the campus," Wallace wrote. "Rich is someone who works behind the scenes to improve the quality of life and experience for our entire campus community, with a special interest in improving the student experience."

Wallace specifically mentioned a recent project in which Hufner was critical to the installation of five hydrations stations. Wallace explained that Hufner had to retrofit the stations into existing space. Hufner fabricated pieces to manage the retrofit. Wallace said that even the manufacturer of the hydration stations had never seen a machine retrofitted this way. "The representative actually thinks Rich's plan and modifications can be used as a model for other locations outside of Rutgers."

Hufner, pictured above receiving his award from Chancellor Haddon modestly said, "It's nice to be recognized."

Congratulations Mel and Rich!



TECHNOLOGY & UPGRADE INFO

ASSET MANAGEMENT CONFERENCE AND WORKSHOP

AiM 8.0 unveiled

As University Facilities continues to unify all campuses under one work management system, ten Facilities employees recently attended a conference in Georgia to examine asset management, view the latest facilities management software product upgrade, and to interact with other colleges and universities on a variety of facilities work management topics.

The main focus of the conference was Asset Management and how it relates to the entire Integrated Work Management System (IWMS) spectrum, which includes Real Estate, Space Management, Operations and Maintenance, Capital Planning, Project Management, and Utilities.

AssetWorks, the developer of AiM facilities management software program, already in use in Rutgers New Brunswick campuses, unveiled its upgraded AiM 8.0 software modules for managing assets. "It's an entirely new interface," Edward Fabula, Director of Information Technology for University Facilities. "When we found out they were introducing AiM 8.0, we held off on training sessions. Since then, Camden, New Brunswick and Newark have all trained on 8.0 and are going live July 1."

Fabula, who has been overseeing the implementation of AiM on all campuses added that Housing will be ready by September and RBHS will be live on AiM 8.0 in October.

"We are already using AiM 8.0 as part of the Facilities Condition Analysis," said Ghislaine Darden, Director Strategic Services and Administration, referring to the work being done by Joseph Holtsclaw, Assistant Director, Facilities Management. Holtsclaw is charged with implementing and executing a complete facilities condition analysis for all Rutgers University campuses. "Joe's project requires a competent software platform in order to inventory assets, manage a preventive maintenance schedule, track preventive maintenance and unscheduled maintenance from beginning to end, track financial data, and produce reports as needed," Darden explained. "The software system is integral to successfully inventorying and maintaining the university's physical assets."

Henry X. Velez, Senior Executive Director of Facilities Finance and Budget unit agreed, "This was a very informative conference and of most value

were the discussions with colleagues as to how their institutions have incorporated AiM into the daily work flow. It was also beneficial to see the upgrades soon to be released this summer in the latest AiM version."

Holtsclaw, who was a featured presenter at the conference, stressed the importance of this in his well-received presentation *A Comprehensive Approach to Asset Management and Condition Analysis*.

"One system for all campuses means that we all have the same data at our fingertips."

--Antonio Calcado, Vice President, University Facilities & Capital Planning

"A lot of people approached me after the presentation and indicated that they were looking to do the same thing for their schools," Holtsclaw said. "It makes sense, because you cannot man-

age what you don't know. The conference gave us a chance to network with other schools, especially the Big Ten, and it is clear that process-wise and technology-wise, we are on the right track. In fact, we are ahead of the curve in a great many ways."

Christopher Pye, Executive Director of Space Management, also attended and felt the new version of AiM will meet the needs of Facilities. "I'm glad I attended the conference. It was great to see all the new features demonstrated in the different modules. The new user-friendly interface will save us a lot of time when training users," he said.

"This project of uniting our department under one work management system has been integral to the merger," said Antonio Calcado, Vice President of University Facilities. "As the University continues to grow, our services will be in even greater demand. We have to be on top of our assets, our financial reporting, pipeline projects, active projects, and, of course, our work orders of which we get some 120,000 annually. One system for all campuses means that we all have the same data at our fingertips. External reporting is coming from one source, making it far more reliable." Calcado added, "I appreciate the hard work everyone has put into this project, and I believe we will be leading the way nationwide in asset management."

UNIVERSITY FACILITIES WELL RECEIVED AT RU DAY

University Facilities & Capital Planning had models and renderings on display at the recent RU Day, stirring a lot of conversation and interest among visitors. The display included boards and renderings for the University Master Plan, renderings of projects currently in design, including the Richard Weeks Hall of Engineering, Jameson Dormitory, and the School of Pharmacy expansion. Current construction projects were also on display, including IFNH Chemistry and Chemical Biology.



"Three models attracted a great deal of attention," said Frank Wong, Executive Director of University Planning & Development, "including a model of the entire New Brunswick Campus illustrating the proposed Master Plan improvements, and a model of College Avenue projects highlighting the Honors College, SAS Academic Building, and Lot 8 Residential Project.

"We had a lot of interest among attendees and many people stayed for extended periods to ask questions," Wong said.

Pictured, clockwise from top left, kite+key, the Rutgers Tech Store had a busy table; Jeff Livingston, University Architect explains conceptual drawings to attendees; Frank Wong, Executive Director of University Planning & Development reviews site plans with visitors; students and visitors review the Master Plan.

Worker Bees



University Facilities grounds staff readies for graduation ceremonies. Thousands of people filled High Point Solutions Stadium in Piscataway, and our staff was there from start to finish. (Also see Kudos Korner, page 4.)

**Do you have departmental news for Facilities Focus?
Contact ecrann@facilities.rutgers.edu
or call 848-445-2401
For past issues visit**

<http://facilities.rutgers.edu/facilities-units/strategic-services-administration>

HUMAN RESOURCES

Project Rise Marks Term End With Annual Luncheon

Project RISE, an English language skills program within University Facilities, concluded its academic year classes with an international luncheon, which has become an annual tradition.



Barbara Meyer, Training Coordinator, thanked the attendees for a great year. Samples of their work were on the tables and displayed around the room. The sessions resume in September. Facilities employees with minimal English skills are encouraged to attend. Classes are held within the work shift, and in addition to language skills, the program also covers computer skills.



Photos: Top left and right, Project RISE participants gather for the annual luncheon. At right, classwork on display; bottom, right, Training Coordinator, Barbara Meyer; bottom left, a buffet of international foods; and left, placemats include achievement recognition, as well as the menu.



HR TRAINING

In January, Facilities Human Resources launched a new program for supervisors in the Operations Division of the Department, entitled "HR Updates". As the title suggests, it includes updates on changes in HR policies and procedures for which supervisors are responsible to administer in their daily work, as well as workshops in strengthening supervisory skills.

The state-wide Operations Division encompasses over one-hundred supervisors from the previously independent organizations of Housing, RBHS-North & Central, Camden, Newark and New Brunswick Facilities. One of the challenges is to ensure sure that supervisors, regardless of their previous affiliation or current location, are consistently applying the same policies and management practices. "HR Updates" was developed to begin to address this.

"HR Updates" officially launched with three short kick-off meetings in New Brunswick to introduce our staff and describe functions and areas of responsibility. Camden and Newark simultaneously joined one of the sessions using video conferencing. The latest in the series featured a workshop, "Performance Management" to assist supervisors in developing and setting performance expectations for their staff. In an effort to meet the various work schedules and geographic locations of staff, two sessions were offered in New Brunswick and one in Newark.

The next two workshops are "Leading Staff through Change & Transition" and "The Progressive Discipline Process".

Planning for Fall-2015 is already underway. Operations supervisors will attend one session each month in September, October and November. Monthly, the same topic will be repeated twice in New Brunswick, once in Newark and once in Camden. Guest speakers join HR Staff in presenting content through lecture, workshop and discussion format.

Contact Mike Fitzgerald, mfitzgerald@facilities.rutgers.edu or 848-445-2851 for additional info.