

The *PlanIt*

Volume 1, Issue 1

May 2009

A letter from the director

Gary Reed
FPM Director

It is a good time to be in facilities management. Not only is the FPM Department at EIU looking forward to a full agenda of summer projects, but also sits on the brink of what will become a nationally-recognized Renewable Energy Center initiative.

Our project will be completed as a pilot project, under a special state statute. The bill is currently being considered by the Illinois House, having passed the Senate last week by a unanimous 50-0 vote. For those who have not heard, or are not yet tired of hearing, this project will be fired through a biomass (wood) gasification process. The biomass gasifier

will reduce air pollutants by approximately 85% as compared with the currently permitted allowances from the old coal fired plant.

The project will also feature a steam driven electrical generator making this a true go-generation facility. A solar photo-voltaic array is also included which will provide some internal power for plant use. To cap it all off, the plant building will be designed to LEED (Leadership in Energy and Environmental Design) certifiable standards.

The new plant, along with 19 additional energy conservation opportunities will be installed over the next two years under a guaranteed energy savings contract. This method of project delivery pays for itself through energy and operational savings over

a twenty year span of time, avoiding the need for additional tax dollars or student fees. What's more, the savings are guaranteed by the performance contractor over the life of the agreement. Any shortfall in savings due to lack of project performance is paid annually by the contractor.

The projects are cool, but what makes FPM the best place to be are the people we work with and the ones we serve. I enjoy the cooperative spirit that all our employees exhibit every day. But what recharges our batteries and drives us on as facilities managers is our relentless focus on service excellence.

My thanks to each employee in FPM who are clearly proud to serve!

*On
the
Inside*

- p. 2 • FPM Makes a Difference
- p. 3 • FPM Employee Spotlights
- p. 4 • Helpful Tips from IT

“You Make the Difference” awarded to FPM

By Deb Black

In lieu of exchanging gifts at Christmas, a grassroots effort began three years ago to do something more meaningful. Gary Reed asked Mike Carter, Jr., Heidi Hawkins and myself to come up with a slogan, as well as some ideas as to where we could donate funds.

From this initial meeting, “Share Your Holiday” was born. This charitable fund drive is in addition to other worthwhile contributions that many of our co-workers have automatically withdrawn from their pay.

The core group of three became the Holiday Charity Steering Committee. An email was sent out asking for donation suggestions. Three groups of charitable organizations were chosen, from the email replies. Those recipients are The Salvation Army, Charleston Food Pantry

and Helping Hands, which is affiliated with Carl Sandburg School.

Two years ago Heidi left Facilities, and Chris Childress joined out staff, Chris then became the third member of the committee.

Every year, two of us will personally deliver the funds to each group. And every year each group is very

thankful to receive the unexpected gifts. Facilities usually receive a thank you note, from each of the three organizations.

This year, however, we received a special treat. The principal of Carl Sandburg, Chad Burgett, contacted me, and asked that the steering committee be present at a school board meeting for special recognition. Mike was

unable to attend this event, so Chris and I represented Facilities at the meeting.

Facilities Planning and Management was recognized, to receive one of their “You Make the Difference” awards. The superintendent of schools, Mr. Jim Litterford, presented the award and listed the various ways in which our funds are distributed. This year alone, our money has gone towards gas funds, for a family whose child was in the hospital at St. Louis, Missouri; as well as to purchase glasses for a student whose family was unable to afford this added expense.

You DO make a difference! It is extremely awarding to know that our generosity has helped so many.

The certificate is hanging in the FPM South building on the wall just east of the main conference room.



Mike Carter, Chris Childress, and Deb Black pose for a picture with FPM’s “You Make the Difference” award.

Photo Courtesy of Facilities Planning and Management

Sustainability undergoes expansion to use less

By Ryan Siegel

The Office of Sustainability has been undergoing expansion to a University and community wide focus. Much of sustainability revolves around how to get more out of less, particularly in these lean times.

One such way that can save a fair bit and make documents last longer is by using a PDF Printer. With this software you use the print feature on a computer, only se-

lecting the PDF creator as your printer instead of your normal printer. It will then open your “printed” document so that you can see what it looks like. The instructions for installation can be found at <http://www.eiu.edu/~fpm/Docs/PDFPrinting.pdf>

Many changes coming to campus will not be noticed as they are behind the walls. Some of these are new transformers in some buildings and new chilled water delivery methods. Other items will be

more noticeable like LED Outdoor lighting, additional water retrofits, and new residence hall windows.

The new EIU Energy Center will also be a cogeneration facility, which means that it will have electrical generation as part of the process.

Electricity generated through traditional means is only 33% efficient. Electricity generated in a cogeneration facility is at least 70% efficient. The Renewable Energy Center will contain a small photo-vol-

taic solar array to further offset coal based electrical generation and take care of some internal process needs.

The office of Sustainability wants to help departments reduce their impact on the environment and to save resources. The Office of Sustainability also welcomes others’ ideas to help lower the campus’s impact on the environment and to lower costs. Ideas or requests can be directed to me at rwsiegel@eiu.edu or 581-8395.

Planning and management puts spotlight on employees

Angela Eubank *and* Beth Mitchell

By Samantha Wayman

When something breaks on campus, a phone call is made and the problem is solved. For Angela Eubank, her job starts at that phone call. Eubank is Routing Dispatcher II for the Facilities Planning and Management. Without her position, the dispatching office would be much harder to manage. Eubank does not actually go and fix things, but she sends the appropriate person to get the job done fast.

Eubank also answers emails and phone calls from secretaries and building managers about problems at their buildings. She must know which shop would be best for the job in order to send the correct foreman to the worksite.

Eubank's job isn't done after the call either. She also types up a work request form for the problem, completes the work request form when it's turned in by the shop, and enters the time spent on the work request.

Some examples of problems that might direct to Eubank would be broken windows, power outages, door and lock problems, water leaks, popped breakers and a lot more.

The FPM is also in charge of the new buildings and reconstruction that takes place on campus. Most people probably don't even realize that, without a dispatcher, their problems would not be solved nearly as quickly as they are.

"I have been here at EIU going on 3 years in July," Eubank said. "I love my job!!"

By Audrey Sawyer

Beth Mitchell is a hard working mother, whom not only helps and protects her kids, but also the students and others on campus by working as a dispatcher.

Mitchell works in work control, where she is a dispatcher. Mitchell has been a dispatcher for 13 years and started out as a 911 dispatcher for Coles County police and fire agencies. As a 911 dispatcher she dealt with a lot of stress so when the position became available at Facilities Planning and Management, she decided it was time for a change. So she started working in work control for management of the residence halls and academic buildings on campus.

Mitchell is one of two dispatchers at Eastern. Her job is to help keep the campus and its residents safe and secure. She receives emails and phone calls over the new work order system and inputs online dispatches for incidences related to roof leaks, broken glass, keys or anything related to potential security or safety issues in the buildings on campus.

Mitchell originally wanted to go into law enforcement. While in school, she got a job as a 911 dispatcher.

"Being an officer was not for me," Mitchell said.

So she chose to be a dispatcher. She likes being a dispatcher because she enjoys talking to people.

"Everybody on campus is good to work with, we have a good team over here and it's nice because I get to see and meet students and make sure they have a good experience," Mitchell added.

Mitchell is a Mattoon resident and is married to Rodney Mitchell, an officer for the University Police Department. They have three children Stephen 15, Blaine 7, and Ashlyn 2. Her entire family enjoys music, it is one of the things they like together.

"[I enjoy] spending time with the kids and doing what they like to do," Mitchell said, adding that her job allows her to spend time with her family.

Outdoor safety meeting a success

By Mike Carter

On April 23, FPM held their first outdoor employee safety meeting of 2009.

A meal, prepared by a small contingent of FPM supervisors, was served to the employees during the lunch period prior to the safety meeting. The meeting focused on safety topics that employees felt should be addressed at future meetings.

At the end of the safety meeting, a drawing was held for door prizes. These door prizes included a travel size first aid kit, \$20 donated by an anonymous source and four small first aid kits.

The FPM monthly safety meetings are held near the end of each month allowing employees to socialize during their break or lunch period. During winter months or inclement weather, the meetings are held indoors and the meal consists of a breakfast.

With summer and warm weather arriving, the meetings move outdoors to take advantage of the weather. Topics range from seasonal safety training to mandatory safety training. All FPM employees are encouraged to participate in the safety feast. Ask your supervisor for the date and time of the next meeting.

FPM HEALTH ALERT!

Dr. Sheila Baker visited the BSW house on April 30, 2009 to explain the threat of the swine flu. There is an EIU priority of cleaning, controlling personal fluids and preventing viruses such as swine flu. Baker emphasized the importance of keeping doors, restrooms and other public areas as sanitized as possible.

For more information from the EIU Health Department, visit: <http://www.eiu.edu/~health/clinic/info/swineflu.php>

Virus, Malware, and Hackers, Oh My!

Tips on protecting yourself and your computer

By Aaron B. Allison
IT Coordinator

Every month we hear of hackers and viruses invading computers all over the world. Here are some simple ways that you can protect yourself:

1) First make sure that you have the latest Windows updates. To do this go to <http://update.microsoft.com/window-supdate> and press "express updates." These updates come out every month. The sooner you update your computer the better.

2) Also make sure that you protect yourself by having an Antivirus program and

using caution on the Internet.

3) Keep your antivirus software up to date.

4) Avoid going to questionable websites that might harm your computer.

5) Also use caution with your email. Don't open a download attachment if you do not know the sender. If you receive a file, jokes with attachments, or even a .doc file, do not open it unless you were expecting it.

Follow these tips and you will be less likely to get hit by the next wave of viruses.

Recent Retirees

•Jeff Shoot - 3/31/09
Jeff was a painter at EIU

•Russ Letner - 12/31/08
Russ was a BSW

Facilities Planning and Management wishes all of its retirees good luck and good health. We sincerely appreciate all of the hard work you have contributed throughout the years.

More from IT

For a slideshow of progress on the new Student Success Center, visit:

<http://www.eiu.edu/~fpm/ProjectUpdates/sscenter/index.php>

The Agency

Eastern's Top Public Relations Firm

The PlanIt

Is a quarterly publication for Facilities Planning and Management employees.

•Editor
Christopher O'Driscoll

•Agency Director
Cory Dimitrakopoulos

•Agency Faculty Advisor
Terri Johnson

•email story ideas to
cmodriscoll@eiu.edu
cdimitrakopoulo@eiu.edu