New Initiatives & Improvement Work

- The Continuous Improvement Office began training its newest group of Lean Facilitators in October. Lean facilitators are the heart of Michigan Tech’s continuous improvement program. Participants receive over 100 hours of training. Ann Kitalong-Will, Angie Kolehmainen, Kerri Sleeman, Mary Babcock, and Renee Hiller are all currently committed to becoming Lean Facilitators.

Business Operations

- The University Policy Office is creating a new website, which will make policies easily accessible and will offer tools and resources to help guide policy development and revision across campus.
- Ann Kitalong-Will will be steering the Work Life Programming Advisory Committee (WPAC).

Facilities Management

- Due to popular demand, Transportation Services was able to add a third Zipcar to campus this fall, and able to park it in Daniell Heights, thereby making Zipcar usage easier for the Heights residents.
- The Grounds Department purchased a used quad axle dump truck this fall to add to their fleet. The additional hauling capacity of this truck will expedite hauling snow from the lot entrances and edges to the snow dump area by allowing more snow to be moved in a shorter amount of time. The ability to move more snow in a shorter time span will not only make the process more efficient, but it will help to improve winter parking and increase safety.
- Customer friendly changes have been introduced by Transportation Services this semester, including:
  - no parking permit rate increases for 2015
  - permit delivery via campus mail
  - on-line 2015 parking permit purchase for faculty/staff
  - swipe cards in the pay lot and guaranteed lot have been switched over to much quicker tap access - gate removal has eased congestion entering and exiting the lots as well as easier snow removal for grounds
- Transportation Services has been working with colleagues across campus to improve the campus bus stop shelters. As a result, two (2) new centrally located shelters will be added to the Heights in December, and the shelter by the MUB has been moved back to a convenient location on the south side of the building.

Human Resources

- Human Resources successfully completed the pilot cycle of its new Performance Management Process with the Research and Administration areas. The first full Performance Management cycle began in October and includes Student Affairs, IT and OIE in addition to Research and Administration. For detailed information, please visit: [http://www.mtu.edu/hr/current/performance/](http://www.mtu.edu/hr/current/performance/)
- The UAW Certification Program Planning Committee (Cat Burns, Lori Weir, Amanda Cadwell, and Tina Sarazin) celebrates the completion of the first semester of the Michigan Tech UAW Certification Program. The committee will survey participants and their supervisors and will fine-tune the program based on this feedback. Spring semester courses will begin on January 26, 2015.
- As of October 1, 2014, Employment Services has completed the transition of all University job postings to the PeopleAdmin applicant tracking system. This allows hiring managers and search committees to access their applicant pool online from anywhere and eliminates the need for multiple paper copies.
- Human Resources will be introducing a three-part Supervisor Training Series which will begin in January with the first session focusing on the core services provided by Human Resources and the Office of Institutional Equity.

Please send information for future issues to Lori Weir at llweir@mtu.edu
Success Stories

Human Resources presented at the Michigan College and University Professional Association for Human Resources (MI-CUPA-HR) Conference which took place Oct. 23-24 at Western Michigan University. The two sessions presented at the conference were:

“Recognizing the Union Through Rewarding the Individual: A Bonus Program That Works Within a Union”
Presented by: Amanda Cadwell, Catherine Burns, Lori Weir, Tina Sarazin, and Renee Hiller

“How Empowerment Can Build a Healthier Workforce: Evolution of Wellness at Michigan Tech”
Presented by Renee Hiller and Karen Hext

November 21-23 was one busy weekend for Tech athletics and the Facilities Management Grounds crew. Because of the early season snow and a NCAA Playoff game, there was a football field to clear off, in addition to clearing the sidewalks, entrances, parking lots and roadways. Even though we were hit with heavy early season snows, Michigan Tech was able to provide safe parking and building access and great outdoor foot-ball field conditions to all the local and visiting teams and fans.

Gregg Richards was recently promoted to Director of Engineering Services in Facilities Management. Gregg has been with Facilities Management for 6 years, previously as a Facilities Engineer.

Congratulations to the following employees who recently retired from Michigan Tech:

Facilities: Jim Heikkinen, Ed Corrigan, Gerald Fountaine, Don Darcy, Jim Schultz, Harold Markham

Business Operations: Carol Belanger, Andre Bonen, Mike Clawson

Health & Safety News

Seasonal events and decorations for the workplace can be a fun way to help employees enjoy the spirit of the holiday season together. Just remember to keep safety in mind, and make sure proper safety precautions are observed at all times.

- Be mindful of potential fire hazards when selecting holiday decorations and determining where to place them.
- Never place staples or nails through strings of lights, power cords, or extension cords.
- Make sure that all illuminated items are turned off when the office is closed so there's no risk of a fire breaking out when the building is unattended.
- Think carefully before using extension cords to connect lights or to illuminate other types of decorations.
- Avoid placing Christmas trees, gifts, or freestanding decorations in heavily trafficked areas where people might run into them or trip over them.
- Make sure that your holiday décor in no way compromises the ability of workers and visitors to exit the workplace in the event of an emergency.

LEAN at Michigan Tech

“Visual management is a workplace that is a self-ordering, self-explaining, self-regulating and self-improving environment where what is suppose to happen does, on time, every time because of visual solutions.”

There are many resources and techniques you can use to make your department more visual. Here are a few:

⇒ Signage - Professional signage can be a great way to create visual control.

⇒ Color Coding - Creating a color code that everyone understands can have great visual impact.

⇒ Floor Marking - Can be used to indicate what should go where.

⇒ Shadow Boards - By creating a shadow around an item, it is easy to see where the item should be returned.

⇒ Visual Procedures - Use text and pictures to describe the process right beside where the action takes place.

Save the Date

Dec. 8 - 23 Annual A.E. Seaman Mineral Museum Holiday Sale
Dec. 9 - 20 12 Days of Christmas Sale
Dec. 16 President’s Campus Forum
Dec. 20 Mid-year Commencement
Dec. 22 Deadline to order Promotional Support Item
Jan. 7 2014 Making a Difference Staff Awards

Campus Bookstore & University Images
2:00pm Memorial Union Ballroom
10:30am SDC Wood Gym
8:00am Online
2:00pm Memorial union Ballroom