

El Servicio Real

The Royal Service of the Physical Plant

Volume 20, Issue 1, January-February 2003



El Servicio Real is published six times a year by and for the employees of the Physical Plant Department of The University of New Mexico. Submission of letters to the Editor, articles, photos, and suggestions is encouraged.

Editorial Staff

Editors Mary Ellen Monroe
Paula Reno

Assistant Editor Dacie Lucas

Contributing Editors
Environmental Services Division
Dick Fagerlund, IPM
Bryan Suhr, Landscape
Utilities Division
Mary Clark

Inside...

- 2 Lawrence Ranch
- 3 Let's Talk Shop Training Service Awards
- 4 Bryan's Favorite Tree
- 5 Feature from the Bug Man

mail stop codes

by Paula Reno

■ UNIVERSITY SERVICES IMPLEMENTS A NEW MAILING SYSTEM

Apprehension and confusion seem to follow this subject. Mail Stop Codes are upon us. It is still possible to send and receive UNM mail without the Mail Stop Code, but don't expect speed if you forget to use it.

For campus mail, use your Mail Stop Code list to properly address items. All that is needed are the official department name, the recipient's name, and the code. When having mail sent to you from outside of UNM, the sender needs exact instructions on how to address the envelope. The correct format includes name, department name, Mail Stop Code (MSCxx-xxxx), 1 University of New Mexico, Albuquerque, NM 87131-0001. If the zip, address, and MSC are correct, the incoming mail will be delivered in the most efficient manner. Don't forget to use this same format for your return address.

Physical addresses won't disappear, though, especially at PPD. We receive too many

deliveries by carrier and delivery truck to forget our street addresses. As supplies of letterhead, envelopes, and business cards are depleted, reorders should include the new format. The layout includes both addresses--physical and Mail Stop Code. Examples of the layout can be obtained from University Services or by calling Paula Reno, PPD Office Manager, at 277-7831.

With these changes, PPD administration took a second look at current mail delivery. Most PPD mail will continue to be routed to our reception area and sorted by recipient. Some sites, though, will begin receiving their own incoming mail, to eliminate the daily trip to the Service Building to pick up mail. Outgoing mail remains the same, except for those sites mentioned above. These areas that have direct mail service will need to bundle their letters and attach a "sticky" indicating postage requisition number, account number, department, and phone number.

the d. h. Lawrence ranch

Situated at 8,600 feet above sea level, the ranch sits on the southwest slope of Lobo Peak in the picturesque Sangre de Cristo Range 20 miles north of Taos. The ranch was first established in the late 1880s by homesteader John Craig. In 1893 he sold the ranch to Mary and William McClure, who raised angora goats on the property. Mabel Dodge Luhan purchased the ranch from the McClures in May 1920.

D. H. Lawrence, the author of literary classics such as *Women in Love* and *Lady Chatterley's Lover*, and his wife, Frieda, first came to New Mexico in September 1922 at the invitation of Mabel Dodge Luhan, a New York socialite and arts patron who lived in Taos. During their second trip to Taos, Ms. Lujan gave the 160-acre Kiowa Ranch to Frieda.

In 1924 Lawrence and Frieda moved to what is now known as the D. H. Lawrence Ranch. During the summer, Lawrence completed his short novel *St. Mawr*, in which he celebrates the special quality and landscape of the Kiowa Ranch.

Lawrence died near Vence, France in 1930. After his death, Frieda returned to New Mexico to live. In 1955, eight months prior to her death, Frieda gave the Kiowa Ranch to the University of New Mexico.

The Lawrence Ranch has been the site of Peace Corp Training, Arts Programs, and many other programs over the year.

If you would like additional information regarding the history of the D. H. Lawrence Ranch, you can visit our website at <http://www.unm.edu/~ppd>.



You may have noticed a new face in the hall lately. She is Physical Plant's new administrative office manager. Paula Reno can be found in room 112, of Service Building 204, or by calling her at 277-7831. Stop by and introduce yourself, if you haven't met Paula yet.

Paula is a UNM Alumus, so is familiar with the campus and the critical work our department does. She is an Albuquerque native who now resides in Sile, New Mexico, which is a tiny community close to Cochiti Pueblo. She and her husband, Randy, spend their spare time renovating their 60-year-old adobe house. She also fits in plenty of time with family--two children, three grandchildren, parents, and siblings, all Albuquerque folks.

Paula's background is primarily from the insurance industry, where she spent many years as the manager of the services and accounting department for a national corporation, and as office manager/accountant for a state-

wide insurance trade association. She has worn many hats, so should fit into our diverse department with ease.

Managers and supervisors should contact Paula and her staff if they have needs concerning the Service Building, scheduling training and conference rooms, and other administrative support issues.

Paula will also be the building coordinator for building 204. She intends to become a key resource person for the Physical Plant Department. If you have any information need, please give her a call and she will help find a solution. Employees of PPD need to come to the Administrative Support Group for their PPD identification badges and for safety equipment vouchers. If you have questions about these or other issues, give us a call or come by.

One of the main duties of this department is communication. Paula will be the person you speak to about the Physical Plant website, and her team is the source of your newsletter. We appreciate input from the whole department in our communication efforts. If you have news or information to share, please call Paula. Another role of her section is greeting visitors, issuing

See **Manager**, page 6

Let's Talk Shop!

TRAINING

by Mary Ellen Monroe

With some of PPD's in-house training sessions being put on hold until a training and development specialist is brought on board, and with the structuring of the Physical Plant Human Resources office, PPD employees will be looking at additional training and new ideas. Rufina Gomez, PPD's human resources manager, is currently working to assess training needs for the Physical Plant, and eventually will develop a training program.

In the interim, Carole Vollbrecht is facilitating the department orientation workshop for new PPD employees. Carole has been instrumental as well working hand-in-hand with the Employee Organizational Development (EOD)

Department to put together sessions on civil rights and performance review appraisal for PPD's managers and supervisors. Leads and other PPD staff also benefit from these classes.

With the 2002 performance evaluations due to Human Resources by March 31, 2003, Autumn Bell of EOD facilitated several sessions for managers and supervisors regarding UNM's new performance review form. Evaluations are due to the appropriate PPD associate director for his/her signature by March 21, 2003 so that original evaluations can be processed and delivered to Rufina Gomez to meet the March 31 deadline. Remember to send copies of performance evaluations to the PPD Accounting Office,

the manager's desk file, and the employee.

Training programs will be published in future issues of the newsletter as soon as they are developed.

See additional training information on page 6

Five- and Ten-Year Service Awards

CONGRATULATIONS! NINE PHYSICAL PLANT DEPARTMENT EMPLOYEES RECEIVE SERVICE PINS

Administration

Sandy K. Lujan -- 5 Years

Area Three

James M. Cain -- 5 Years

Area Four

Nathalie A. Fridey -- 5 Years

Remodel

Joe M. Macias -- 5 Years

Landscaping

Jeri L. Martinov -- 10 Years

Custodial East

James M. Phear -- 10 Years

Custodial South

Rosa A. Lucero -- 5 Years

Tobias Lucero -- 5 Years

PPD-Custodial Central

Maria Lopez -- 5 Years

Physical Plant New Employees

Environmental Services Division

Jerome Timlin, Automotive

Finance and Services Division

Paula Reno, Office Manager

Health Sciences Custodial

Monica Holguin, Administrative

Assistant

Main Campus Custodial

Fabian Cantano, Custodian

Jerrett Fleming, Custodian

Lawrence Marquez, Custodian

Oralia Nunez, Custodian

Celso Valqui, Custodian

Bryan's favorite tree

by Bryan Suhr

TREES ON CAMPUS

Common Name: Arizona ash or Modesto ash

Botanical Name: Fraxinus velutina

Family: Oleaceae

The Arizona ash is a medium-sized tree which is strongly upright when young, becoming more rounded as it matures. Native to the Southwest, it ranges from northern Mexico into New Mexico, Arizona, and California, mostly in mountain canyons up to about 6,000 feet in elevation. It is very variable within the species, and there is disagreement among botanists whether these variations should be separated into other species.

The species name, *velutina*, is a reference to the soft, velvety hair that covers the new leaves as they develop in the spring. These characteristic downy hairs wear off as the foliage matures. The leaves of the Arizona ash, which are light green in color, are pinnately compound, about 5" to 11" long. The leaflets, three to seven per leaf, are smooth and leathery. The tree's leaves and branches develop with an opposite pattern. Its leaves turn a rich, golden yellow in the fall, and often turn a nondescript brown before falling.

The Arizona ash is dioecious. This means that the flowers, either male or female, are on separate trees. The yellowish-green flowers appear on

short stalks beginning in early April. The female tree makes a narrow winged seed about 1/4" to 3/8" wide and 3/4" to 1" long. The seed is persistent on the tree until late summer, and if a large crop is produced the debris can be a problem. On staminate (pollen) flowers, a small mite causes the old flowers to remain on the tree as small, dried-up balls for several seasons. The mites do not damage the tree, but the dried flowers can be a litter problem when they fall onto paved surfaces where people walk on them. The trees bark, reddish-brown in color, has long, narrow scales.

The wood has no commercial value. The tree will tolerate most soils, and, once established, is very drought-tolerant, requiring minimal irrigation to maintain a high-quality tree.

In 1846, Lt. William Emory discovered *Fraxinus velutina* when he crossed New Mexico during the Mexican-American War. It has been in the nursery trade since about 1897. The most common named variety is 'Modesto', which was found in a city park in Modesto, California. It is now common throughout California and the Southwest. There might still be a New Mexico state champion tree in Grant County, which measured over 73' tall in 1981, when it was officially measured. The largest Arizona ash on campus is on the northeast side of the Sigma Chi fraternity house. This is a large tree with moderate water needs, commonly used in Albuquerque landscapes. In Albuquerque, the Arizona ash can grow

over 50' tall and can develop almost as much spread. As a young tree, it should be pruned to maintain a central leader, and planted carefully at the right depth so as to minimize its tendency to produce surface roots. ■

.....
Preparing the Garden
.....

Spring, with windy days and maybe some rainy days, is very near. If it continues to be dry, however, prepare to water, wetting the soil to at least 12" deep, with a period of drying between watering. It may be necessary to water every week or two, to keep moisture available in the soil for healthy plant growth. Spring is when many plants grow a large root system, and if the soil is too dry, plants will have a much smaller root system.

Plant new plants as the weather warms. Some plants can tolerate considerable cold, so can be set out after frost danger is past (mid-April in Albuquerque). Ask your nursery provider for recommendations as to the proper times to plant a specific plant. Fertilize as plants begin to break dormancy. Cottonseed meal is a good plant food which can be purchased in bulk at many feed stores.

It may not be too late to prepare a garden. Turn the soil as deep as possible -- 12" is a good minimum

See Garden, page 5

Garden, continued from page 4

depth. Test the soil for pH and nutrients. Most soils benefit from the addition of organic matter. Compost is the best, but well-aged manure or peat moss will help. Mix it into the soil carefully, adding as much as possible. There is no substitute for soil preparation. The best help you can give new plants is to prepare a large area.

Mulch can be removed temporarily to help warm the soil, or can be increased to cool it in order to slow root growth. To conserve water, mulch should be augmented as needed, as temperatures increase.

The Cooperative Extension Service can give you advice on soil-sampling procedures. For an extensive list of horticulture publications, visit their website at

http://www.cahe.nmsu.edu:16080/pubs/_h/. The Bernalillo County office can be reached at 243-1386. The Albuquerque Rose Society hosts rose-pruning demonstrations at their rose garden every weekend in March. This is a great place to talk with expert rosarians about your favorite rose.

Don't forget to enjoy several picnic lunches at UNM's Duck Pond, and visit Albuquerque's premier garden space on the UNM campus. ■

the outdoors in new mexico

by Dick Fagerlund

With warm weather approaching, it will soon be time to go hiking, camping, and generally enjoying the outdoors.

One of the hazards of living in New Mexico is the presence of at least nine species of rattlesnakes, which live in the areas where we like to hike and camp. In the last 25 years, I've only seen a handful of these secretive snakes, though I've encountered them in the past. Before I became interested in bugs, I was interested in snakes. They aren't hard to find if you know where to look for them.

I've managed to get bitten seven times, sometimes by pet water moccasins and copperheads. Generally, the national profile for snakebite victims is that they are young, white males, under the influence of alcohol. I certainly fit that profile in every snakebite incident. One year there were three snakebite cases in Albuquerque, and I accounted for all of them.

I had one bite that wasn't much fun. I was feeding a copperhead with a cold, dead mouse that I was holding between my fingers. The copperhead struck at the warmth of my fingers and nailed me. The next day my left

side, from my shoulder to my foot, was extremely swollen. I decided that I should probably go to a hospital. When I got there, the first thing they wanted to do was cut me open to relieve the pressure. They also injected me with antivenin.

Not all snakebites are as traumatic as that copperhead bite. Before I moved to New Mexico, I lived in Houston with my wife. We kept a lot of snakes around the house. I would love to tell you the story of a small garter snake, a story that I've told many times over the years, but it may not be the most proper story for print.

If you go camping, or hiking this summer, use some common sense. Don't put your hands where you can't see them, and don't grab a rattlesnake by its tail. Hopefully, you won't have to experience the trauma of a snakebite.

Codes, continued from cover

Once we all get used to these new addresses, the automation this system enables should make mail delivery so much smoother. In the meantime, we'll have to find departments by their official name, which might mean looking up Pediatrics under the letter "D" for "Department of," or Police under "U" for "UNM." If we humans can figure this out, maybe the machines can take it the rest of the way. ■

Manager, continued from page 2

parking permits, and helping people find who they are looking for. They also receive the general phone calls to the Plant and direct them to your areas. Basically, service is the motto of the support group.

Paula says, "I have met so many nice people. I am looking forward to a long, happy home here at the UNM Physical Plant." ■



Physical plant department employees continue to earn certifications and licenses

I/NET 2000 SYSTEM TRAINING

Donald Blaisdell, HVAC Tech 2, Area Two

CERTIFIED BUILDING INSPECTOR UBC

Christopher Nelson, Structural Tech 2, Remodel

STATE OF NEW MEXICO REGULATION AND LICENSING DEPARTMENT

Joseph Roybal, HVAC I, Area Two

TROUBLESHOOTING HARDWARE AND SOFTWARE

Delores Weir, Information Systems

Anthony Garcia, Utility Plant Mechanic, Utilities Division, attended gas compressor training at the Ariel Corporation in Mt. Vernon, Ohio.

Ray Dimas, Master Utility Plant Tech; **Dan Hewes**, Utility Plant Tech II, and **Gary Small**, Master Utility Plant Mechanic, all employees of the Utilities Division, attended water sampling training at the New Mexico Water and Wastewater Association in Las Cruces, New Mexico.

ESR Schedule

| Issue | Deadline | Publication |
|--------------|----------|-------------|
| Vol 20 No. 2 | Apr 11 | Apr 30 |
| Vol 20 No. 3 | Jun 11 | Jun 30 |
| Vol 20 No. 4 | Aug 13 | Aug 29 |
| Vol 20 No. 5 | Oct 13 | Oct 31 |
| Vol 20 No. 6 | Dec 5 | Dec 19 |
| Vol 21 No. 1 | Feb 13 | Feb 27 |



The University of New Mexico

El Servicio Real

PPD-Administration
MSC 07 4200
1 University of New Mexico
Albuquerque NM 87131-0001