KARISSA HECKMAN: LEADING THE CHARGE

An actual challenge, however, is her charge to reduce paper storage before the potential Freehafer move. A visit to Central Files will confirm that need, as Heckman estimates that her desk is surrounded by approximately five million documents.

“I’m working with departments to shred documents that are no longer required to be kept and identifying solutions to decrease future use of paper documents,” she explains.

She oversees the Freehafer Operations staff, which she names as her favorite part of her job.

“The amazing ladies on my team have more than 100 years of combined Freehafer experience!” she says.

Heckman also coordinates services for Freehafer and the Administrative Services Annex (more commonly known as Hooks). She also maintains the record retention guidelines.

Before she began her current role, she spent eight years as the facilities and purchasing manager for the Riggs Community Health Center. She also has prior University experience, having served as a building deputy from 2003 to 2007.

And when she’s not here leading the charge to keep her projects on track, you’ll likely find her one of two places: in a horse barn or by a campfire with her family.

THE FREEHAFER MOVE

The State Street Redevelopment Project will have a major impact upon the occupants of Freehafer Hall. State Street project delivery proposals are due on December 21. Once the proposals have been reviewed and a team is selected, additional information about the specific features of and timeline for the project will become available. However, planning is already underway for the relocation of all Freehafer Hall occupants.

A Freehafer Move project team has been created, with the goal of improving communication and workflow to ensure a successful transition to new spaces for everyone involved. When a few more pieces fall into place, we will share what we know.

FREEHAFER MOVE
STEERING COMMITTEE

Kendra Cooks    Trent Klingerman    Chris Martin
Robert Wynkoop

FREEHAFER MOVE
PROJECT TEAM / RESOURCE MEMBERS

• Kerry Blankenship
• Brad Bowen
• TJ Burns
• Judy Casey
• Cindy Davis
• Allison Farrell
• Peggy Fish
• Karissa Heckman (chair)
• John Higgins
• Rita Jackson
• Deborah Johnson
• Denise Laussade
• Jesse Moore
• Gayle Stetler
• Joanna Vanaman
• Kevin Vedder
• Shannon Williams
LESS MESS WITH 5S

A recent walk through Freehafer might have left you wondering why the hallways have a few more recycling bins than usual or what those paper thermometers are all about. That’s 5S! Freehafer has begun to implement the 5S System, which is a method that promotes organization and efficiency in a work space.

Patrick Moeller, training specialist with Employee Training and Development, is leading the 5S charge, with Human Resources serving as the pilot department.

“I am very pleased with the overall progress of the 5S implementation and the energy several individuals and leaders have shown during the SORT exercise,” Moeller said. “I have led several 5S implementations over the years and have seen the many positive results come from this methodology. The progress made has encouraged other departments to join HR in 5S and I am looking forward to working with Payroll, Procurement, Director of Business Management and Treasury Operations through their 5S journey.”

**SORT:** Eliminate unnecessary items from the workspace

**SET IN ORDER:** Arrange items so that they are easy to use, find and put away

**SHINE:** Keep the items and work area neat and clean

**STANDARDIZE:** Create a consistent approach to tasks and procedures

**SUSTAIN:** Make a habit of maintaining the correct procedures

Approximately 32 Freehafer employees have already completed the “Sort” step – and they’ve removed more than 4,000 pounds of materials from their offices and cubicles, with approximately 3,800 of those pounds being paper.

ALL ABOUT RECORDS RETENTION

Where do all those official University records live when they’re not in use? There are two main safe storage areas – Central Files and the Administrative Services Annex (ASA)/Hooks Building. Generally, records arrive at Central Files still in paper form, and then they’re scanned into the digital imaging system. As we increase our digital imaging, we’re provided with the perfect opportunity to review records retention guidelines and see how we can reduce Purdue’s physical storage footprint.

A project team is working on ways to reduce current paper storage – potentially to the point where the lease on Hooks could be discontinued. Those team members are inventorying files and making recommendations on records retention.

CENTRAL FILES/HOOKS RECORD RETENTION STEERING COMMITTEE

Kendra Cooks    Peggy Fish    John Higgins
    Trent Klingerma    Chris Martin    Ken Sandel

CENTRAL FILES/HOOKS RECORD RETENTION PROJECT TEAM / RESOURCE MEMBERS

- Jackie Butram
- Kathy Cavanaugh
- Marcia Dillman
- Cheryl Francis
- Jamie Geiger
- Cheryl Gray
- Karissa Heckman (chair)
- Amanda Jackson
- Janessa Martin
- Patrick Moeller
- Sue Provo
- Maryanne Robbins
- Terrie Rosi
- Angela Slocum
- Tracy Sondgerath
- Kevin Vedder
- Teresa Wesner
- Shannon Williams