

Letter from the Associate Vice Chancellor for Facilities Management



C·H·A·N·G·E

Change is life giving. It helps us grow into someone greater than we already are.

Dear Facilities Management Team,

Change is happening to Facilities Management! Our conversion to the central warehouse and to the new ARCHIBUS work management system has challenged everyone. I'd like to make three points about this transition we are going through:

- In any major change, there will be problems that need to be overcome.
- Change is hard work.
- Change will make us better in the long run.

I appreciate the way everyone has pitched in and pulled together to overcome obstacles. Have faith. We **will** be in a better place after we have worked out all the bugs of the new systems.

BUDGET NEWS!

Last year the Chancellor directed a complete review of the budgeting process and how funds are allocated at UNC Charlotte. Last November, I

was given the opportunity to brief the Chancellor and his Cabinet on our Facilities Management budget and funding shortfalls. Our briefing was well received and our needs understood.

The Chancellor held a large amount of money pending the results of the process review. This month the Chancellor asked for requests for recurring funding in order to allocate the money he has been holding. We have submitted requests for a significant amount of additional funding. I am very hopeful Facilities Management will receive a fair share of the reallocated dollars.

This will not solve all of our budget problems, but may go a long way toward getting us the supplies, equipment and people we need to do our jobs. We have also asked for money to rectify some of our salary inequities. Keep your fingers crossed that we fair well in this process.

Keep improving **Teamwork** and **Customer Service!** These are the keys to our success as individuals and as a Team. Thank you for all your hard work in *Creating a Campus of Distinction!*



Philip M. Jones
 Associate Vice Chancellor for
 Facilities Management

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EMPLOYEE OF THE QUARTER

Congratulations to Dionte Sims, Facilities Information Systems (FIS), who was honored with the “Employee of the Quarter” award for October—December 2006.

This award is presented to an individual with exceptional performance above and beyond expected duties, exhibits outstanding customer service, and demonstrates creativity and initiative resulting in outstanding measurable outcomes during the quarter.

Dionte was nominated by Kathy Fisher, Motor Fleet, for his hard work during the implementation of the new Archibus system. One week after the Archibus implementation, right before Christmas Break, Dionte was here everyday trying to clean up any issues staff had with the program. He arranged for conferencing with Ray Dinello, FIS Senior Systems Administrator, and AOS to solve problems, and worked tirelessly to help the entire staff muddle through.

In an interview with Dionte, here is what he had to say about his accomplishment.

What are your thoughts about winning the Employee of Quarter Award?

It’s truly an honor.

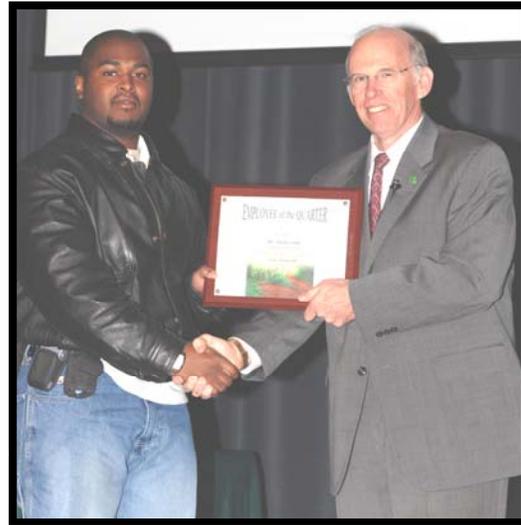
How long have you been with Facilities Management, and what do you like most about working for the department?

I’ve been with Facilities a little over two years. I like the people, especially the teamwork I feel in working with the shops.

When you are not working, what is your favorite pastime?

Spending time with my newborn daughter!

The nominee commended your “extra effort” in dealing with the new Archibus system? How do you handle the pressures of learning the new system, while helping others learn it as well?



I don’t really feel any pressure. I enjoy learning. This is an opportunity for me. The more I learn, the more I can help people.

Dionte is the Archibus CAFM (Computer Aided Facilities Management) Administrator. Ray Dinello stated Dionte is his “go-to guy”. His job is very much Archibus. Much of his duties is CAD (Computer Aided Drafting) work and the other is related to CAD work with Archibus. He runs the root element of Archibus. The root element is the CAD drawings.

John Faison, FIS Director, stated his wife, an instructor at the Art Institute of Charlotte, referred Dionte to John when this position became available. Dionte has an associates degree in interior design. John concurs with Ray in saying Dionte is FIS’ “go-to guy”. They are both pleased with his work and dedication in the short period of time he has been here.

**Melia James
Business Office, Personnel**

“Continuous effort—not strength or intelligence—is the key to unlocking our potential”

Liane Cordes

TEAM OF THE QUARTER

Congratulations to the Harris Alumni Center Team who were honored with the “Team of the Quarter” award for October - December 2006.

This award is presented to a team with exceptional performance above and beyond expected duties; exhibits outstanding customer service with fellow workers, and the university staff; and demonstrates creativity and initiative that results in outstanding measurable outcomes during the quarter.

Brian Guns, Housekeeping Administrator, nominated the “Harris Alumni Center Team” for their outstanding commitment and teamwork on in preparation of the Alumni Center opening. Below is an excerpt from the submission.

The new Harris Alumni Center held its first event on Saturday November 11 and the brand new facility was just coming out of the final phase of construction and not really ready for an event hosting 200 people. Nonetheless, the show must go on and the process of taking care of all the last minute details came to a fever pitch on November 9 and 10. With contractors still trying to finish last minute punch list items, Arzella Baker-McCain and Greg Kish (Housekeeping) went about the task of cleaning, re-cleaning, and re-cleaning the inside of the Alumni Center. No sooner would they sweep a floor then someone would drill a hole or cut a board or open a door and track in razor fine grit from the brick paver project that the contractor had not had time to clean up.

Customers were nervous about their first event, and questioned Arzella's and

Michael Brown's mopping methods on their beautiful hardwood floors. Al McCool (Capital Projects) happened to be in the building and was asked about cleaning specifications on the floor. Al immediately made a call and found out that Arzella and Michael were doing the right thing and were able to continue with their work.

To address the tracking in of grit, David Adams (Housekeeping) cut and installed four walk off mats and Joey Cochran sent Bryan Lewis (Grounds) out with a blower to clean all the brick areas around the Alumni Center. Rob Herrington and Andy Lavoie (Key Shop) noticed that I was swiping my card through the card readers and called me on my direct connect to see if the doors were working properly. As I was driving away, they pulled up to work on the doors (without me even asking them to come out). This was one of those situations where everyone knew that extra effort and cooperation was the only way to pull it off and everyone just stepped up and did what had to be done because it was good for the University.

Even though Housekeeping, Grounds, and the Key Shop covered everything they could possibly think of in the week before the big event, they still had to do one final interior and exterior clean up on Saturday, November 11. This was done so the facility would be in top shape, although it was not fully out of the construction phase. **This was an extraordinary Facilities Management team effort.**



*“Teamwork:
Simply stated,
is less me and
more we”*

Unknown

FOCUS ON STAFF

SAFETY TEAMS OF THE YEAR

TEAMS WITH THE BEST SAFETY RECORD DURING THE CALENDAR YEAR
EACH TEAM BELOW HAD NO ACCIDENTS IN 2006



AUTOMOTIVE



RECYCLING



ZONE 1



ZONE 2

SAFE TEAMS OF THE QUARTER

(Statistical Information provided by UNC Charlotte Safety Office)

TEAMS WITH THE BEST SAFETY RECORD DURING THE QUARTER
*Automotive, Electrical, HVAC, General Services, Preventive Maintenance,
Recycling, Zone 1, and Zone 2 reported no accidents from October - December 2006.*



**Chris McKinney
accepts for Electrical**



**Tim Overcash accepts
for HVAC**



**Dave Hillard accepts
for General Services**

FOCUS ON STAFF

SAFETY PIN AWARDS

Recognizing Housekeeping and Maintenance Personnel with no accidents in 2006

Electrical

Albert Reynolds
Bob Lewis
Chris McKinney
David Huntley
Dewey Lilly
David Smith
Jack Hartsell
James Campbell
John Godfrey
Josh Hyatt
Lewis Jackson
Marvin Mackey
Mike Camp
Steve Reis
William Snyder
Winston Bynoe

HVAC & Steam Plant

Arnold Vanhoy
Billy Poston
Darrell Donahue
Don Teate
Howard Jaecks
James Mechum
Jimmy Keller
Mark Neel
Pete Altman
Pete Crainshaw
Reid Castor
Robert Whisnant
Steve Singer
Ted Tucker
Margaret Sawyer

Housekeeping

Annie Joyner
Anthony Thomas
Arzella Baker-McCain
Beulah Shankle
Beverly Hancock
Beverly Starcher
Candis Clemons
Cannise Evans
Carolean Minor
Chano Boyd
Charles Hamilton
Clara Crawford
Clara Crawford

Clozel Macena
Crystal Mason
David Adams
Deborah Deese
Debra Mayfield
Delores Green
Diana Parks
Dorothy Knotts
Elizabeth Browne
Elvira Smith
Elzy Neely
Essie Spears
Franjo Pauler
Galina Neyfl'd
Gloria Suarez-Chalco
Hashime Wright
Horace Blakeney
Huey Craig
James Brown
Jeffery Adams
Jennifer Winder
Joann Pearson
Johnathan Breckenridge
Joyce Parks
Julie Deese
Kim Douagmavongsa
Lee Anne Tisdale
Lillie McDuffie
Linda Wiley
Lisa Blakeney
Lotoia Young
Lucille Jordan
Madia Smith
Mae Harris
Marijan Pavlovic
Mario Moore
Pershell Leak
Radmila Pavlovic
Rena Foster
Robert Ussery
Rosilyn Douglas
Sarah Chie
Sarah Duncan
Shem Logan
Sherby Price
Steve McMiller
Sylvester Steele
Terry Robinson
Tomas Bonilla
Tommie Stafford

Velton Singletary
Willard Brown
Winford Springs
Yves Byron

General Services

Adam Thompson
Andy Lavoie
Chip Lawrence
David Skor
Eugene Gurganus
James Conder
Jerome Steele
Jerry Brindle
John Heck
John Renwick
Kenny Leazer
Robert Braun
Robert Gray
Ronnie Hobson
Samuel Moore
Tim Smith
William Adams

Grounds

Arnulfo Arqueta
Bobby Baker
Cristhian Gonzales
Dale Kroeze
Dan Barrier
Eddie Yost
Eric Bush
Frank Milone
Gary Edwards
Isaac Nelson
Joey Cochran
Jose Palacios
Lanny Caudle
Lisa Casey
Penny Franki
Phil Leonard
Ralph Necaize
Randy Walter
Robert Bailey
Robert Kennedy
Robert Murray
Terry Pennell
Tom Eudy
Virgil Torrence
Melissa McLaughlin

Automotive

Bobby Robinson
Jerome Crawford
John Barden
Kathy Fisher

Preventive Maintenance

Bob Fitzgerald
Chris Shores
John Tarlton
Ken Cranford
Larry Lane
John Conn

Recycling

Dot Munson
Henry Bennett
Kelly Freshcorn
Lee Arnold
Lucille White
Pat Smith
Walter Edwards

Zone Maintenance

Bob MacDonald
Charlie Kraus
Dan Mullins
David Jarvis
Greg Barnes
Jim Kay
Joe Clay
Joe Gibbs
Joey Johnson
John Lattin
Lance Anderson
Steve Tillman
Terry Eudy
Wade Ward
Carolyn Hinkle

****This list was supplied by the shop supervisors. If someone was missed, please contact Monica Vasconez at 7-2150 with your name.**



FOCUS ON STAFF

Perfect Attendance 2006

Personnel who used no sick leave

Business Office

- Noella Paquette*

Capital Projects

- Jack Chastain
- John Neilson*

Design Services

- Steve Burt
- Mac Fake

Electrical

- Lewis Jackson*
- Marvin Mackey (2nd)
- Steve Reis (2nd)

HVAC

- Jimmy Keller
- Donald Teate

Steam Plant

- Ted Tucker (2nd)
- Billy Roy Poston (2nd & 3rd)

Housekeeping

- Confort Al-Arashun*
- Gaynell Williams*
- Sherby Price
- Bonnie Peoples (2nd)
- Yves Byron (2nd)
- Essie Spears* (3rd)
- James Brown (3rd)
- George Lemus (3rd)
- Shem Logan (3rd)

General Services

- Robert Braun

Grounds

- Robert Bailey
- Joey Cochran
- Gary Edwards*
- Frank Milone*
- Ralph Necaie
- Isaac Nelson
- Virgil Torrence

Recycling

- Kelly Freshcorn
- Dot Munson*

New Recognition!

*Employees with five consecutive years of perfect attendance

Excellent Attendance 2006

Personnel who used 16 hours or less of sick leave

Associate Vice Chancellor's Office

- Beverly Imes

Maintenance & Operations' Office

- Monica Vasconez

Planning

- Peter Franz

Electrical

- Mike Camp
- Dewey Lilly
- David Smith

HVAC

- Pete Crainshaw
- Jerry McManus

- James Mechum
- Kenneth Starcher

Housekeeping

- Sarah Chie
- Elzy Neely
- Subhash Pandya
- Marijan Pavlovic
- Winford Springs
- Beverly Starcher

Grounds

- Robert Kennedy

Recycling

- Kathleen Boutin-Pasterz

Zone 1

- Lance Anderson
- Joseph Clay
- Dan Mullins

Zone 2

- Joseph Gibbs

Annual Attendance Breakfast

Employees with perfect and excellence attendance received a certificate and were invited to attend the buffet breakfast on February 6, in the Prospector Faculty and Staff dining room.

FOCUS ON STAFF

Pictured below are second and third shift personnel who received perfect attendance awards at the All Employees meeting held January 25.



Pictured below are first shift personnel who received perfect attendance awards at the All Employees meeting held January 26.

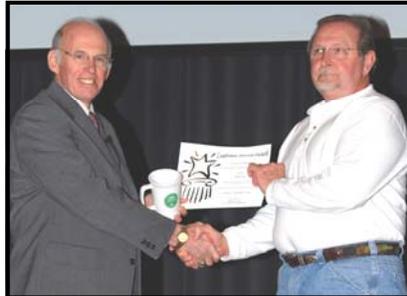


Al McCool, Capital Projects,
was recognized for
nine consecutive years
of perfect attendance
1997-2005.

FOCUS ON STAFF

CUSTOMER SERVICE AWARDS

(NOMINATED BY CAMPUS CUSTOMERS)



Pictured above from left to right: Phil Jones presents awards to **Pauline Simuel**, Housekeeping (10 nominations); **John Conn**, Preventive Maintenance (two nominations); and **Lisa Casey**, Grounds. *Pictured below:* **Rob Kennedy**, Grounds and **Johnnie Doyle's Housekeeping team**.



AWARDS FOR EXCELLENCE

(NOMINATED INTERNALLY)



Pictured above from left to right: Phil Jones presents awards to **Greg Kish**, Housekeeping and **Shem Logan's Housekeeping team**.

To view all awards photos and read detailed descriptions of nominations, please visit our web site at:
<http://fmbld02.uncc.edu/Awards/default.asp>

FOCUS ON STAFF

FACILITIES TWENTY PLUS CLUB

As a result of an idea submission, the awards committee distributed a plaque to each employee who have served in Facilities Management for 20 plus years. The state of North Carolina and the University of North Carolina at Charlotte recognize employees for every five years of service; however, we have employees who have made a long term commitment within Facilities Management. They are:

Daniel Barrier, Grounds, 21 years of service
Joyce Clay, Capital Projects, 21 years of service
Robert Gray, General Services, 21 years of service
Isaac Nelson, Grounds, 21 years of service
Diana Parks, Housekeeping, 22 years of service
Albert McCool, Capital Projects, 23 years of service
Christopher Shores, Preventive Maintenance, 24 years of service
Willard Brown, Housekeeping, 25 years of service
Ralph Necaie, Grounds, 25 years of service
Terry Pennell, Grounds, 26 years of service
Jerome Steele, General Services, 26 years of service
Rena' Foster, Housekeeping, 29 years of service



Dan Barrier, Grounds



Robert Gray, General Services



Al McCool, Capital Projects



Willard Brown and Diana Parks,
Housekeeping



Jerome Steele, General Services,
and Rena' Foster, Housekeeping



Ralph Necaie, Grounds

UNsung HERO AWARD WINNERS

Congratulations to our Unsung Heroes and Heroines!



This award was presented to non-managerial and non-supervisory employees who, throughout the year, have been someone who could truly be depended upon in every aspect of the job, but may not have done anything out of the ordinary boundaries of the job. The employees listed below are seen by their peers as persons with the reputation of being at work everyday (excluding vacation), who do not use excessive sick leave, always perform his or her duties exceptionally well, and is a trusted team player.

Our unsung heroes were recognized at the All Employees meetings by receiving an “Essential Piece” certificate, an Unsung Hero lapel pin, four hours of compensation, and a Facilities Management coffee mug. This honor will be noted by their supervisors in their next annual performance review.

Automotive - John Barden

Business Office - Noella Paquette

Capital - Joyce Clay

Design - Marisa Elston

Electrical - Lewis Jackson

General Services - Robert Gray

Grounds - Jose' Palacios

Heating Air Conditioning & Ventilation - Arnold VanHoy

Housekeeping Administrative Office - Jacqueline Anthony

Housekeeping Arzella's Team - Joyce Parks

Housekeeping Bonnie's Team - Linda Wiley

Housekeeping Candis' Team - Radmila Pavlovic

Housekeeping Clara's Team - Huey Craig

Housekeeping Confort's Team - Sherby Price

Housekeeping Crystal's Team - Tomasa Bonilla

Housekeeping Johnnie's Team - Bernetta Lee

Housekeeping Shem's Team - Marijan Pavlovic

Housekeeping Subhash's Team - James Brown

Maintenance & Operations Administrative Office - Jessica Deal

Planning - Casi Shepardson

Preventive Maintenance - Ken Cranford

Recycling - Yonette (Pat) Smith

Zone 1 - Carolyn Hinkle

Zone 2 - Steve Tillman



***Don't worry when you are not recognized,
but strive to be worthy of recognition.***

~Abraham Lincoln

HOLIDAY PARTY HIGHLIGHTS



Happy Holidays!

I want to thank everyone for attending our Christmas party on **December 13, 2006**. It was a very lovely day. Everyone looked so lovely in their Christmas outfits. The decorations were perfect; the food was delicious; the entertainment was great; and the sing-along was awesome. We had great door prizes, saw a magical show, and heard jokes that were funny! It was a day to remember. Thanks for attending.

Lillie McDuffie, Housekeeping

PERSON OF INTEREST - KAO VANG, DESIGN SERVICES



In the past two years, we've had a new "resident photographer" taking photos at our All Employees Meetings and departmental gatherings. Using his own equipment and expertise, Kao stepped up to the plate so we would have a permanent record of our events. But who is this guy behind the camera? There is always more than meets the eye, so the newsletter staff chose Kao Vang as our person of interest.

An interview with Kao:

Kao is the Senior Project Coordinator in Design Services. His responsibilities include customer satisfaction, project management and design. He has been with Design Services for over eleven years. One of the things he likes best about working in Facilities Management is the diverse group of professional people.

Photography became a hobby when he and his wife had their daughter five years ago. He displays his photos in his office and at home. He has had several photos run in the local Concord paper and displayed at the Cabarrus County Fair.

He has submitted several ideas to benefit the department and the University (some are still pending decisions). When asked if he could change one thing to enhance the department or the University he responded, "Make UNC-Charlotte the number 1 place to work instead of Google.com."

Kao's father is his mentor because "his life long struggle for a better life has made me who I am today." A little unknown fact is Kao was separated from his parents for about two or three

years during the Vietnam War. He was about seven years old when he moved to the United States.

The ability to adapt well to changes, challenges, technology, career and etc. makes him a vital asset to Design Services.

Kao describes himself as optimistic, but does he know what his co-workers in Design think of him? Here are their comments.

"Kao is one of the nicest people you could ever have the opportunity to work with" stated Marisa Elston.

Dedicated, hard working, professional, a good friend, impassioned, diligent, a great sense of humor, very talented, creative, an artist, team player, and family person are other responses.

Kao is definitely a family man. When asked what would he do with his time if he didn't have to work, his response was "Spend quality time with family and live life at a much slower pace."

The newest member of Design Services, Steve Terry, stated "Kao's work ethic and convention are to be emulated. No task is turned away. He is always open for support and providing direction to me as a fledgling in the department." He continued to say Kao is a skillful designer and a pleasure to work with.

Mac Fake, Director of Design Services, describes Kao as "very efficient, an excellent humorist, especially in the form of email. A continuous learner; a sponge for knowledge; an accomplished photographer; a teacher. He is always seeking new and better ways to do any and everything - a sponge for new information." Kao, make sure these comments are added to your performance appraisals coming up next months!

In jest Kao stated his sense of humor comes from the "silly side of the brain possibly". He



Bass Pond Fall

continued to say he wasn't sure where it comes from since he's not much of a comedian. "I find myself to be more on the sincere side." Actually, he is sincerely funny.

In closing I asked Kao what would he like to say to everyone. These are his words. "In this ever changing, complicated world we live in I encourage people to practice and extend peace and respect towards one another. For my co-workers or my readers I encourage continuing education to better oneself especially for those employed by



the University. It's never too late to learn. Keep in mind one of the biggest perks of working for the University is three free classes a year. In closing, moving forward, up the ladder, in a new direction, the process begins with oneself. Thank you all for reading this month's Person of Interest Issue #20."

Beverly Imes, Associate Vice Chancellor's Office

Recycling Corner

Devin Hatley
Environmental Educator
Office of Waste Reduction and Recycling

In this edition of the Recycling Corner we would like to highlight certain guidelines for recycling. As always, if you have questions, feel free to call us and we will be happy to find an answer or solution.

Paper

Every faculty/staff member on campus has a desk side blue recycling bin and are responsible for separating the paper into two blends, office blend (white and colored computer paper, manila folders) and news blend (newspapers, magazines, slick paper). Each staff member is responsible for emptying their desk side bin into the larger blue bins located in various places throughout their building. Our recycling crew only collects from the larger bins. If you can't find these bins, please call us. In addition, transparencies, video tapes, batteries, microfiche, and computer disks are recycled in some areas of the campus. However, Recycling collects these items on a call-in basis.



Cardboard

All corrugated cardboard should be broken down and taken to the nearest cardboard dumpster.

Contaminated cardboard such as pizza boxes cannot be recycled.

Upcoming Events

We are continuing our successful "Take It or Leave It" tour this spring, as well as, having various campus events. In addition to taking the tour to the students, we also plan to set up at various buildings around campus to educate and inform UNCC staff. Earth Day is scheduled for Wednesday, April 18. Our Environmental Educator is always available to come and speak to your department and offer recycling training and information. Please feel free to call 7-4283 to set up a schedule.

"Bacon Bits"

When you work in Recycling you never know what you are going to find. I definitely was not expecting **bacon bits!** You expect paper, nasty cans, toner cartridges, and pallets, but it's what you don't expect that makes you laugh and enjoy your job!



These "bacon bits" were left when the Biology department moved out of McEniry. Lee Arnold found them when they were cleaning some paper out of an office or something. Now you can find them in my office.

Kelly Freshcorn
Office of Waste Reduction and Recycling

PERSONNEL PIPELINE

A NEW ADDITION TO THE FACILITIES MANAGEMENT BUSINESS OFFICE



Welcome Marcia Henderson, our newest member of the Facilities Management Business Office - Human Resources. Marcia joins us from Florida State University, located in Tallahassee, Florida.

Her background includes more than five years human resources experience in the areas of classification/compensation, payroll, recruitment, and international employment

Marcia's responsibilities in Facilities Management will focus on the coordination and maintenance of employee personnel information pertaining to recruitment, employee training, performance management and event planning.

Why Charlotte? She simply says, "I wanted a change", "Charlotte seemed like the right place". When she is not working, Marcia likes to relax with family and friends.

If you get a moment, please stop by and say hello!

ANNOUNCEMENTS

- ◆ All employees are invited to attend the **2007 Benefits Festival**, Wednesday, February 28, 2007 in the Lucas Room, Cone Center, from 10:00—3:00pm. Free Gifts, Food and Door Prizes! Also attending will be Brocker Health Center offering free blood pressure screenings, Weig Chi-ropractic Center, Inc. offering free chair massages and Carolinas Healthcare Systems sponsoring an "Ask the Doctor" table, body fat analysis and cholesterol and glucose screenings for \$5. No registration required, just drop in!



- ◆ Make sure to check out the 2007 Training and Staff Development catalog, **Registration is now available!!** To view a list of employee training resources, workshops and certificate programs, please visit <http://www.hr.uncc.edu/Training/>.



****FRIENDLY REMINDER****

Compensatory time earned for the Employee Awards Program must be used within 90 days of receipt. If you do not use it, you will lose it!

Hedy Talley Update



Thanks for your inquiries about Hedy. She is still employed with Facilities Management, but due to medical reasons, is on extended leave. Please keep her in your prayers. If you are interested in sending a card to Hedy, please contact Melia James at 704-687-2152 or via email: mjames@email.uncc.edu

Melia James, FBO Personnel

SURVIVING THE COLD WEATHER

Prolonged exposure to low temperatures, wind and/or moisture can result in cold-related injury from frostbite and hypothermia. Here are some suggestions on how to keep warm and avoid frostbite and hypothermia.

- ◆ Dress properly.
- ◆ Wear several layers of loose-fitting clothing to insulate your body by trapping warm, dry air inside. Loosely woven cotton and wool clothes best trap air and resist dampness.
- ◆ The head and neck lose heat faster than any other part of the body. Your cheeks, ears and nose are the most prone to frostbite. Wear a hat, scarf and turtleneck sweater to protect these areas.

Frostbite: What to look for...

The extent of frostbite is difficult to judge until hours after thawing. There are two classifications of frostbite:

- ◆ Superficial frostbite is characterized by white, waxy or grayish-yellow patches on the affected areas. The skin feels cold and numb. The skin surface feels stiff and underlying tissue feels soft when depressed.
- ◆ Deep frostbite is characterized by waxy and pale skin. The affected parts feel cold, hard, and solid and cannot be depressed. Large blisters may appear after rewarming.

What to do...

- ◆ Get the victim out of the cold and to a warm place immediately.
- ◆ Remove any constrictive clothing items that could impair circulation.
- ◆ If you notice signs of frostbite, seek medical attention immediately.
- ◆ Place dry, sterile gauze between toes and fingers to absorb moisture and to keep them from sticking together.
- ◆ Slightly elevate the affected part to reduce pain and swelling
- ◆ If you are more than one hour from a medical

facility and you have warm water, place the frostbitten part in the water (102 to 106 degrees Fahrenheit). If you do not have a thermometer, test the water first to see if it is warm, not hot. Rewarming usually takes 20 to 40 minutes or until tissues soften.

What not to do...

- ◆ Do not use water hotter than 106 degrees Fahrenheit.
- ◆ Do not use water colder than 100 degrees Fahrenheit since it will not thaw frostbite quickly enough.
- ◆ Do not rub or massage the frostbite area.
- ◆ Do not rub with ice or snow.

Hypothermia

Hypothermia occurs when the body loses more heat than it produces. Symptoms include change in mental status, uncontrollable shivering, cool abdomen and a low core body temperature. Severe hypothermia may cause rigid muscles, dark and puffy skin, irregular heartbeat and respiration, and unconsciousness.

Treat hypothermia by protecting the victim from further heat loss and seeking immediate medical attention. Get the victim out of the cold. Add insulation such as blankets, pillows, towels or newspapers beneath and around the victim. Be sure to cover the victim's head. Replace wet clothing with dry clothing. Handle the victim gently because rough handling can cause cardiac arrest. Keep the victim in a horizontal (flat) position.

Finally, the best way to avoid frostbite and hypothermia is to stay out of the cold. Read a book, clean house or watch TV. Be patient and wait out the dangerous cold weather.

Article retrieved from <http://www.nsc.org/>



In Memory of Gwen Sasser and Sara Singer



Gwen Sasser, former Facilities Personnel Coordinator

Gwen was very well thought of at Facilities Management. Many employees felt comfortable coming to her with any concerns they may have had about their position, benefits or even if they just needed a good ear to listen to them for a few minutes. She always greeted her fellow employees with a smile and welcomed them into her office. She enjoyed being a part of special parties that took place at Facilities Management. She felt she was doing something special for someone else which gave her a good feeling and sense of pride.

Noella Paquette, Facilities Business Office

Gwen Sasser, what a great lady! She was kind, compassionate and generous. She loved being with people. I don't think Gwen ever met a stranger. She cared for every person that walked through her office door. She was a friend who offered encouragement when you needed it most.

Although Gwen's journey here has ended and our loss is tremendous, Gwen will always be in our hearts.

I am honored and truly blessed to have had the privilege of knowing Gwen Sasser. She will be missed by all who knew her.

Elizabeth Haddock, Facilities Business Office



Sara Singer, daughter of Steve Singer, HVAC

We wanted to take this opportunity to thank each and every one of you for your help the last eight months.

For the past eight months we lived in a whole different world. We put our lives on hold and lived at CMC with our daughter, Sara Singer. Unable to work our normal hours, we both chose to work part time and be with her every day as she so bravely fought Leukemia.

We were willing to loose everything to be with her the whole time. But, because of you, we are going to get through this.

Sara has gone home to be with Jesus! She suffered complications and we lost her on December 27, 2006. We are surviving because of all

of the love, prayers, donated hours and support (emotional and financial). We could not have done this without you.

Words cannot even begin to express our gratitude for everything! From the bottom of our hearts, thank you!

*Eternally grateful,
Steven and Linda Singer*



Linda, Sean and Steve Singer

The Most Common New Years Resolution... To Loose Weight



By Nanci Hellmich, USA TODAY

People often make New Year's resolutions to lose weight. That goal is easier to accomplish if it's broken down in steps. USA TODAY asked several nutritionists who work with overweight patients to offer specific ways to slim down in 2007.

Write your resolutions down on paper and keep them in a prominent place. Also, write your **goals** down and read them regularly. Seeing your goals written down will help keep you on track and mindful.

Make your resolution specific. Instead of saying "I will eat healthier," say: "I will eat at least one piece of fruit and 2½ cups of vegetables each day."

Visit a grocery store once a week. You can eat only as healthfully as your last trip to the grocery store. Do a cart check before you get in line. About 50% of your cart should be produce.

Talk to yourself before you eat anything. Ask yourself, "Why am I eating this?" If you aren't eating because you are hungry ... try to do something else.

Stop having a lunch hour; instead have a lunch half-hour. Eat for 30 minutes and go for a walk for 30 minutes. Better still, go walking first and pick up a healthy salad on the way back.

Change the way you think of exercise. Don't think of it as a chore; instead think of it as "me time." . It's just you exercising and listening to music or watching TV.



Mac Fake,
Design Services

If you're often ravenous after work, eat a piece of fruit or other healthy snack on the way home.

Pick and choose your treats carefully. Select what you love, and skip what you can do without. It is OK to have treats on occasion. Allow yourself up to 200 calories a day for foods you really enjoy. Good eating allows some indulgences.



Consider snacking on an ounce of almonds. They have the same protein as meats and are great for your heart.

Use visuals to help you judge reasonable-size portions. Use your hand as a guide. Three ounces of meat is about the size of a palm; a cup of rice or pasta is about the size of a fist.

Make a list of things you'd like to change. Then each month, select one or two items on your list and try to make those changes. "If you try to do everything at once, you'll become overwhelmed and end up eating a couple of boxes of chocolates by Valentine's Day," she says. For example:

- The first month try to eat smaller portions and take an extra 20-minute walk every day.
- The second month cut down on alcoholic drinks and have a salad or vegetable at both lunch and dinner.

At the first of every month, try on an article of clothing that's a little snug. Then try it on again at the end of the month. It's rewarding to see the changes from the improvements in diet and exercise, even if they are subtle.

Aim to lose 1 to 2 pounds a month. In a year, you'll be 12 to 24 pounds lighter.

Don't give up. Remember that even if you fail to lose much weight, holding your own is better than gaining.

SAFETY ZONE

GARAGE CLUTTER

Submitted by: Casi Shepardson,
Planning



This is the time of year when all of our garages seem to gather all those priceless objects that we just don't know what to do with. Here are some tips to help keep this area of our homes safe to help protect our loved ones.

- **Sort.** Make that hard decision on what you really need. If you don't need it recycle it or throw it away. If you keep it, store it in a safe manner. Do not stack items too high. Someone may decide to pull an item from the bottom of the stack causing it to fall.
- **Check for spills.** Many people choose to park in the garage this time of year. Be mindful of water and oil on the floor. This creates a trip/slip hazard for everyone. Keep a squeegee handy for the water and a spray bottle of dish soap to clean up oil. There are also clear coatings that can be applied to the floor that makes it grip when it gets wet.
- **Electrical outlets** should all be GFCI (Ground Fault Current Interrupter) protected. All drop cords should have the proper ground

pins (3 prongs) to prevent electrical shock. Cuts in cords are hard to fix properly and should be replaced. Keep cords stored in dry places.

- **Lighting.** Install the highest wattage light bulbs allowed in light fixtures. Seeing potential hazards can help prevent accidents.
- **Fire Prevention.** No garage should be without the proper fire extinguisher. This should be a 5-10lb ABC model that will work on just about any fire. The extinguisher should be mounted in a clutter-free location at a height easily reachable by your older children. Teach them the proper use of it because you may have to count on them when you're not around. Do periodic inspections (once a month) of the extinguisher. Shake it to make sure it is not clumping inside and that it still remains fully charged.
- **Insects.** Ensure insects have not built a nest inside the nozzle.

Source: United Healthcare Magazine



"Don't forget to wear your safety glasses." Modeled by Kelly Freshcorn, Recycling.



Did You Know...



Greater Charlotte now has an arena football team!

The **Carolina Speed** are a franchise of the American Indoor Football Association. Their first home game is February 12, 2007 at 7:00 p.m. against the Tallahassee Titans. Games are played at the Cabarrus Arena & Events Center in Concord. Tickets start at \$10.00 per person. This will be the third attempt at a franchise located in the Carolina area. The first two, the Carolina Sharks and the Carolina Ghostriders, failed within weeks of settling in Carolina. Naturally, the name Speed is paying tribute to North Carolina's NASCAR heritage.

The team is a member of the Southern Conference. They will play teams like the Baltimore Blackbirds, Florence Phantoms, Gulf Coast Pirates, Lakeland Thunderbolts, Mississippi Mudcats, and the Montgomery Bears. The season lasts through May. For more information visit their website at <http://www.carolinaspeedprofootball.com>.

Happy Birthday to You!

*This list was provided by Human Resources. If any names were omitted or the incorrect shop is listed, it was not intentional.



Easter is April 8

April

February



2/1	John Garst	Zone 1
2/2	Beverly Starcher	Housekeeping
2/4	John Faison	FIS
2/4	Savararia Harrison	Housekeeping
2/5	Joyce Parks	Housekeeping
2/6	Lisa Blakeney	Housekeeping
2/6	Chris Moose	HVAC
2/7	Kelly Freshcorn	Recycling
2/8	Candis Clemons	Housekeeping
2/8	Tim Smith	Gen. Services
2/9	Marvin Mackey	Electrical
2/13	Huey Craig	Housekeeping
2/15	Maurice Eustache	Housekeeping
2/15	Peter Franz	Planning
2/17	Dwight Smith	Housekeeping
2/20	Joseph Gibbs	Zone 2
2/20	David Jones	Recycling
2/20	David Trzaskos	Recycling
2/21	Catherine Harris	Housekeeping
2/22	Carolean Minor	Housekeeping
2/23	Steve Burt	Design
2/23	Sherry Ceallaigh	Capital
2/23	Conrad Jones	Housekeeping
2/23	Tom Sparks	Capital
2/24	Frank Milone	Grounds
2/27	Jennifer Winder	Housekeeping
2/28	William Buchanan	HVAC



4/3	Sylvester Jones	Housekeeping
4/5	Hedy Talley	FBO
4/6	Frances Darden	Housekeeping
4/6	Lakisha Hannah	Housekeeping
4/6	Charles Kraus	Zone 2
4/7	Eugene Gurganus	Gen. Services
4/8	Ralph Necaise	Grounds
4/9	Jack Hartsell	Electrical
4/12	John Tarlton	Preventive Maint
4/13	Johnnie Doyle	Housekeeping
4/14	Sam Hanna	Design
4/14	Joseph Leahew	Grounds
4/16	Jontavis Stacey	Housekeeping
4/17	Chris Martin	Grounds
4/17	Billy Poston	HVAC
4/17	John Renwick	Gen. Services
4/18	Jacqueline Anthony	Housekeeping
4/18	Joey Cochran	Grounds
4/18	Velton Singletary	Housekeeping
4/19	Jerry Brindle	Gen. Services
4/20	Shem Logan	Housekeeping
4/21	Robert Murray	Grounds
4/21	David Skor	Gen. Services
4/22	Adam Thompson	Gen. Services
4/23	John Barden	Automotive
4/24	Bill Adams	Gen. Services
4/24	Debbie Chandler	FBO
4/25	Mary Smith	Housekeeping
4/26	Mac Fake	Design
4/27	Mike Camp	Electrical
4/29	Ken Cranford	Preventive Maint
4/29	Steve Norman	HVAC
4/30	Horace Blakeney	Housekeeping

March



Daylight
Savings Time
Begins
March 11

3/1	Andy Lavoie	Gen. Services	3/15	Dorothy Vick	Capital
3/2	Robert Gray	Gen. Services	3/15	Wade Ward	Zone 2
3/4	Bonnie Peoples	Housekeeping	3/17	Walter Edwards	Housekeeping
3/4	Jeff Ross	Design	3/18	John Godfrey	Electrical
3/5	Delores Green	Housekeeping	3/20	Kyle Lindley	Recycling
3/6	Marisa Elston	Design	3/21	Reid Castor	HVAC
3/6	Rob Herrington	Lock Shop	3/21	Norman Johnson	Design
3/7	Larry Howell	Maint & Ops	3/21	Ted Tucker	HVAC
3/11	Stephen Plott	Grounds	3/22	David Love	Design
3/12	Henry Bennett	Recycling	3/22	Darrell Steele	Housekeeping
3/12	Jack Chastain	Capital	3/23	Barry Byron	Housekeeping
3/13	Dave Jarvis	Zone 1	3/24	Loletta Atkinson	Housekeeping
3/14	Robert Ussery	Housekeeping	3/26	John Heck	Grounds
3/15	Pete Crainshaw	HVAC	3/27	Pauline Simuel	Housekeeping
3/15	Chris McKinney	Electrical	3/29	Lucille White	Housekeeping

Personal Success

Define Success

A 5-Step Plan for Staying True to Yourself

By: Ian Christie, Monster Management Careers Coach

<http://discussion.monster.com/experts/christie/>

One of your greatest career challenges is identifying goals and definitions of success that are true to you rather than ones you inherited from family, society and other outside forces. The important thing is understanding your assumptions and questioning them.



If you follow a path to success that isn't your own, you may achieve your goals, but when you arrive at your destination, you may not feel successful or fulfilled at all.

Keep in mind that your existing job may hold the key to your happiness. For example, if you discover making your customers happy is the one thing that defines and inspires you, what would that do to your focus and state of mind?

Choose Your Own Definition of Success

You have the power to reaffirm existing models or adopt new models of success. All it takes is some honest thinking, clarity of purpose and the discipline to stay true to your values in the long run.



- **Accept There Are Always Alternatives.** There have never been more options or valid ways of defining career and life success.

- **Examine Your Path.** Do you love what you do? Do you do fantastic work as a result? Does your work complement your personal and family life or detract from it? Are you excited about your vision of the future? Is this your best use of your precious gifts and time?

- **Create Some Quiet, Introspective Time.** Ask yourself these questions: What makes me happy? How do I feel? What do I want? And then, answer the question "I know how successful I am by how (fill in the blank)." The answers to this question will point you in the right direction.

- **Refine Your Responses.** Ask yourself "why?" and "is that what I really want?" after each response to the statement until each rings true. For example, if your first response was, "I'll know I am successful when I am a millionaire," ask yourself why you want to be a millionaire. You might, for example, find out that success for you is to have the freedom to use your time as you wish, or the ability to travel or be rid of financial worries. This process may lead you to make other decisions in your life that will help you reach your goal.

- **Test Your Responses with People Who Know You Really Well.** Do they ring true? American author Christopher Morley wrote: "There is only one success -- to be able to spend your life in your own way." Being clear about how you define success will reap immeasurable rewards.

Facilities Focus is a communication tool for the benefit and enjoyment of all Facilities Management employees. Your ideas are welcomed and appreciated for future issues.

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