It is indeed an exciting time to be at UNC Charlotte. The steel rising toward the sky on the new Student Union Building reminds us that the winds of change continue to blow. We have just started a new Master Plan which will answer some big questions. Will there be Light Rail, Football, Land Use, College Town/Mixed Use Village, New Parking Decks, New Residence Halls, Traffic and Roads, Expanding the Center City Campus? And these are just a few of the yet unanswered questions.

The beat goes on - design has started on the Center City Classroom Building, another building on the Charlotte Research Institute (CRI) campus called EPIC (Energy Production and Infrastructure Center), a new Residence Hall and another Parking Deck. We are certainly not standing still at UNC Charlotte!

Closer to home in Facilities Management (FM), we have plans in the works for improving our organization to meet the needs of this growing University and our employees. First, the Facilities Management Department affirms our commitment to create a supportive environment which enables all people to perform to their potential. In the months ahead, we will focus on valuing diversity. This means valuing different backgrounds and perspectives, fostering teamwork among our heterogeneous department, and maximizing contributions using the skills and talents of all members of our team. Diversity embodies all the differences—life experiences, work experiences, perspectives, cultures, ethnicity, gender, age and other aspects of life—that make us unique individuals. As a first step, in the next couple of months, we will conduct diversity and communication training for everyone in FM. We have chosen an outside consultant to provide this training.

Secondly, there are other initiatives in the works to make us a better organization. Last year’s Employee Satisfaction Survey showed that over 84% of you are satisfied or very satisfied overall with your job in Facilities Management. This is encouraging. We are headed in the right direction and we are committed to making this an even better place to work. This spring we will form Task Forces with representatives from all units within Facilities. These Task Forces will be chartered to develop action plans to help us improve in the areas of weakness cited by the Employee Satisfaction Survey. The Task Forces will address – Training, Promotion and Career Advancement; Racial and Gender Equality; and Teamwork and Communication. More information will follow on this initiative.

In another important initiative, Maintenance and Operations will reorganize this coming summer. The new organization will have four main units –
Congratulations to Albert McCool, Capital Projects, who was honored with the “Associate Vice Chancellor’s Employee of the Quarter” award.

Al was nominated for a Customer Service Award by Darin Spease, Intercollegiate Athletics. Here is an excerpt of the nomination, “Al McCool ensured the baseball grand opening came off without a hitch on October 19, 2007. While the project was plagued with electrical issues, Al was always on-site or on-call for every eventuality. His dedication to making sure that this facility was ready to go gave us a sense of comfort - that we had a pair of eyes always watching over our wonderful new stadium. Al continually worked through issues on this project and made sure that the University and Athletic Department's best interests were being served at all times. I would like to see him receive the recognition he deserves for his vigilance on this project.”

Anyone who knows Al is familiar with his dedication, work ethic, friendly attitude, and respectful nature. He is definitely one who treats others the way he wants to be treated.

He began working in Facilities Management in 1983. He has worked as an electrician, electrical supervisor, telecom technician, and in 2001 was promoted to his current position as a construction manager in Capital Projects.

Even with his vast expertise and skills, he was humbly surprised to be chosen as the Employee of the Quarter because he felt many others were qualified.

A few years ago Al won UNC Charlotte’s employee of the year award. However, winning this award from Facilities Management was different because it is decided by his fellow employees, people familiar with what it takes to make our group function and appreciate when that effort is acknowledged.”

Al enjoys being involved in the effort that goes into the construction and upfits of the buildings on campus. However, in his spare time he would like to do more mission work with his church and the NC Baptist Men, spend time in the NC mountains, and play golf.

Our department has seen tremendous change in the seven years I have been here. I asked Al what are the most significant changes he has seen. He responded, “It would have to be the people. Twenty-five years ago the Physical Plant, as it was called, was a very small group made up primarily of people who were born and raised within 50 miles of the University. Now there is such a diversity of people, cultures, and skills that make up Facilities Management.”

Every organization has strengths and weakness. Al believes one of our department’s strengths is the depth of knowledge that is available through our staff. When I asked what areas could we improve he replied, “Facilities Management seems to be in a state of change as we try to become as efficient as possible. Understanding the reasons for the changes and the goals of the changes could lessen the anxiety.” I am sure we can make this happen.

In closing Al closed by sharing these words of wisdom, “I don’t know about words of wisdom, but I certainly think we should be thankful for and take advantage of all the opportunities that are available to us.”

Congratulations Al! This is a honor he truly deserves.

By: Beverly Imes
Associate Vice Chancellor’s Office
Congratulations to Gary Edwards, Randy Walter, Phil Leonard, Robert Murray, David Skor, Tom Eudy, John Heck, Jim Krupa, Wilber “Chip” Lawrence, Jerome Steele, and John Renwick (Grounds and General Services) who were honored with the “Associate Vice Chancellor’s Team of the Quarter” award.

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.

This team was nominated for an Award of Excellence by Lee Arnold, Recycling. Lee’s nomination stated, “Through mutual cooperation, General Services and Grounds combined their talents to disassemble, relocate, and reassemble six metal storage awnings. Three were for Recycling and three were for Grounds.

After several contractor quotes were taken to do this project, it was determined to be cost prohibitive. Joey Cochran calculated that his shop, Grounds, could do the work. Bob Frias in General Services - Renovations was brought into the project and the combined teams completed the project.

It is projected the actual man-hour cost for this project was $2,992. Facilities Management was reimbursed $3,000 by Classroom Support for the project. So in actuality Facilities Management made an extra $8.00 doing the work. If you project into the equation the lowest bid for the job, Facilities Management saved the University $4,208.”

This award is given to each employee who has served in Facilities Management for 20 consecutive 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.

The employees who reached the 20-year marker by the end of 2007 are:

Jerry Brindle, General Services
Gary Edwards, Grounds
James Manley, High Voltage

Phil Jones is flanked by Gary Edwards (left) and James Manley (right) holding their 20-year Facilities Management plaques.
FOCUS ON STAFF

SAFE TEAMS OF THE YEAR
(Statistical Information provided by UNC Charlotte Safety Office)

TEAMS WITH THE BEST SAFETY RECORD DURING THE QUARTER
THE FOLLOWING TEAMS HAD NO ACCIDENTS JANUARY - DECEMBER 2007
HOUSEKEEPING - CRI, LIBRARY, NORTH, AND WEST; ZONE 1 AND ZONE 2

Pictured left to right: Joe Gibbs (Zone 2), Gaynell Williams (Housekeeping - North), John Garst (Zone 1), Robert Seedoff (Housekeeping - West), Crystal Mason (Housekeeping - CRI/Charlotte Research Institute), and Candis Clemons (Housekeeping - Library)

SAFE TEAMS OF THE QUARTER
THE FOLLOWING TEAMS HAD NO ACCIDENTS OCTOBER—DECEMBER 2007

Maintenance & Operations
Automotive, Electrical, High Voltage, General Services, Grounds, Zone 1, and Zone 2

Housekeeping & Recycling
Colvard Area, CRI Area, Kennedy Area, Library Area, North Area, South Area, West Area, Woodward Area, and Recycling.

Cristhian Gonzalez accepts for Grounds

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

*Customer Service*
(nominated by Campus or Internal Customers)

- Yves Byron, Housekeeping
- Kathy Fisher, Motor Fleet
- Marvin Mackey, Electrical
- Al McCool, Capital Projects
- Steve Reis, Electrical
- Mary Smith, Housekeeping

* Awards for Excellence*
(nominated by Facilities Management Staff)

- Lyvie Alvinzy, Housekeeping
- Ruth Cook, Housekeeping
- Jerome Crawford, Automotive
- Savararia Harrison, Housekeeping
- John Renwick, General Services
- Bobby Robinson, Automotive
- Velton Singletary, Housekeeping
- Kao Vang, Design Services (two awards)

**TEAM AWARDS**

*Customer Service*
(nominated by Campus or Internal Customers)

- Kathy Thomas, Macien Jean-Gilles, Maurice Eustache (Burson Cleaning)
- Dot Munson, Henry Bennett, Lucille White, Pat Smith, Walter Edwards, Tonya Day, Bill Cavelli, Luis Alvarado, Rhonda Renwick, Lee Arnold (International Festival Puppets) - pictured below
- Steve Tillman, Charlie Kraus, Neil Eudy (Duke 125D Fume Hood)

*Awards for Excellence*
(nominated by Facilities Management Staff)

- Yves Byron and Mary Smith, (Facilities Cleaning)
- David Huntley, Jack Hartsell, William Snyder (Rowe Arts Lighting)
- Jeffery Adams, James Brown, Sarah Chie, Deborah Deese, Rosilyn Douglas, Dorothy Knotts, Pershell Leak, Mario Moore, Elzy Neely, Diana Parks, Reginald Fils-Aime, Lotoia Young (Robinson Hall Event Cleaning)

**FOCUS ON STAFF**

Pictured left to right are John Renwick, Kao Vang, Al McCool, Jerome Crawford, and Kathy Fisher

**Congratulations!**
## Perfect Attendance 2007
Personnel who used no sick leave

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*Employees with five or more consecutive years of perfect attendance

## Excellent Attendance 2007
Personnel who used 16 hours or less of sick leave

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**Annual Attendance Breakfast**
Employees with perfect and excellent attendance received a certificate and were invited to attend a buffet breakfast on February 5 in the Prospector Faculty and Staff dining room.
FOCUS ON STAFF

PROMOTIONS

Planning
David Jones; Facility Planner III

Housekeeping
Annie Joyner; General Utility Worker

Grounds
Jose’ Palacios; Landscape Specialist I
Richard Peabody; Grounds Worker
Warren Monk; Landscape Specialist I

NEW HIRES

Facilities Business Office
Denise Brown-Hart; Personnel Administrator

Planning
Kerin Weston; Administrative Secretary

Shop 11- Electrical
Danny Dang; Power Distribution Electrician I

Shop 12 – HVAC
William Clark; Maintenance Mechanic IV
Mark Paterniti; Maintenance Mechanic IV
Dave Weimer; Maintenance Mechanic III

Shop 13 - Housekeeping
Lee Alsbrook; Housekeeper
Betty Jean Clawson; Housekeeper
George Miller; Floor Maintenance Assistant
Jorge Nuno; Housekeeper
George Towne; Housekeeper
Roberto Reyes; Housekeeper

Shop 14 – General Services
Richard Bohling; Carpenter II

Shop 15 – Grounds
Mike Klemmer; Grounds Supervisor I
Dave Poplawski; General Utility Worker
Dana Harris; Landscape Specialist I
Nicholas Fulton; General Utility Worker
Justin Widenhouse; Grounds Worker

Zone 1 Maintenance
George Smith; HVAC Mechanic

Zone 2 Maintenance
Jarret Eudy; Maintenance Mechanic III

It is time for us all to stand and cheer for the doer, the achiever -- the one who recognizes the challenge and does something about it. -- Vince Lombardi

George Miller
Housekeeping

Roberto Reyes
Housekeeping

Welcome!
SAFETY PIN AWARDS

Recognizing Housekeeping, Recycling, and Maintenance Personnel with no accidents in 2007

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You are not here merely to make a living. You are here to enable the world to live more amply, with greater vision, and with a finer spirit of hope and achievement. You are here to enrich the world. You impoverish yourself if you forget this errand. Woodrow Wilson, 28th president of US (1856 - 1924)

CPR and First Aid Class Schedule
February - April 2008

**CPR**
- **FEB 20TH - ROOM 111**
- **MARCH 19TH - ROOM 113**
- **APRIL 23RD - ROOM 113**

**FIRST AID**
- **FEB 27TH - ROOM 113**
- **MARCH 26TH - ROOM 113**
- **APRIL 30TH - ROOM 265**

*Classes are held from 8:00 a.m. until 12 Noon in Cone University Center*

**Supervisors:** Please submit names to Jessica Deal in advance.

**Reminder:** CPR has to be taken before First Aid if employees have not had it (CPR) before. If you have any questions, please contact Jessica at 7-2155.
Congratulations to our Unsung Heroes and Heroines!

This peer 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. This honor will be noted by their supervisors in their next annual performance review.

Pictured left to right are: Wade, Lee Anne, Adam, James, Tom, Gary, Jack, Bob, Jerome, and Walter

- Automotive - Jerome Crawford
- Business Office - Marcia Henderson
- Capital - Tom Stutts
- Electrical - Jack Hartsell
- General Services - Adam Thompson
- Grounds - Gary Edwards
- Heating Air Conditioning & Ventilation -
  Margaret Sawyer
- High Voltage - James Campbell
- Housekeeping Administrative Office - Michele Kohan
- Housekeeping Arzella’s Team - Lee Anne Tisdale
- Housekeeping Bonnie’s Team - James Crump
- Housekeeping Candis’ Team - Danica Pauer
- Housekeeping Clara’s Team - Shariffe Samuels
- Housekeeping Crystal’s Team - Ray Dukett
- Housekeeping Gaynell’s Team - Deborah Mayfield
- Housekeeping Johnnie’s Team - Annette Anderson
- Housekeeping Katherine’s Team - Dwight Smith
- Housekeeping Subhash’s Team - Elzy Neely
- Preventive Maintenance - Bob Fitzgerald
- Recycling - Walter Edwards
- Zone 1 - Bill Pastor
- Zone 2 - Wade Ward
Highlights from the Holiday Luncheon on December 4
Craig Fox works as a Project Manager in Capital Projects. Craig will be leaving for about a year, in March, to serve his second deployment with the Army in Iraq.

He is a husband of 8 years to Heather Lychelle (Osborne) Fox. Together they have 5 children: Zoe, almost 7; Gabe, almost 5; Eli, just turned 3; Colby and Lilly, just born 1/15/08.

Favorite hobbies? Spending time with my family & working on my house. Everyone who knows me says that I will never truly be finished with my house as I will always be working on something, hopefully to make it better, not just fix something broken.

Words of wisdom: Don’t take a single day for granted.

Interesting tidbit: He is actually going to miss driving 82 miles round trip to UNC Charlotte daily…

Favorite snack or candy: Salted, roasted peanuts in the shell.

What part of the Army do you belong to? I am being deployed as a member of a Facility Engineer Detachment under the 416th Facility Engineer Group (FEG).

How many years have you been in the Army? 17+ years total; I served an initial active duty enlistment of four years (1990-1994) and have been in the U.S. Army Reserve ever since. This will be my third mobilization since 9/11 and my second deployment to Iraq, my first deployment to Iraq was in 2003. I served a state-side mobilization in Birmingham, AL for sixteen months from Jan 2004-May 2005. By the time I return, I will have spent three of the last six years mobilized. (One weekend a month and two weeks a year, yeah right…)

What will your typical day be like? Not sure, but I anticipate that it will be a cross between base planning, project management, and construction management. Mostly base infrastructure work.

What do you think will be the first thing you do when you get back home? Fix whatever my kids have broken while I am gone. Seriously, just take some time to get reacquainted as a family. Definitely a trip to Disney world soon after my return.

How can we keep in touch with you while you’re gone? I will be maintaining my UNC Charlotte email address crfox@uncc.edu while I am deployed and send an APO address when I am told what it will be.

Please stop by to wish Craig a safe deployment in the Armed Forces and to see more pictures of the babies.

By: Casi Shepardson
Facilities Planning

(Continued on page 14)
Students living in Moore and Sanford Hall officially kicked off RecycleMania 2008 on January 22nd, in anticipation of the upcoming, heated competition.

Even though it was a frigid 35 degrees outside, it didn’t stop the masses from eating free ice cream (thanks Chartwells) and discussing strategy for the upcoming event.

RecycleMania is a friendly competition among college and university recycling programs in the United States that provides the campus community with a fun, proactive activity in waste reduction. Over a 10-week period, campuses compete in different contests to see which institution can collect the most bottles and cans.

Although Moore and Sanford house freshman, many have been training for the competition for years. Reportedly, several of the young guns have been recycling since early grade school and feel that they can provide their team with a distinct advantage. Also, whispers from around the halls include devious plots, none of which will be mentioned in this article. Names will also be withheld to protect the innocent.

Students at Moore and Sanford will be competing in the largest amount of recyclables per capita (bottles and cans) competition, which measures the overall average weight recycled per student. In addition to representing UNC Charlotte, the two halls will be competing against each other. The competition will begin on January 27th, and end on April 5th, 2007.

Witherspoon Hall competed for UNC Charlotte in 2007 and finished 2nd in the state, 4th in the South, 1st in the Atlantic 10, and 32nd nationally. RecycleMania began in 2001 with two schools participating. Currently, there are 375 schools signed up for 2008.

By: Devin Hatley
Environmental Educator-Office of Waste Reduction & Recycling

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Recycling Wins Third Place in the 2008 Homecoming Office Decorating Contest

Congratulations to Recycling. Their creative and innovative display of school spirit earned them third place. The prize is a $35 Visa gift card which they will use to….well, they are undecided what they will do with $35, but they will think of something.

By the time this issue is distributed, the decorations will be used in another form or other. Therefore, if you did not get a chance to see the office in person, take a look at this photo.

Way Cool!
Hedy Talley
Retires

Hedy Talley came to work for Facilities Management on June 25, 2001. She worked as a Temporary Employee for approximately 3 months. When a full time position became available in the FBO/Human Resources area she decided she liked working for Facilities Management and applied.

Hedy liked the contact with her fellow employees. You could often hear her laughter throughout the hallway. She had a great sense of humor and gave everyone a smile when they came to her office. She had a way of making you smile too.

(Continued from page 1)

Two Zone groups containing three Zone maintenance shops in each group, a Grounds and Automotive group, and a Central shops group. While many details are still to be worked out, I am convinced this organization will better serve our expanding customer base and make us more efficient.

UNC Charlotte continues to be a leader in environmental sustainability. We just received word that we won the Centralina Clean Fuels Coalition’s annual Clean Cities award given to an organization for excellence in clean transportation initiatives. This award was due to our good work in converting a large portion of our vehicle fleet to alternative fuels and successfully implementing our petroleum reduction program. Congratulations to Larry Howell, Larry Lane and Steve Terry for spearheading this program!

Finally, I want to thank all Facilities Management employees for your hard work on behalf of our students, faculty, and staff. You make UNC Charlotte go. You should be proud of what you are doing to “Create a Campus of Distinction”!

Philip M. Jones, Associate Vice Chancellor

Some of you may recall a few years ago we did a “Team Orientation” at the Cameron building. Even if you were new to presenting in front of an audience, you couldn’t help but relax and smile when they saw Hedy looking at you with her sign letting you know your allotted time for speaking was soon coming to an end. As one of the presenters it makes me smile now just picturing her holding up that sign. After giving much thought, Hedy has now decided it is time to retire. Although she will miss everyone and the time she spent with our department, she feels she has made the best choice for this phase of her life.

Hedy your family here at Facilities Management all wish you the very best on your retirement.

By: Noella Paquette
Business Office

(Continued from page 12)

Congratulations to Craig Fox and his family in the birth of

Colby Mason Fox, 8lbs. 7 oz. and
Lilyanne Macy Fox, 7lbs. 3 oz.
Born at 12:15 pm, 1/15/08
PERSONNEL PIPELINE

What is the GED?
The GED is the equivalent of a high school diploma for people who did not finish high school. In North Carolina the letters “GED” stand for General Education Development. In order to get a GED, you have to take and pass the GED test.

Why Should I Consider Getting My GED?
There are many personal reasons why people believe that it is important to earn a high school diploma through the GED process. Some common reasons are:

- Allows people to prove what they know
- The pride of achievement
- Opportunity for growth
- Credential holders serve as an encouragement for others in their family and the community

Is it hard to pass the GED test?
It depends on how long you stayed in school, how well you can read and do math, your ability to think critically, and how much you study for the test.

What do I have to do to pass the GED test?
The GED testing program is offered by all 58 community colleges in North Carolina. Upon attaining minimum standard scores of 410 on each of the 5 tests and a total score of 2250, a high school diploma equivalency is awarded to the student by the State Board of the Community College System. The GED test consists of five tests (Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics).

How can I find out more about getting my GED?
To find out more about the GED process and how you can get started, contact Denise Brown-Hart in Facilities Management Personnel at ext. 7-2152.

~ ~ ~

Hashime Wright
Rosilyn Douglas
Rhonda Renwick

Listed above are Facilities Management employees who have exhausted all of their annual leave and have been approved for Voluntary Shared Leave.

If you would like to donate leave to any of these employees, please use the Shared Leave Donation Form attached to this notice and submit to Marcia Henderson – FM Personnel, extension 7-2936, Facilities Management/ Campus Police Building.

Your generosity in sharing leave will be greatly appreciated.

*FRIENDLY REMINDER*

Compensatory time earned for the second quarter Employee Awards Program (October - December) must be used within 90 days of receipt (by April 30, 2008). If you do not use it, you will lose it!
A Laughing Matter

Everyone enjoys a good laugh. Why? The human body has a strong physical response to laughter – muscles in the face and body stretch, blood pressure and pulse rise and fall, and we breathe faster – which transports more oxygen through the body. Research shows laughter also strengthens the immune system, reduces food cravings and increases one’s threshold for pain. While preschool kids laugh up to 400 times a day, adults laugh a dismal 17 times per day on average. Here are a few reasons to fight for a few extra laughs each day.

Balance Hormones

Laughter boosts the body’s good hormones like endorphins and neuro-transmitters and reduces stress hormones like cortisol, epinephrine, adrenaline and dopamine. Breath by breath, laughter builds the immune system by boosting the number of antibody-producing cells and enhancing the effectiveness of T-cells.

Improve Heart Health

Like exercise, a long bout of heavy laughter can burn calories and provide a physical and emotional release. A laughter workout tightens the abs, diaphragm and shoulders, and can even improve heart health. In a study from the University of Maryland School of Medicine, researchers compared the effects of watching funny versus stressful films. Movies that elicited laughter caused blood vessels to relax and increased blood flow, which can help reduce the risk of cardiovascular disease.

Keep Perspective

A positive outlook can do wonders for your health. If you can look at tough situations as a challenge rather than a threat and take the focus off your anger, guilt, stress and negativity, even if only for a few moments, you’ll have the perspective you need to make the most of hard times.

Make Social Connections

Laughter is contagious. Not only can a good belly laugh improve your health, it can improve the health of those around you. Sharing a laugh builds strong social bonds and a mutual sense of community.

Researchers are becoming more and more confident that positive emotional states are beneficial to health. So add some funny movies, comedy shows and good conversation with friends to your lifestyle.

Try the lighthearted approach to life’s frustrations: Worry less, laugh more – no prescription necessary.

Source: To Your Health
February 2008 (Vol. 02, Issue 02)

Sign on a company bulletin board:
"This firm requires no physical fitness program. Everyone gets enough exercise jumping to conclusions, flying off the handle, and dodging responsibility."
Some areas of the nation have already experienced the harsh, sometimes damaging effects of winter. With the cold weather upon us, OSHA is encouraging employers and employees to take necessary precautions to prevent and treat cold-related health problems. Employees who work outside – such as in construction, and agriculture – are especially vulnerable.

Exposure to freezing and cold temperatures for extended periods of time may cause serious health problems such as trench foot, frostbite and hypothermia. In extreme cases, including cold water submersion, exposure can lead to death. Danger signs include uncontrolled shivering, slurred speech, clumsy movements, fatigue and confused behavior. If these signs are observed, call immediately for emergency help.

OSHA’s Cold Stress Card provides a reference guide and recommendations to combat and prevent many cold weather-related illnesses and injuries. Available in English and Spanish, this laminated card is free to employers, employees and the public. Tips on how to protect employees include:

- Recognize the environmental and workplace conditions that may be dangerous.
- Learn the signs and symptoms of cold-induced illnesses and injuries and what to do to help employees.
- Train employees about cold-induced illnesses and injuries.
- Encourage employees to wear proper clothing for cold, wet and windy conditions, including layers that can be adjusted to changing conditions.
- Be sure that employees in extremely cold conditions take frequent, short breaks in warm dry shelters to allow their bodies to warm up.
- Try to schedule work for the warmest part of the day.
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm.
- Use the buddy system: Work in pairs so that one employee can recognize danger signs.
- Drink warm, sweet beverages (sugar water, sports-type drinks) and avoid drinks with caffeine (coffee, tea, sodas or hot chocolate) or alcohol.
- Eat warm, high-calorie foods such as hot pasta dishes.
- Remember that employees increase their risks when they take certain medications, are in poor physical condition or suffer from illnesses such as diabetes, hypertension or cardiovascular disease.

For free copies of OSHA’s Cold Stress Card in English or Spanish, go to OSHA’s website, www.osha.gov, or call 202-693-1888.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthful workplace for their employees. OSHA’s role is to assure the safety and health of America’s working men and women by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health. For more information, visit www.osha.gov.

Contact: Office of Communications
Phone: (202) 693-1999
Effective E-mail
How to Communicate Powerfully by E-mail

When you're trying to locate some information in an e-mail someone sent you a few weeks back, what helps you find it quickly? If the sender included the information you want in a long message covering lots of points, the chances are it will take you time to find it. Worse, if the sender is someone you communicate with regularly, and he or she just pressed Reply to a previous message about a different point, the heading of the mail you need won't actually be related to the information you want.

There are a few simple rules to ensure that your emails are read in the first place and stay useful to the recipient.

Subject Lines are Headlines
The headline in a newspaper does two things: It grabs your attention and informs you what the article is about so you can decide whether you want to read further. Email subject lines need to do the same thing. Use the subject line to inform the receiver of EXACTLY what the email is about in a few well-chosen words.

Of course, just as it would be ridiculous to publish a newspaper without headlines, never leave the subject line blank.

Make One Point per Email
The beauty of email, compared with letters, is that it doesn't cost any more to send several mails than it does to send one. So, if you need to communicate with someone about several matters, it is suggested to write a separate email on each subject. That way your correspondent can reply to each one in the appropriate time-frame. One topic might only require a short reply that he or she can make straight away. Another topic might require more research. By writing separate emails, you get clearer answers.

As with traditional business letters, the email should be clear and concise, with the purpose of the email detailed in the very first paragraph. Sentences should be kept short and to the point.

Specify the Response You Want
Make sure to include any call to action you desire, such as a phone call or follow-up appointment. Then, make sure you include your contact information. The easier you make it for someone else to respond, the more likely they are to do so.

Be a Good Correspondent
If a lengthy response is required to an email, but you don't have the time to pull together the information now, send a holding reply saying you have received the message and indicate when you will respond fully. Always set your Out of Office agent when you are going to be away from your email for a day or more.

Internal Email
Internal email should be checked regularly throughout the working day and returned in a much quicker manner as it often involves timely projects, immediate updates, meeting notes, and so on.

Finally, remember e-mails are written forms of communication that can be printed out and viewed by others than those originally intended for. Always use your spell checker, and avoid slang.

For more information on communication visit www.mindtools.com
HAPPY BIRTHDAY!

February, March, April

Feb - 01 Garst, John Zone 1
Feb - 02 Starcher, Beverly Housekeeping
Feb - 04 Faison, John H. FIS
Feb - 05 Parks, Joyce R. Housekeeping
Feb - 06 Moose, Chris HVAC
Feb - 07 Freshcorn, Kelly Recycling
Feb - 08 Clemens, Candis Housekeeping
Feb - 08 Smith, Tim General Services
Feb - 09 Mackey, Marvin Electrical
Feb - 11 Goodridge, Regina Housekeeping
Feb - 13 Craig, Huey Housekeeping
Feb - 15 Franz, Peter Planning
Feb - 17 Smith, Dwight Housekeeping
Feb - 18 Brown-Hart, Denise Business Office
Feb - 19 Paterniti, Mark HVAC
Feb - 20 Gibbs, Joe Zone 2
Feb - 20 Jones, David Planning
Feb - 21 Harris, Catherine Housekeeping
Feb - 22 Mayfield, Valerie Housekeeping
Feb - 23 Burt, Steve Design
Feb - 23 Ceallaigh, Sherry Capital
Feb - 23 Jones, Conrad Housekeeping
Feb - 23 Sparks, Tom Capital
Feb - 24 McDuffie, Kerry Housekeeping
Feb - 24 Milone, Frank Grounds
Feb - 26 Bohling, Richard General Services
Feb - 27 Winder, Jennifer Housekeeping
Feb - 28 Buchanan, William HVAC
Mar - 01 Lavoie, Andy General Services
Mar - 02 Gray, Robert General Services
Mar - 04 Peoples, Bonnie Housekeeping
Mar - 04 Ross, Jeff Design
Mar - 06 Elston, Marisa Design
Mar - 06 Herrington, Rob General Services
Mar - 06 Lezama, Nelly Housekeeping
Mar - 07 Howell, Larry Maintenance & Ops
Mar - 09 Kohan, Michele Housekeeping
Mar - 11 Plott, Stephen Grounds
Mar - 12 Bennett, Henry Recycling
Mar - 12 Chastain, Jack Capital
Mar - 14 Ussery, Robert Housekeeping
Mar - 15 Crainshaw, Pete HVAC
Mar - 15 McKinney, Chris Electrical
Mar - 15 Vick, Dorothy Capital
Mar - 15 Ward, Wade Zone 2
Mar - 17 Brown, Michael Housekeeping
Mar - 17 Edwards, Walter Recycling
Mar - 18 Godfrey, John Electrical
Mar - 19 Williams, Kennedy Housekeeping
Mar - 21 Castor, Reid HVAC
Mar - 21 Johnson, Norm Capital
Mar - 21 Tucker, Ted HVAC
Mar - 22 Love, David Design
Mar - 22 Steele, Darrell Housekeeping
Mar - 23 Smith, G. David HVAC
Mar - 24 Peabody, Rich Grounds
Mar - 26 Baquero-Vasquez, Gladys Housekeeping
Mar - 26 Heck, John General Services
Mar - 27 Simuel, Pauline Housekeeping
Mar - 29 White, Lucille Recycling
Mar - 31 Klemmer, Michael Grounds

Today is the best day of your life. Live life to the fullest!

Apr - 06 Hannah, Lakisha Housekeeping Apr - 18 Cochran, Joey Grounds
Apr - 06 Kraus, Charles Zone 2 Apr - 18 Singletary, Velton Housekeeping
Apr - 07 Gurganus, Eugene General Services Apr - 19 Brindle, Jerry General Services
Apr - 08 Necaise, Ralph Grounds Apr - 21 Murray, Robert Grounds
Apr - 09 Hartsell, Jack Electrical Apr - 21 Skor, A David General Services
Apr - 12 Tarlton, John Preventive Maint Apr - 22 Thompson, Adam General Services
Apr - 13 Doyle, Johnny Housekeeping Apr - 23 Barden, John Automotive
Apr - 14 Hanna, Sam Design Apr - 24 Adams, Bill General Services
Apr - 14 Leahew, Joseph Grounds Apr - 25 Chirino, Herminio Grounds
Apr - 16 Stacey, Jontavis Housekeeping Apr - 25 Smith, Mary Housekeeping
Apr - 17 Martin, Chris Grounds Apr - 26 Fake, Mac Design
Apr - 17 Miller, George Housekeeping Apr - 26 Joline, Wilfride Housekeeping
Apr - 17 Poston, Billy HVAC Apr - 27 Camp, Mike Electrical
Apr - 17 Renwick, John General Services Apr - 29 Cranford, Ken Preventive Maint
Apr - 30 Blakeney, Horace Housekeeping
Personal Success

By: Beverly Imes
Associate Vice Chancellor’s Office

I am your constant companion.
I am your greatest helper or your heaviest burden.
I will push you onward or drag you down to failure.
I am completely at your command.
Half the things you do, you might just as well turn over to me,
And I will be able to do them quickly and correctly.
I am easily managed; you must merely be firm with me.
Show me exactly how you want something done,
And after a few lessons I will do it automatically.
I am the servant of all great men.
And, alas, of all failures as well.
Those who are great, I have made great.
Those who are failures, I have made failures.
I am not a machine, though I work with all the precision of a machine.
Plus, the intelligence of a man.
You may run me for profit, or run me for ruin;
It makes no difference to me.
Take me, train me, be firm with me
And I will put the world at your feet.
Be easy with me, and I will destroy you.
Who am I?

I am HABIT!
Author Unknown

As we continue in this new year, remember the results we have at the end of every day is based on our habits. If we have good habits, we will obtain good results. If we have great habits, we will obtain great results. If we have bad habits, well, you get the picture. Therefore, to ensure 2008 is a year of excellent results, begin today to monitor your daily activities and see what type of habits you have.

If you need some assistance, go to this link www.fcprofiles.com/focus and take the FOCUS pre-assessment by FranklinCovey. This will let you know where you are. Apply the suggestions at the end of the assessment and then a month later take the post-assessment to see how your results change. It is good to know where we are and what we need to do to enhance our lives, but it means nothing if we do not take the necessary steps to bring those enhancements into fruition.

Begin slowly but surely making adjustments where and as needed to become the person you want to become and live the lifestyle you want to live.

There are five areas of our lives: Spiritual, Mental/Educational, Physical, Social/Emotional, and Financial/Professional Tackle one area at a time with small steps. Before you know it, you will be making leaps and bounds. It all begins with a decision to do it!

Congratulations!

Today is the first day of your new life!

ALL EMPLOYEES MEETINGS
FIRST SHIFT
April 18 at 10:00 AM
CONE CENTER, McKNIGHT HALL

SECOND & THIRD SHIFT MEETING
April 24 at 10:30 PM
Cameron Applied Research Center Room 101