Kerin Weston
Architectural Planning
Employee of the Quarter

Kerin was nominated by Brian Guns, Housekeeping and Recycling Director who served as the NCAPPA Director of Conference Planning. He wrote, “Kerin exhibited outstanding performance, effort, initiative, and creativity that involved reaching across unit and department lines to fellow FM team members and to other UNC Charlotte staff and to staff at other campuses in North Carolina to produce a positive outcome for the 2012 NCAPPA Annual Conference.


Planning started the summer of 2010 when several members of this team joined forces with the Facilities team at NC State University and the NCAPPA Board to assist with the 2011 conference at NC State. As the team assisted with the 2011 conference, Kerin took detailed notes on what would be involved in bringing the conference to UNC Charlotte. As planning continued with an initial meeting of the full FM Conference Committee in April 2011, Kerin stepped forward at every stage of the process and took on the role of leader and organizer of countless correspondence related to planning the conference. She helped organize planning meetings, webinars, and conference calls along with a site visit by the NCAPPA officers and volunteers from other campuses on November 16, 2011.

Kerin kept track of the progress of all sub-committees and served on the planning and education sub-committees. She also handled the bulk of the communications between the NCAPPA Board, Facilities Management, Conference and Reservation Services, Chartwells Catering, the bus company, the pipe and drape provider, and the Student Union.

In order to host an event of this size (416 registered participants and vendors), many details had to be worked out. Kerin was instrumental and took a lead role in insuring that all of these items kept moving along so that everything would be set by the time the conference started.

Kerin did this with an incredible spirit of initiative, cooperation and collaboration. Through Kerin’s effort, our entire Facilities Management organization and UNC Charlotte as a whole were shown in a most positive and complimentary light. Kerin is a fantastic example of our FM vision of being ‘A Leader of Excellence in Facilities Management’.”

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We S. H. A. R. E. Facilities Management Values:
Safety, Honesty and Integrity, Accountability, Respect for Others, and Excellence
NCAPPA Conference Committee and Volunteers Team of the Quarter

Committee Members: Kerin Weston, David Smith, Kathy Boutin-Pasterz, Greg Kish, Michele Kohan, Elizabeth Frere, Ray Dinello, Pam Duff, Lee Snodgrass, Steve Burt, Beverly Imes, Brian Kugler, and Shalisha Kennedy.

Volunteers and Special Assistance: Christy Case, Peter Franz, Joyce Clay, Kathy Fisher, Kelly Freshcorn, Shannon Caveny-Cox, Jen Evans, Steve Terry, Fred Brillante, Joey Cochran, Frank Milone, Warren Monk, Dale Kroeze, Kenneth Baucom, Zach Cornwell, Don Ramsey, Mike Klemmer, Dan Barrier, Jacob Taylor, Charlie Austin, Bobby Robinson, Jerome Crawford, Larry Lane, David Adams, Mike Harris, Darrell Steele, Clyde Derberry, Devin Hatley, Dot Munson, Katherine Humphries, and Lee Arnold.

Nominated by: Brian Guns, Housekeeping and Recycling Director who served as the NCAPPA Director of Conference Planning.

Facilities Management hosted the 2012 Annual NCAPPA Conference on March 7-8, 2012. The main venue for the conference was the Student Union with break-out sessions in the College of Health and Human Services Building. The first day concluded with a 45 minute windshield tour of campus and a walking tour of information and display stations. The night was wrapped up with a reception at the New Motor-sports Research Lab.

Planning began in 2010. Several planning meetings, webinars, and conference calls were held and a site visit by the NCAPPA officers and volunteers from other campuses. As part of the organizational process, committee members served on various sub-committees.

To host an event of this size (416 registered participants and vendors), many details had to be worked out including room reservations, educational workshop and speaker selections, bus rentals, vendor hall layout, and correspondence. Vendor and participant lists were expanded many times to accommodate a significant increase in attendance over previous conferences. There were food and drink selections, signage made and installed, maps created, folders assembled, name badges stuffed with conference information and tickets for prizes, volunteers coordinated, and many other tasks too numerous to list.

Through the efforts of this team, our entire Facilities Management organization and UNC Charlotte as a whole were shown in a positive and complimentary light. Thanks to the tireless efforts of this team, attendees from across North Carolina and beyond gained insight into the many outstanding academic, research, community, and athletic programs that are so expertly supported by the day to day contributions of the entire Facilities Management Department. This team is a fantastic example of our FM vision of being “A Leader of the Excellence in Facilities Management”.

*Special thanks* to Phil Jones for tremendous leadership and support throughout this two year collaborative effort.
SAFE TEAMS OF THE QUARTER
THE FOLLOWING TEAMS HAD NO ACCIDENTS JANUARY - MARCH 2012

Facilities Operations
Automotive, High Voltage, Key Shop, Renovations, Steam Plant, Zones 1, 2, 3, 6, & 7

Housekeeping & Recycling
Center City Building, Colvard, Charlotte Research Institute, East, Friday, Kennedy, Library, North, South, Woodward, and Recycling

FIRST SHIFT - Pictured above front row left to right are: Arzella McCain (Housekeeping-South), Katherine Humphries (Housekeeping - North), Luis Alvarado (Recycling), Aaron Moore (Housekeeping-Center City Building), and Lewis Jackson (High Voltage/Fire Alarms)

Back row left to right are: Rocky Germani (Zone 1), Nick Gray (Zone 2), Andy Lavoie (Lock Shop), Larry Lane (Automotive), Matt Smith (Zone 3), Tony Williams (Zone 6), Bruce Kershner (Zone 7), and Steve Reis (Renovations)

SECOND and THIRD SHIFT - Pictured above front row left to right are: Franjo Pauler (Library), Tamika Whittenburg (East), Ray Duckett (Charlotte Research Institute), Uma Pandya (Woodward), Subhash Pandya (Friday), Jonathan Bell (Kennedy). Back row: Joe Scolo (Colvard)
To view awards photos and read detailed descriptions of nominations, please visit our website at: http://facilities.uncc.edu/home/awards-program/awards-program

**FRIENDLY REMINDER**

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

Cindy Wagner is the new Processing Assistant for Zone 4, Lock Shop, and Renovations. She came onboard on March 26. Some of her administrative responsibilities include processing daily work sheets and work requests in Archibus, ordering equipment parts and supplies, and customer support.

Cindy earned a B.A. degree in Communications and Business from Emory & Henry College in Virginia. She brings her passion and experience for working in higher education to UNC Charlotte from the University System of Georgia where she worked for Georgia State University and Georgia Tech. She has also worked for George Mason University in Northern Virginia and smaller colleges.

Her other work experience includes contractor for Bank of America, model home coordinator for Ryan Homes, and working for the Atlanta Olympics which continued to fuel her love of sports.

She moved from Atlanta, Georgia to Charlotte seven years ago to live closer to her family in the Carolinas and Virginia. She enjoys sports, baking, church activities, and spending time with her nieces & nephews.

Please stop by Facilities Operations in Room 135B and say hello to Cindy.

Christy Case, Facilities Operations

Leadership Development Program Completed

Last quarter, all Facilities Management supervisors, managers, and directors completed a Leadership and Supervision Certification Program developed exclusively for Facilities Management by the Department of Extended Academic Programs.

This 24 hour program included classes on Communication Strategies for Organizational Success, Giving and Receiving Feedback, Managing Diverse Teams for Organizational Success, Creating and Maintaining Accountability, Supporting Change, and Exceptional Customer Service.

Phil Jones
Associate Vice Chancellor
Facilities Management 2nd Annual Safety Fair

We couldn’t have asked for a more perfect day to have our FM 2nd Annual Safety Fair. Carolina blue skies with cotton candy clouds made the ideal backdrop for just under 300 FM employees and campus guests to visit with the 19 vendors present. The theme of the event was learning about tools and products to help us work smarter and safer.

Lunch, raffle prizes, and product samples was provided by the vendors. The products represented several tool/product categories from cordless power tools, green chemicals, to turf care equipment. Some of the prizes included caps, shirts, flashlights, power tools, coolers, and a mahogany putter with a carrying case. All-in-all over 50 prizes.

This event could not have been possible without the support, help, and teamwork of so many folks. The FM Safety Committee was great in setting up and directing traffic/parking. Laurie McDermott with Grainger played a major role in coordinating the product vendors and food provider. The location outside the Facilities Operations building was the perfect place for the Safety Fair and perhaps for future FM Safety Fairs.

Many thanks and appreciation to everyone for making this Safety Fair our best yet and to our FM employees and campus guests for attending.

The Facilities Management “SAFETY FAIR” is held annually to promote safety in the workplace. We invite tool, chemical, and equipment vendors to show and/or demonstrate products that will allow our employees to work both smarter and safer.

Employee safety is our primary core value and the SAFETY FAIR is just another way we maintain focus on workplace safety. Future plans are to expand to include breakout training sessions during this event.

If you have ideas and/or suggestions for the FM Safety Fair please contact Clyde Derberry (7-0544).

Vendors:
Belfor – Property Restoration
Staples – green chemicals
American Chemical – HSKP chemicals
Rubbermaid – HSKP products
Milwaukee – power tools
Ansell – safety gloves
DeWalt – power tools
Proto Stanley – hand tools
MSA – hard hats, meters
Brady – LOTO, spill control
Fluke – infrared cameras, meter safety
Pelican – lighting
DuPont/Salisbury – protective clothing/ARC flash, tools
Makita – power tools
Loctite – liquid fasteners
Klein – insulated hand tools
Ridgid – ProPress, SeeSnake, drain cleaning
Port-a-Cool – cooling units
STI – grounds & turf equip
Grainger – multiple tool/services

Organizing Committee:
Clyde Derberry
Jon Canapino
Rocky Germani
Josh Hyatt
Barry Kirkman
Andy Lavoie
Kyunda Mcknight (EH&S)
John Renwick
James Williams
Tony Williams
Laurie McDermott (Grainger)
Lee Snodgrass

Clyde Derberry
Facilities Business Office
Colvard 2000 Level is gearing up for a much needed interior renovation that will eventually fully occupy 25,000 square feet of widely unused space.

Drew Averitt, Senior Project Coordinator, (pictured right) has been hard at work along with ESD Architecture to redesign the space that will eventually house five departments with a small area for expansion or a possible sixth department. This level will also contain shared amenities for all of the departments to use such as conference, break room, and training spaces.

This is a unique project for Design Services because it is a large project that utilized the capital process. The capital process follows slightly different parameters than we typically go through – how it was advertised, bid, and awarded. This project has also fostered cooperation between FM sections Design Services and Capital Projects.

There are two phases of construction. Phase 1 was awarded to Messer Construction, based out of Charlotte, for $280,000 and will begin construction in early May. This phase is scheduled to take 100 days to complete and will consist of relocating the main corridor and renovations to University College at just over 2,000 square feet. New ceiling, flooring, and furniture is planned for this space.

Pending funding, Phase 2 will bid this summer at an estimated 1.6 million dollars.

Amanda Caudle, Design Services
Homecoming 2012

Housekeeping - North Zone received second place in the door decorating contest! Katherine Humphries, supervisor, is pictured left.

Recycling and Motor Fleet entered the office decorating contest where they received honorable mention! Pictured left are Kathy Fisher (Motor Fleet) and Kathy Boutin-Pasterz (Recycling).
New Construction Parking Passes for Facilities Management

Facilities Management Construction Parking Passes have a brand new look!

Recently, Facilities Information Systems, with the assistance of Motor Fleet, Design Services and other Facilities Management personnel helped to complete the test pilot for the new ARCHIBUS Parking module. All information for a construction parking pass request is now entered into the system and printed to a hang tag printer. The new “professional-looking” orange construction parking passes provide a new format to easily display relevant information including the project name, vehicle location, contact name and number, parking locations, and Parking and Transportation Services contact information.

The new process allows the construction parking pass request form to be submitted electronically to the Parking Pass Administrator for printing. The construction parking passes are then picked up at the main (front) desk of the Facilities Management & Police building by the contractor/vendor. Email notifications inform the project coordinator or manager when a Construction pass has been requested and printed for their project.

Facilities Information Systems will also implement a new web form in the near future that will allow Facilities Management vendors and contractors to submit their Construction Parking Pass request information directly to their project coordinator by accessing the form via the Facilities Management website.

Pamela Duff, Facilities Information Systems

The Lock Shop recently began its first building pilot for new electronic key request processing via ARCHIBUS Web Central. Facilities Information Systems, the Lock Shop, and several Engineering departments have worked together on the ongoing pilot test for the new system using the opening of the new EPIC building as its first pilot.

The Lock Shop and Facilities Information Systems personnel are in the process of transitioning all key requests to the new electronic key request process where keys are approved electronically within ARCHIBUS similar to the current work request form process.

The Lock Shop will require all key requests to be submitted electronically by the beginning of the Fall semester. In the meantime, Facilities Information Systems personnel are working on a transition schedule where building occupants will begin using the electronic key request process for any new keys requested.

More information on the new key request submission process is available on the Facilities Management Key Request home page at: http://facilities.uncc.edu/home/key-request-forms/lockshop-information

Key Request Pick Up Times:
Monday—Friday
8:00am-12:00pm & 12:30pm-2:30pm
Lock Shop Location: Cone 175

Pamela Duff, Facilities Information Systems
Happy Birthday

5/2 Kathy Boutin-Pasterz Recycling  6/25 Kristie A. Honea Design Services
5/2 Gregory Towne Housekeeping  6/26 Robert Carey Housekeeping
5/3 Steve Tillman Zone 3  6/26 Annette D. Miller Recycling
5/4 Samuel Tallent Zone 1  6/27 Robert Braun Zone 4
5/6 Lee Arnold Recycling  6/27 Warren Monk Grounds
5/6 Danica Pauler Housekeeping  6/28 Michael Stewart Housekeeping
5/6 James Revis Housekeeping  6/29 Tommie Stafford Housekeeping
5/7 Greg Barnes Zone 1  6/30 Dan Mullins Zone 1
5/8 Tamika Whittenburg Housekeeping  6/30 Glenda M. Locklear Zone 1
5/9 Josh Hyatt Zone 7  7/1 Maria Nuno Housekeeping
5/9 Darrell Morgan Zone 1  7/1 Ronnie Bell Key Shop
5/10 Arnetta Maness-Battle FBO-HR  7/2 Bill Cavelli Recycling
5/13 Joseph P. Coleman Zone 1  7/2 Sintanis Joline Housekeeping
5/16 Bobby Robinson Automotive  7/7 Anthony Thurmond Grounds
5/16 Donald L. Henry, III Boiler Plant  7/8 Marcia Henderson FBO-HR
5/17 Lee Ann Tisdale Housekeeping  7/9 Luis Alvarado Recycling
5/19 Paul Yost Grounds  7/9 Gloria Suarez-Chalco Chancellor's Residence
5/21 Arzella McCain Housekeeping  7/10 Jessica Deal Zone 6
5/21 Randy Walter Grounds  7/11 Uma Pandya Housekeeping
5/22 Matthew Smith Zone 3  7/13 Raymond Duckett Housekeeping
5/23 Greg Kish Housekeeping  7/14 Cheryl Lansford Design Services
5/24 Julie Deese Housekeeping  7/14 Lotaia Young Housekeeping
5/25 Alexander Davis Housekeeping  7/15 Paul Dilgard Housekeeping
5/27 Bob Fitzgerald Zone 6  7/15 Daniel O'Donnell Zone 5
5/28 Terry Eudy Zone 1  7/15 Shari Thompson Housekeeping
5/29 Amanda Caudle Design Services  7/16 Allen Gayden Housekeeping
5/29 Melissa McLaughlin Grounds  7/17 Salvador Garcia Housekeeping
6/1 Kathy Fisher Automotive  7/17 Pitone Taosaga Grounds
6/2 Steve Reis Zone 4  7/18 Kirk Kirstein Zone 5
6/3 Athea Cook Housekeeping  7/21 Larry Griffin Facilities Ops Area A
6/4 Bernetta Lee Housekeeping  7/21 Armando Vazquez-Montalvo Zone 5
6/6 Barry Kirkman High Voltage  7/22 Larry Lane Automotive
6/6 Edward Diaz Zone 2  7/22 Brien Clapton Zone 2
6/9 Jim Campbell High Voltage  7/22 Mark Neel Zone 4
6/10 Robert Whisnant Zone 4  7/25 Kathy Brown Zone 2
6/10 Andrew Tilley Grounds  7/26 Kerin Weston Architectural Planning
6/10 Susan George Housekeeping  7/26 Sarah Chie Housekeeping
6/11 Beverly Imes AVC Office  7/26 Terrell Patton Housekeeping
6/11 Annie Joyner Housekeeping  7/27 Steve Conder Lock Shop
6/14 Jarrett Eudy Zone 2  7/28 Virgil Torrence Grounds
6/14 John Fessler Capital  7/28 William Hester Housekeeping
6/14 Steve McMiller Housekeeping  7/28 Lee Snodgrass Facilities Operations
6/16 Lance Anderson Zone 1  7/29 Joseph H. Loder Zone 1
6/18 Melanie Witherspoon FBO  7/30 Parsram Gobin Zone 5
6/23 Sherby Price Housekeeping  7/30 Karen Westphal Zone 7
6/24 Narcisa Flores Housekeeping  7/31 Lashawn Lowry Housekeeping
6/25 Danny Dang High Voltage  7/31 Patrick Lukungu Housekeeping
6/25 Rena Foster Housekeeping
From the Desk of the Associate Vice Chancellor

Thanks

for everyone’s hard work to close out the academic year. This has been a very successful year for Facilities Management.

The NCAPPA Conference on March 7-8 was a highlight of last quarter. This conference brought together Facilities professionals from all over North Carolina. There were people here from colleges and universities - large and small, public and private. The exchange of information was outstanding. We received many compliments from fellow facilities professionals regarding the outstanding organization of the conference and the appearance of the campus. We definitely lived up to our vision as a “Leader in Facilities Management” in hosting this conference. It took a lot of hard work, and I want to thank everyone who made this a success.

As I mentioned in our All Employees meeting, we are working on ways to address the top five challenges and opportunities identified in a recent strategic planning session. These are trust, accountability, teamwork within FM, streamlining processes, and getting the right people with the right skills.

If you have thoughts or ideas on how to improve in these areas, please submit them to your supervisor or manager. One thing we did recognize in the process of discussing these issues is that our S.H.A.R.E. Values and our Code of Conduct are excellent guideposts leading us in the right direction on all of these challenges. As a result, we’ll be revitalizing the use of the Code of Conduct in the near future.

In April, we received occupancy of the EPIC building and began the move-in process. This large building has added a significant workload for Facilities Operations, Housekeeping, and Recycling. I know we are up to the challenge. The next two years promise to bring more opportunities and challenges. When we calculated the amount of new construction happening between last summer 2011 and summer of 2014, it totaled over $350 million dollars and included the addition of 2.2 million square feet of facilities to our campus. This continued phenomenal growth will stretch all of us in FM.

In addition, Design Services continues to have record setting years in repairs and renovation. For the second fiscal year in a row, they will complete over 250 projects worth in excess of $11 million.

The addition of football and UNC Charlotte’s move to a Football Bowl Series (FBS) conference (Conference USA) will challenge us in ways we don’t yet know. Stand by for more on that subject in the months ahead. All and all, UNC Charlotte continues to be an interesting and challenging place to work!!

I am looking forward to seeing all of you at our annual picnic on May 18. We will have a great event with even more activities including the softball finale, good food, fellowship, and FUN this year! See you there!

Philip M. Jones
Associate Vice Chancellor for Facilities Management

Facilities Focus is a communication tool for the benefit of all Facilities Management employees to develop a better informed workforce, to foster a greater sense of community, and to build morale. Your ideas are welcomed and appreciated for future issues.

Staff: Elizabeth Haddock, Beverly Imes, Michele Kohan, and Casi Shepardson

Proofreaders: Pamela Duff, Devin Hatley, and Michele Kohan

Photographers: Kathy Boutin-Pasterz, Amanda Caudle, Clyde Derberry, Paul Dilgard, Kelly Freshcorn, Recycling Staff

Thanks to all contributors!

Please look online for the newsletter at: http://facilities.uncc.edu/home/facilities-focus-news/facilities-focus-news