

Letter from the Associate Vice Chancellor for Facilities Management

“Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work”
Vince Lombardi

Dear Facilities Management Team,

As we close another successful academic year, we have much to celebrate. Each of you contributed to the success of this University in some way during this past year. Thank you for your hard work! Change has been constant.



During the past academic year, the campus has changed significantly with the opening of the College of Health and Human Services Building, the Harris Alumni Center, and the Union Parking Deck (Deck G); the completion of construction on the new Student Health Center; and ground breaking for the new Student Union.

Change has also surrounded our organization. We have converted to a new work management system, Archibus, and transitioned to a central (outsourced) warehouse operation. We have moved the Grounds and Automotive sections to the new compound. These are major

initiatives for our organization and none of this has occurred without problems. There is still much work to be done to make these initiatives work the way we want them to. Problems are to be expected in any change. I commend you for the way you have worked through the problems and issues surrounding these changes. Rest assured these changes are going to make us better in the long run.

We cannot rest on our laurels. There is much work to be done to close out the fiscal year and prepare for the next academic year. Multiple projects are in progress - from landscaping to building renovations to steam-line replacements. It will be a busy summer. As we move forward this summer and next fall, let's make safety our watchword. Think before you act and help your teammate to be safe.

I wish you and your family peace and happiness. I hope you will have an opportunity to take some time off to vacation with your loved ones. Have a safe summer.

Creating a Campus of Distinction!

Philip M. Jones
 Associate Vice Chancellor for
 Facilities Management

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EMPLOYEE OF THE QUARTER

Congratulations to John Lattin, who was honored with the “Associate Vice Chancellor’s Employee of the Quarter” award.

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.

John Lattin, Maintenance Mechanic for Zone 1, was nominated by his supervisor, Art Sutherland, for his excellent workmanship. Recently John performed a renovation job in Woodward Hall, room 464B. His creativity, dedication, and utilization of surplus materials at RUP1 resulted in his ability to install the design and finish the project under an estimated cost by 69 percent. As stated by the customer, "The quality of workmanship is greater than I ever expected". John is to be commended for a job well done.

I spoke to John to learn more about the man behind the creativity and dedication.

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

Wow! With all of the talent that exists within FM, I would never have imagined being nominated, much less chosen.

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

August will mark my two year anniversary with Facilities Management Zone 1. His comment to what he likes most about working for the department— “I’d be lying if I didn’t say the opportunity to build furniture with someone else’s money, but seriously, above all, is the satisfaction that comes from being part of a team of craftsman second to none.



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

Woodworking.

The customer stated “the quality of your workmanship was greater than he expected”. Do you have a “customer service philosophy” or any advice to fellow co-workers on “customer service”?

The only "philosophy" I have is to try and give the customer exactly what they want to the best of my ability. From interacting with our customers, I don't think any of my co-workers need advice...I've never heard any complaints.

Melia James, Business Office

“Make the workmanship surpass the materials.”

Ovid

TEAM OF THE QUARTER

Congratulations to the “Circulation Pump” Team (Jessica Deal, Marisa Elston, Sam Hanna, Matthew Herring, Mark Neel, David Roman, and Margaret Sawyer) who was 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.

Donna Merck, Assistant Director of Operations for the Bonnie E. Cone University Center, nominated this team for their “quality of service” in the installation of a circulation pump for a hot water heater. Here is what some of team members had to say about winning the award.

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

Jessica: Very surprised.

David: It’s always a humbling effect to be nominated for an award to perform your job.

Marisa: I was surprised. I was just doing what I am supposed to do in my job.

Margaret: I would like to thank all those who voted for us.

What do you like most about working in Facilities Management? Working at UNC Charlotte?

Jessica: I like teaching CPR & First Aid classes, and meeting the customers. It is nice to put a face to the voice/name.

David: Working for Facilities Management allows me to perform work for others that I enjoy. Working at UNC Charlotte is a microcosm of Charlotte, therefore; you are always working for different types of people.



Pictured are: Matt, David, Jessica, Phil, and Margaret

Marisa: I like Facilities Management because of the people. Working at the University allows me the opportunity to work with many types of people and have a lot of interaction with many groups of people (on and off campus).

Margaret: I like the guys I work with in all shops. They are a great group to work for. Each one of them is a great asset. As for UNCC, I like being able to assist the customers that we come in contact with.

Donna Merck expressed a high appreciation for the quality of service on this project—What do you think are the most important attributes for a team’s success?

Jessica: Communication

David: Facilities Management employees are always team players. As always, this team came together to satisfy the needs of our customer. The fact that we got an award was just the icing on the cake. The award should have been given to all in Facilities Management.

Marisa: Good customer service. Quick response time. Teamwork!

Margaret: We were able to communicate with her and keep her informed of what we were doing to solve the problem.

Melia James, Business Office

FOCUS ON STAFF

SAFE TEAMS OF THE QUARTER

(Statistical Information provided by UNC Charlotte Safety Office)

TEAMS WITH THE BEST SAFETY RECORD DURING THE QUARTER

THE FOLLOWING TEAMS HAD NO ACCIDENTS JANUARY - MARCH 2007



Phil Jones presents to Tim Overcash, HVAC



Phil Jones presents to David Hillard, General Services



Phil Jones presents to Larry Lane, Preventive Maintenance



Phil Jones presents to Art Sutherland, Zone 1



Phil Jones presents to Scott Miller, Zone 2



Phil Jones presents to Confort Wilson Al-Arashun, Housekeeping - North Team

SAFETY PIN AWARDS

Recognizing Housekeeping and Maintenance Personnel with no accidents in 2006

Correction:

Confort Wilson Al-Arashun's name was omitted from the list in Issue 20

FOCUS ON STAFF

SAFE TEAMS OF THE QUARTER

Continued

*Due to an idea submitted in January, Housekeeping's safety reports are being recorded as teams similar to Maintenance and Operations' shops. Therefore, if one person in Housekeeping has an accident, it does not disqualify the entire section from receiving a safe team award. **Congratulations!***

Pictured from left to right from top to bottom are: East Area (Bonnie Peoples' Team), West Area (Robert Seedoff's Team), Colvard Area (Subhash Pandya's Team), CRI Area (Crystal Mason's Team), Friday Area (Shem Logan's Team), Kennedy Area (Johnnie Doyle's Team), Library Area (Candis Clemons' Team), and Woodward Team (Clara Crawford's Team)



FOCUS ON STAFF

CUSTOMER SERVICE AWARDS

(NOMINATED BY CAMPUS CUSTOMERS)

Individual Recipients

- Ruth Ann Cook , Housekeeping (6 awards)
- Paul Dilgard, Housekeeping (2 awards)
- Savararia Harrison, Housekeeping (3 awards)
- Uma Pandya, Housekeeping (2 awards)
- Joann Pearson, Housekeeping
- Bobby Robinson, Automotive
- Linda Wiley (27 awards)



Ruth Ann Cook and Phil Jones



Phil Jones and Paul Dilgard



Phil Jones presents awards to: Savararia Harrison, Uma Pandya, Joann Pearson, and Linda Wiley

Team Recipients

- **Rescued Keys Down the Drain:** Dennis Campbell and Bill Pastor
- **Cordial and Thorough Recyclers:** Henry Bennett and Bill Cavelli
- **FM/Police Building Cleaning:** Mary Smith and Yves Byron
- **Cleanliness and Precision:** Johnnie Doyle, Barry Byron, Kathy Thomas, and Maurice Eustache, Housekeeping
- **Alumni Center Move:** Michael Brown, Julie Deese, Arzella McCain, Lillie McDuffie, Beverly Hancock, Steve McMiller, Lee Anne Tisdale, Bill Adams, Armando Vasquez, Jerry Brindle, Ron Hobson, Tim Smith, Robert Murray, Barry Anderson, Bobby Baker, Gary Edwards, John Morris, John Tarlton, Ken Cranford, Joyce Parks, and Bob Fitzgerald



Bill Pastor, Dennis Campbell, and Phil Jones



Phil Jones, Henry Bennett, and Bill Cavelli

*To view all awards photos and read detailed descriptions of nominations, please visit our web site at:
<http://fnbld02.uncc.edu/Awards/default.asp>*



Yves Byron and Mary Smith

FOCUS ON STAFF

AWARDS FOR EXCELLENCE

(NOMINATED INTERNALLY)

Individual Recipients

- Yves Byron, Housekeeping
- John Conn, Preventive Maintenance
- Paul Dilgard, Housekeeping
- Melanie Hill, Business Office
- Larry Lane, Automotive/Preventive Maintenance
- Chris Martin, Grounds
- Chris McKinney, Electrical
- Mario Moore, Housekeeping
- Bobby Robinson, Automotive
- Velton Singletary, Housekeeping
- William “Carolina” Snyder, Electrical
- Darrell Steele, Housekeeping
- Pamela Williams, Electrical

Phil Jones and Chris Martin



John Conn and Phil Jones

Pamela Williams and Phil Jones



Team Recipients

- **Atkins L21:** Tim Overcash, Pete Crainshaw, Don Teate, and Pete Altman
- **FM Teamwork:** Phil Leonard, Robert Murray, and Gary Edwards
- **Grigg Ceiling:** Jim Kay, Tommy Pressley, Scott Miller, Steve Tillman, Charlie Kraus, Wade Ward, Joe Gibbs, and Bob Lewis
- **GPS Clocks:** Lewis Jackson, Mike Camp, Josh Hyatt, David Huntley, and Jason Shores (*team members are pictured right*)
- **Bonnie Peoples' Second Shift:** Yves Byron, Velton Singletary, Uma Pandya, Savararia Harrison, Linda Wiley, Ruth Cook, Pauline Simuel, James Crump, Mae Harris, Mary Smith, and Paul Dilgard
- **Third Shift Supervisors:** Candis Clemons, Crystal Mason, Clara Crawford, Subhash Pandya, Johnnie Doyle, and Shem Logan
- **Special Projects:** Mario Moore, Jeffery Adams, James Brown, Jontavis Stacey, and Elzy Neely (*team members are pictured below*)



- **Robert Seedoff's Second Shift:** Lyvie Alvinzy, Emmanuel Byron, Cynthia Campbell, Yvonne Eustache, Roger Forney, Juan Rodriguez, Teresa Singleton, Gina Tellus, Shari Thomas, and Darrell Steele
- **Library Zone:** Lisa Blakeney, Nicole Breckenridge, Willard Brown, Agnes Douglas, Sintanis Joline, Closel Macena, Danica Pauler Franjo Pauler, and Radmila Pavlovic
- **Duke Hall Carpet:** Kim Douagmavongsa and Terry Robinson
- **Grigg Hall Event:** Raymond Duckett, Tomasa Bonilla, Kim Douagmavongsa, Gladys Baquero, Jenny Bangas, Terry Robinson, Gloria Chalco, and Robert Carey

PERSONNEL PIPELINE

3 DAY RULE

According to *NC Office of State Personnel Policy Section 11: Separation*; an employee who is absent from work without prior approval, and does not contact the employer for three (3) consecutive scheduled workdays may be separated from employment as a voluntary resignation.

Bottom Line: Make sure to stay in contact with your supervisor!

SAFETY FIRST

As a reminder, if you are involved in a work-related accident, please report it to your supervisor immediately! He/she will need to complete a Minor Injury Form or Long Form outlining the accident. Both forms are located on the Facilities Management Intranet under the Facilities Business Office link.

FBO-PERSONNEL CONTACTS

We are here to assist YOU with all personnel inquiries or concerns! Contact us or stop by! We are located in the Facilities Management/Campus Police Building.

Melia James, Personnel Administrator, x72152
 Marcia Henderson, Personnel Specialist, x72936
 Elizabeth Haddock, Office Assistant, x76513

COMMUNITY SERVICE & CHILD INVOLVEMENT LEAVE

(UNC Charlotte Personnel Information Memoranda 46)

One of the perks of being a UNC Charlotte Employee is the receipt of twenty-four (24) hours of paid child involvement/community service leave each calendar year.*

Leave can be used to:

- Meet with a teacher or administrator of an elementary, middle, or high school or day care center with regard to your child;
- Attend any non-athletic function that is part of the school's academic or artistic program in which your child is participating;
- Perform school or other community volunteer work, such as mentoring or tutoring.

Examples of events/activities leave cannot be used for are:

- School birthday parties;
- Events/activities associated with religious affiliations that are not community service oriented (as defined in PIM 46).

* New full-time staff are credited at the rate of two hours per month for the remaining time in the calendar year when they begin their employment. Leave not taken within the calendar year is forfeited.

FRIENDLY REMINDER

Compensatory time earned for the third quarter Employee Awards Program (January - March) must be used within 90 days of receipt (by July 27, 2007). 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

Getting involved with your community

We have three employees who have been doing their part in the community helping out with Girl Scout Troops. **Jessica Deal** (Maintenance and Operations) is an Assistant Scout Leader for the Locust Brownie Troop # 3045 and **Margaret Sawyer** (Heating, Ventilation, and Air Conditioning) is a Volunteer for the same troop. Both have daughters who are Brownies in this troop, and they played a big part in getting Valentine's in for the Veteran's Hospital.



This is also a good way to earn a badge which they try to do at least once a month. Everyone knows, of course, one of the biggest projects is the sale of Girl Scout cookies. Debbie's troop distributed 900 boxes this year.

In the Facilities Business Office we have Debbie Chandler who volunteers for the Harrisburg Brownie Troop #2578. She helps coordinate projects and events for 15 girls ranging in age from 6 to 9 years old. Debbie attends meetings at the Lion's Club twice a month on the 1st and third Wednesday of each month. Debbie's bubbly personality and work ethics make her a great inspiration for the girls she assists. One of the projects Debbie feels especially proud of is the work they do with the Assisted Living Home in Harrisburg. The residents love to see the girls coming and cannot wait to see what the troop has made for them. The girls love any kind of craft.

I asked Debbie what her favorite part of Volunteering is: "Being a Volunteer helps me to be involved with my daughter and her friends. That is very important to me."

Give a hand to **Debbie, Jessica and Margaret** for showing love of the community through their efforts with the Brownie Troops.

Noella Paquette
Facilities Business Office

Promotions

Electrical - Jack Hartsell,
Electrician II

General Services - Jerome Steele,
Carpenter II

Zone 1

Bill Pastor; Maintenance Mechanic

Dennis Campbell; Maintenance
Mechanic IV

Charles Schindler; Maintenance
Mechanic III

Teresa Singleton; Housekeeper

Gina Tellus; Housekeeper

Wilfrede Joline; Housekeeper

New Hires

Facilities Business Office

Marcia Henderson; Personnel
Specialist

HVAC

David (D.J.) True; Plumber I

General Services

Parasram Gobin; Maintenance
Mechanic I

Shop 15 - Grounds

John Downey, Jr.; Grounds Worker

Housekeeping - 1st shift

Michele Kohan; Administrative
Support Associate

Housekeeping – 2nd shift

Lyvie Alvinzy; Housekeeper
Emmanuel Byron; Housekeeper
Cynthia Campbell; Housekeeper
James Crump; Housekeeper
Roger Forney; Housekeeper
Juan Rodriguez; Housekeeper
Robert Seedoff; Housekeeper
Supervisor II



Cynthia Campbell

Housekeeping – 3rd shift

Chikina Barden; Housekeeper
Gladys Baquero; Housekeeper
Regina Goodridge; Housekeeper
Nelly Lezama; General Utility Worker
Lakesha Gatewood; Housekeeper
Talathia Glenn; Housekeeper
Carine Joline; Housekeeper

PERSON OF INTEREST - KATHY BROWN

*K*athy Brown is one unique individual. A recent addition to Facilities Management Zone 2. By day she hustles and bustles to help her supervisor and fellow co-workers perform their job more efficiently and effectively. According to Larry Griffin, Zones Supervisor, "Kathy has been a pleasant surprise since starting with the Zone. She has quickly learned our system and has contributed greatly to the success of the Zones". By night, she attends to a family to include a set of triplets who are preparing for college in the fall. Who is she and how does she do it all? Inquiring minds want to know!

An interview with Kathy:

When did you begin working for Facilities Management?

I started at UNC Charlotte Facilities Management Key Shop on a temporary part-time basis in August 2006. It was a great introduction to the university; a definite pleasure to come to work every day. As my assignment came to an end; I was fortunate enough to be offered a permanent, full-time position in RUP 2 at the end of December.

So far, how has your experience been working at the University? Working in Facilities Management?

I always thought it would be interesting to work at a university and, after spending many years in health care offices, decided to make the change. I have not been disappointed. UNCC offers a great work-place environment, and plenty of opportunities to keep busy. Also, I am doing something totally different than I have ever done before – learning what it takes to keep these buildings up and going on a daily basis. It is easy to take all this for granted when everything is working correctly, but there is a lot that goes on behind the scenes to make it run smoothly. Of course, I am biased, but I feel I work with the most talented group of craftsmen – and I am impressed with the teamwork they demonstrate. I can honestly say I have never worked with a nicer group of people.

What is the thing you most enjoy about the University and/or your favorite place on campus?

As far as having a favorite place on campus - I do appreciate all the wooded areas, especially since I am an animal lover. We have a herd of about thirty deer on the property, and twice now I have been lucky enough to see a few of them outside our office window in the early morning.



Were you born and raised in Charlotte? If not, where is "home" and how long have you been in Charlotte?

I grew up in suburban Philadelphia (a Philly girl – Go Eagles!). I did a lot of traveling and lived both in California and Colorado, before I met my husband, Bob. Now, we have four kids (but we took the fast track with three of them – they are triplets). Our kids grew up here, and now our oldest son, Andrew, has just finished his junior year at UNC-Chapel Hill, double majoring in political science/peace, war and defense, and is also an undergraduate fellow with the FDD in Washington, DC, focusing on democracy and defeating terrorism, which took him to Israel last summer. In August, we will have four college students in four different schools! Danny will attend Appalachian State to study business, Robbie will come here to UNCC for the construction management program, and Amanda will start at Rowan Cabarrus Commu-

(Continued on page 13)

Construction and Demolition Recycling is an Award Winning Program



David Jones, our Waste Contract and Construction and Demolition Recycling Administrator proudly stands with one of Recycling's latest accomplishments as the "Best New Emerging Program" award from the Carolina Recycling Association.

Association.

A recent feature article in the Campus News stated "competition for the award included businesses, government agencies and schools located across North and South Carolina." The Construction and Demolition (C&D) recycling program is designed to keep materials such as wood, metal, yard waste and brick from entering the municipal landfill waste stream. In fiscal year 2006, the C&D program recycled over 704,000 pounds.

In an interview with David, he explained how this program has evolved since he was hired into the position in June 2004. At that time, the C&D Recycling program was in its infancy, with no policy, procedures or targets. Over the last three years, Recycling has established these items leading to a fairly comprehensive recycling program. They now track weights on eight Capital projects and a number of non capital projects. The greatest change has been the willingness of Facilities Management shops and individuals to be involved in the C&D recycling program. A recent example of this was working with Grounds. We recycled over ten tons of miscellaneous concrete. This was truly a team effort.

"Our aim is for the UNC at Charlotte C&D Recycling program to be, without question, the best in the state of North Carolina and beyond.

When asked what he liked most his position he responded, "There are a number of things I like about my current position. I like the fact that I am working in the environmental field and

through the C&D recycling program. We at UNC at Charlotte are doing a little bit to protect our planet for future generations. I am fortunate that position affords me the flexibility to generate ideas and run with them to hopefully improve our recycling rates and develop other environmental initiatives in conjunction with faculty, staff and students."

Recycling staff members not only save energy, they save the department money. David and his supervisor, Kathy Boutin-Pasterz, frequently attend conferences as presenters. Therefore, their registration fees are waived. They have been doing this for 18 months now and have probably saved approximately \$500.00 in conference fees.

The more I talked with David, the more intriguing his life became. You never know who you are working with until you take the time to chat.

Born in the "most wonderful country in the world", Zimbabwe, David was fortunate to travel to and through several countries because of his father's job with Nestle. Those countries include Tanzania, Uganda, Kenya, Switzerland and England.

David used to be in the banking industry. However, he had a chance to go back to University and took the opportunity to educate himself in the environmental field. He has been in North Carolina for four years. He worked for the University system in the United Kingdom and wanted to continue in this field in the United States. By chance, an opportunity opened up at UNC Charlotte and he was hired.

If David could change anything about/within the Facilities Management or the University, he would like the university to develop a sustainable development policy that is adhered to across all University departments.

David enjoys golfing, socializing, gardening and most importantly being a taxi driver to a six year old. Finally, he wants everyone to know Recycling is here to help, and always open to questions and ideas.

Beverly Imes, Associate Vice Chancellor's Office

Recycling Corner – Earth Day 2007

The Office of Waste Reduction and Recycling held UNCC's 15th annual Earth Day Environmental Festival on April 18th where we had 36 vendors and over 800 visitors! It was a great success and green power did rule the day!

Thanks to Grounds for their assistance and patience in setting up the tables. As they say, a picture is worth a thousand words, so I'll leave it at that for this edition of the "Recycling Corner."

**Devin Hatley, Environmental Educator,
Office of Waste Reduction and Recycling**



(Continued from page 10)

nity College before she transfers to UNCC to major in art education. We are very family oriented, and are proud of all four of our kids.

When you are not working, what is your favorite pastime or a hobby you absolutely would not give up for the world?

My favorite pastime is reading, and I would not give that up for anything! I have always loved the printed page. In the seventh grade, I was “fired” from my volunteer job at the local library, because I kept trying to read all the books before shelving them.

What inspires you?

What inspires me is hearing stories about people who have overcome obstacles in their lives, and have forged ahead to make a difference. I believe a good life motto is: “Do what you can, with what you have, where you are.”

Recently you were the subject in a recent article published in the New York Daily News. How did this come about?

Well, that is an interesting story. When “The Apprentice” TV show first aired, I used to watch it every week. There was a woman on the show named Carolyn Kepcher, one of Donald Trump’s top executives in real life. She left the Trump organization and is now heading up “Carolyn & Co. (carolynandco.com). The purpose of her new company is to offer encouragement and advice to working women, focusing on how to keep balance in their lives. I emailed her to express my admiration for her talent and skill. Much to my surprise, I was contacted by her office, asking if they could interview me for her new weekly column in the Business Section of the New York Daily News. That was a fun experience.

Kathy, thanks for sharing your story with us! Any last words or thoughts?

I am glad to be here, and look forward to a long association with UNCC.

Melia James, Business Office

Ed Seamon Memorial Bench



Here is a photo of the bench we have purchased to remember Ed Seamon, former Power Distribution Electrician II. The plaque and bench should be installed by early June 2007.

The location is just south west of the sculpture, across but before the stairs into Fretwell.

Casi Shepardson, Facilities Planning

CHARLOTTE 49ERS BASEBALL



Construction on the **Robert and Mariam Hayes Stadium** continues...

The construction project is about 70% complete and is on schedule to finish during early June. The team has been using the field for games for over a month despite on-going construction.

The No. 25 Charlotte 49ers Baseball Team is 38-9 on the season overall, and 18-3 in A-10 play. Charlotte's last home series will be against St. Bonaventure beginning May 11 and continuing through the weekend. Come cheer on the team while sitting in new green stadium seats that make you feel like you're part of the action.

For those who have been to the games have heard, and perhaps seen, Mr. Uh-huh. Rumor has it he's a parent of a student here on campus and is an administrator at a local school. Come see the **Charlotte 49er** action...

Casi Shepardson, Facilities Planning

DID YOU KNOW...

Visa Credit Card has added an additional security measure for all internet shoppers using their Visa credit cards.



'Verified by Visa' allows you to activate your current Visa credit card online and create a password. Then when shopping online at the participating online stores it will prompt you for the password upon checking out your order. Once verified, it allows you to continue with your purchase online.

Some well known participating online stores are Wal-Mart, Dick's Sporting Goods, Sports Authority, NASCAR.com, and Travelocity, just to name a few. Check out the website for additional information - www.visa.com/verified

SAFETY ZONE

Workplace Hazards: Protecting Your Eyes and Ears

Each day more than 2,000 people suffer eye injuries at work. And noise pollution is one of the most common occupational hazards in the American workplace. You only have one pair of eyes and ears. Take care of them by following some simple precautions.

Why is Eye Safety So Important?



The workplace is a leading cause of eye trauma, loss of vision, disability, and blindness. Of the 2,000 employees each day who sustain job-related eye injuries, 10 to 20 percent will be disabled due to temporary or permanent loss of vision. Experts believe that proper eye protection could have reduced the severity of or prevented the injury in about 90 percent of these cases.

Eye injuries can range from minor burns, cuts, and bruises to total blindness. Welding equipment, as well as other sorts of power tools and machinery, pose a big threat. Chemicals such as acids and adhesives can splash into the eyes and cause serious damage. And particles from hammering or grinding can easily fly into the eyes. The cost of such injuries is enormous, both for the worker and the American public, which covers nearly \$4 billion a year in worker's compensation claims and lost productivity.

Wear Proper Eye Protection

The first step to preventing any injury in the workplace is to be aware of the hazards. If possible, eliminate those hazards or reduce them by using proper eye protection. There's a wide variety of safety eyewear including safety glasses, goggles, face shields, welding helmets, and full-

face respirators. Your boss should choose which one for you to use depending on the particular hazards in your workplace. If he hasn't, ask him about it.

In the event of an eye injury, know where the eye wash fountain is so you can clean your eyes as quickly as possible. Get your eyes examined on a regular basis to ensure your vision is good enough to do your job safely. And, as always, use common sense.

Noise Pollution in the Workplace

Is your workplace so loud that you have to raise your voice to be heard? When you leave work and are in a quieter environment, do your ears feel plugged or do you hear a mild ringing or other unnatural noise? If the answer is yes, your hearing may already be at risk.



Excessive noise levels over a long period of time will damage your hearing so gradually and painlessly that you may not notice until it's too late. Sudden explosive sounds, such as gunshots, can also cause immediate damage. Approximately 30 million Americans are exposed to hazardous noise at work. For many this has resulted in permanent hearing loss.

Protecting Your Hearing

You can protect yourself from such hazards to minimize the risk. Wear hearing protection devices, such as ear plugs or ear muffs. Don't wait until it's too late. See if your company has health screenings or see your doctor if you suspect you are at risk of damage.

Beth Adamo

Retrieved from <http://www.safety.com/articles/workplace-hazards-protecting-your-eyes-and-ears.html>



TO YOUR HEALTH

EIGHT WAYS TO REDUCE WORKPLACE STRESS

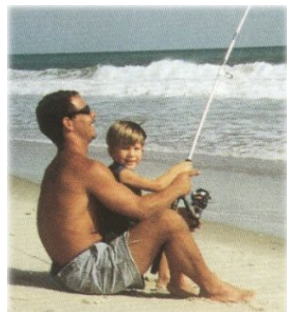


There are a number of ways to reduce on-the-job stress. Here are eight steps recommended by Dr. Teresa M. Stevens, DC.

1 Plan your day. Feeling out of control is an incredible source of stress. How do you stay in control at work? Each day, create a "To Do" list, and cross off each item as you complete it. If you have appointments, meetings, etc., on a particular day, make sure you put those on your list, too, so you don't run into any scheduling conflicts.

2 Prioritize. What needs to get done first? Prioritizing your tasks from most to least important will keep you focused on what matters, rather than wasting energy on work that doesn't need to be done right away.

3 Take a break. If you're feeling overwhelmed, take a break. It can be a short one, like getting away from your desk for a few minutes and walking outside, or even taking your eyes off that computer screen and stretching at your workstation. Or it can be a longer one, such as using a day or two of vacation time to relax and get away from it all. Ultimately, plan to take at least **one week** off this summer.



4 Don't be afraid to say no. If an "extra" project comes across your desk, consider your current workload and priorities before accepting the new assignment.

5 Do it right. No matter how busy you are, each task needs to be done right. If not, you'll end up spending even more time correcting your mistakes.

6 Do a little at a time. When faced with a challenging or time-consuming task, don't try to complete it all at once. Work on it for small chunks of time during the day (15 minutes or so at a time); before you know it, you'll be done!

7 Evaluate how you're spending your time. Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely. For example, could you take a bus or train to work and use the commute to catch up on reading? If so, you could free up some time to exercise or spend with family or friends.



8 Don't be afraid to ask for help. Most companies emphasize teamwork and don't want their employees to "burn out." They know an unstressed employee is usually a happy employee, and a happy employee will stick around for the long haul. If you're having trouble managing your workplace stress, don't be afraid to talk to your boss about it.

Source: *To Your Health* April, 2007 (Vol. 01, Issue 04)

<http://www.toyourhealth.com/mpacms/tyh/article.php?id=898>

Main Avenue Chiropractic
Dr. Teresa M. Stevens, DC
Taylorsville, NC 28681

Health & Safety

Changes to the Child Vaccine Schedule

Below is a brief list of changes to the previous immunization schedule (January 2006):

- ☞ The new rotavirus vaccine is recommended in a 3-dose schedule at ages 2, 4, & 6 months.
- ☞ Influenza vaccine is now recommended for all children 6 months to 3 years old.
- ☞ There is an updated schedule for varicella showing an additional dose at age 4-6 years.
- ☞ The new human papillomavirus vaccine is on a 3-dose schedule followed by a routine vaccination for pre-teen females.
- ☞ There are now two immunization schedules instead of the original one schedule. The two schedules are for ages 0-6 years and the other for ages 7-18 years.

For a more detailed explanation please visit: <http://www.cdc.gov/mmwr/pdf/wk/mm5551-immunization.pdf>

Information gathered from the CDC, the American Academy of Pediatrics & the American Academy of Family Physicians.



CRP and First Aid Class Schedule
May and June classes are cancelled
Class will resume in July.

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.



FACILITIES MANAGEMENT POLICY POLICE



Facilities Management policies are designed to support the department's mission, vision and key business drivers. It is the responsibility of each employee to ensure compliance in all policies in order to maintain a safe working environment.

Below is an overview of FM Policy Statement #11 - Wireless Communication Device Usage (Cell Phone Use) and FM Policy Statement #14 - Smoking, covered during the third quarter All Employees Meeting. If you have questions regarding these policies, you can either discuss them with your supervisor and/or meet with Phil Jones on first and third Tuesdays. Please contact Beverly Imes x73154 to schedule an appointment.

Facilities Management policies can be found on the department's home page

<http://fmbld02.uncc.edu/AVC/PolicyStatements/default.asp>

POLICY STATEMENT #11

- Wireless communication devices include cellular phones, Nextel type devices, pagers, 2-way radios and Personal Data Assistants (PDA's).
- Facilities Management provided wireless communication devices are to be used for *business purposes only*.
- Employees are NOT authorized to use a wireless communication device (business or personal) while operating State owned vehicles or equipment.
- Except in emergency situations or situations approved by the supervisor, use of personally-owned wireless communication devices should be limited to **break periods** and the employee's **lunch period**. Use of cell phones for personal calls during times other than those designated above wastes time for which the employee is being paid by the University. *This is subject to disciplinary action.*

POLICY STATEMENT #14

- In compliance with UNC Charlotte Policy Statement #68, all University buildings are designated "No Smoking" areas. This includes mechanical and electrical rooms.
- Facilities Management employees will smoke only in areas adjacent to smoker's stations and will deposit all cigarette butts in smoker's stations.
- Facilities Management employees are authorized two 15-minute breaks per work day. No separate or additional breaks are authorized for smoking.
- Smoking is prohibited in all Facilities Management vehicles.
- Smoking while driving is unsafe and is expressly prohibited.

Kathy Boutin-Pasterz	5/2	Recycling	Kathy Fisher	6/1	Motor Fleet
Lisa Casey	5/2	Grounds	Sandra Luckey	6/2	H'keeping
Yvonne Eustache	5/2	H'keeping	Steve Reis	6/2	Electrical
Kao Vang	5/2	Design	Bernetta Lee	6/4	H'keeping
Steve Tillman	5/3	Zone 2	William "Carolina" Snyder	6/6	Electrical
Lee Arnold	5/6	Recycling	Steven Patterson	6/7	H'keeping
Dewey Lilly	5/6	Electrical	Winford Springs	6/7	H'keeping
Danica Pauler	5/6	H'keeping	Jim Campbell	6/9	Electrical
Greg Barnes	5/7	Zone 1	Robert Whisnant	6/10	HVAC
Beulah Shankle	5/8	H'keeping	Beverly Imes	6/11	AVC Office
Hyatt, Josh	5/9	Electrical	Annie Joyner	6/11	H'keeping
Joseph Cannon	5/13	HVAC	Bill Pastor	6/13	Zone 1
Charles Hamilton	5/13	H'keeping	John Fessler	6/14	Capital
Kim Douangmavongsa	5/15	H'keeping	Steve McMiller	6/14	H'keeping
Bobby Robinson	5/16	Automotive	George Pickler	6/14	HVAC
Lee Tisdale	5/17	H'keeping	Lance Anderson	6/16	Zone 1
Paul Yost	5/19	Grounds	John Downey	6/18	Grounds
Arzella McCain	5/21	H'keeping	Melanie Witherspoon	6/18	FBO
Dot Munson	5/21	Recycling	Margaret Sawyer	6/22	HVAC
Randy Walter	5/21	Grounds	Sherby Price	6/23	H'keeping
Yves Byron	5/22	H'keeping	Monica Vasconez	6/23	M&O Office
Greg Kish	5/23	H'keeping	Rena Foster	6/25	H'keeping
Julie Deese	5/24	H'keeping	Robert Carey	6/26	H'keeping
Nicole Breckenridge	5/27	H'keeping	Robert Braun	6/27	General Services
Bob Fitzgerald	5/27	Prev Maint	Michael Stewart	6/28	H'keeping
Terry Eudy	5/28	Zone 1	Tommie Jean Stafford	6/29	H'keeping
Melissa McLaughlin	5/29	Grounds	Dan Mullins	6/30	Zone 1

HAPPY BIRTHDAY TO EVERYONE BORN IN MAY, JUNE & JULY!

Ronnie Bell	7/1	General Services	Shari Thompson	7/15	H'keeping
Bill Cavelli	7/2	Recycling	Kirk Kirstein	7/18	HVAC
Sintanis Joline	7/2	H'keeping	Gina Tellus	7/20	H'keeping
Alene Owens	7/3	H'keeping	Larry Griffin	7/21	Zone Maint
Terry Pennell	7/4	Grounds	Elvira Smith	7/21	H'keeping
Mike Cao	7/6	FIS	Armando Vazquez-Montalvo	7/21	General Services
Tom Stutts	7/7	Capital	Larry Lane	7/22	Prev Maint
Marcia Henderson	7/8	FBO	Mark Neel	7/22	HVAC
Luis Alvarado	7/9	Recycling	Matt Herring	7/23	HVAC
Gloria Suarez De Chalco	7/9	H'keeping	Candlace Young	7/24	H'keeping
Jessica Deal	7/10	M&O Office	Kathy Brown	7/25	Zone 2
Uma Pandya	7/11	H'keeping	Melia James	7/25	FBO
Raymond Duckett	7/13	H'keeping	Sara Chie	7/26	H'keeping
John Conn	7/14	Prev Maint	Darrel Donahue	7/26	HVAC
Lotoia Young	7/14	H'keeping	Steve Conder	7/27	General Services
Paul Dilgard	7/15	H'keeping	Virgil Torrence	7/28	Grounds
Daniel O'Donnell	7/15	HVAC	Parsram Gobin	7/30	General Services

ANNUAL PICNIC

MAY 18

11:30 AM - 1:30 PM

Site: Where CRI Walkway crosses
Toby Creek

Join **John Garst** and the rest of the team for food, fun, and fellowship. Don't forget your sunscreen, lawn chair and/or blanket.

Activities include:

Tennis (bring your own racket), **horseshoes**, **chipping** (golf), **watermelon eating**, **teambuilding**, and the **dessert contest**.



FACILITIES MANAGEMENT VALUES

Respect for Others

“Getting along with others is the essence of getting ahead, success being linked with cooperation.” *William Feather*

Honesty

“Real integrity stays in place whether the test is adversity or prosperity.” *Charles Swindoll*

Dependability

“Making commitments generates hope. Keeping commitments generates trust.” *Blaine Lee*

ALL EMPLOYEES MEETING

July 19, 2007

10:00 AM - 11:30 a.m.

CONE CENTER, McKNIGHT HALL

SECOND & THIRD SHIFT MEETING

July 19 AT 10:30 PM

Cameron Applied Research Center 101

Fourth Quarter Awards

Topic of Interest

Quarterly Accomplishments are omitted.
NO SLIDES ARE DUE FOR ACCOMPLISHMENTS



The Mission of Facilities Management is to plan, build, operate and maintain the Campus of The University of North Carolina at Charlotte to benefit our students, faculty, and staff.

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.

Staff: Beverly Imes, Melia James, and Casi Shepardson

Proofreaders: Jodi Case, Marcia Henderson, and Margaret Sawyer

Photographers: Fred Brillante, Wade Bruton, Beverly Imes, Chuck Pike, Recycling Staff, Essie Spears, and Kao Vang

Please look online for the newsletter at: <http://fmbld02.uncc.edu/AVC/Newsletter/default.asp?link=Issue21.pdf>