Facilities Focus News Magazine
August, September, October 2009

Letter from the Associate Vice Chancellor for Facilities Management

Dear Facilities Team,

The past quarter has been one of the most challenging periods in our Department’s history. On April 16th, the State placed a freeze on all spending and hiring. As you know, this created a myriad of challenges for our entire organization and made it very difficult for us to keep the campus running. I want to commend each of you for the way you met these challenges! Your resourcefulness and innovation were impressive. Many of you were forced to scrounge repair parts and dig deep for excess equipment and supplies in order to keep your buildings functioning. This showed a great deal of pride in our campus and in the way you do your jobs.

Although the freeze was lifted at the beginning of July, it was re-instmted in late July. To stay informed with the latest information on the budget, please click on the “Budget News” block on the UNC Charlotte’s main webpage.

I expect the next two fiscal years to be very challenging as our nation and state start to pull out of the deep recession. I ask everyone to remain flexible and continue to be frugal in the way you operate with University resources. While the budget is not final at the State level, we have some good news and some bad news. The good news is, based on the information I have at this writing, there will be no Reduction in Force (RIF) this fiscal year in Facilities Management. This means we will not have to layoff anyone. The bad news is that we likely will lose 14 or 15 vacant positions. This means everyone will have to find ways to pick up an increased workload. In this regard, Maintenance and Operations recently took the initiative to reorganize by eliminating the Renovations Shop and distributing its employees to the Zones. As time moves on and the full effect of the elimination of positions is felt, we will have to come up with other innovative ways to meet the challenges set before us. This difficulty also presents a great opportunity for us to assess all our processes and devise better ways of doing business to serve our customers.

In other news, Capital Projects has accepted the Student Union from the contractors and move-in has begun. The building will open at the beginning of the fall semester. I invite everyone to walk through when you get a chance. In my opinion, it is the best Student Union building in the State. We have also accepted the Bioinfor-

Inside this Issue

| Employee of the Quarter | Three Awards for Recycling |
| Team of the Quarter | NC Mobile Care Award |
| Focus on Staff | Personal Success |
| Idea of the Year | Did You Know? |
| Safety Slogan Contest Winner | Personnel Pipeline |
| CPR/First Aid Class Schedule | SS Pilot Project - Key Shop |
| Staff Picnic Highlights | Archibus Update |
| Gaynell Williams’ Retirement | Birthday List |
| Promotions & New Hires | Upcoming Events |

Facilities Management’s S. H. A. R. E. D. Values:
Safety, Honesty/Integrity, Accountability, Respect for Others, Excellence, Dependability

(Continued on page 6)
Congratulations to Shannon Caveny-Cox, Recycling, who was honored with the “Associate Vice Chancellor’s Employee of the Quarter” award. At right, Phil Jones presents the plaque to Shannon at the quarterly All Employees Meeting on July 20, 2009.

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.

For years, the field at the edge of the campus pictured below had been used as a “catch-all”. It contained old transformers, broken down lawn-mowers, wire, storage buildings, furniture, an old oil tank, oil, concrete culverts, etc. The name “Kudzu” was given to the field, I’m not sure if it was because that green ivy covered the field or because the growth of the refuse was characteristic of the plant. The field needed to be cleaned up – what a monumental task! There were many things to consider. Some of the items had to be disposed of in an environmentally safe manner, some were just huge, and the whole mess was “owned” by various organizations within UNC Charlotte. Shannon Caveny-Cox, Waste Contract Administrator / Construction & Demolition for Recycling had the lead role in getting this field cleared while being environmentally ‘correct’.

From the onset, Shannon had a clear picture in her mind of what she wanted to achieve and was able to unify her team with a consensus of opinions on how best to accomplish that picture. In the words of one of the team members, she was able to lead without seeming to lead. Shannon’s personality is such that she would far prefer to “fly under the radar” but her abilities will not allow her to do so. People in daily contact with her admire her positive, easy-going attitude, her strong work ethic, and her outstanding people skills. During her previous employment with Gaston County as the Recycling Coordinator, she had made many contacts. Therefore, she was able to enlist several organizations like the Gastonia Police Department, Army National Guard, landfill, reclamation, and various vendors to help accomplish this task.

Growing up in Kings Mountain began Shannon’s love of the environment and having a school teacher Mom and a Dad who majored in Chemistry fostered in her a deep respect for knowledge and learning. Shannon graduated from UNC Charlotte with a degree in Physics and is a self-proclaimed “geek”. Her favorite

(Continued on page 4)
Congratulations Shannon Caveny-Cox, Gary Edwards, Tom Eudy, Randy Walters, Chip Lawrence, Jerome Steele, Bob Frias, John Renwick, David Skor, Chris Gilbert, James Williams, Tony Williams, John Godfrey, Jim Campbell, Dewey Lilly, Danny Dang, Barry Kirkman, Anthony Horn and Mike Burriello 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 worked together to clear the "Kudzu" compound that was used primarily for storage for several years, saving the university hundreds of dollars and winning The Green Demolition Award from Mecklenburg County. Working together they coordinating the extensive process of organizing the other departments on campus to clear the site while maximizing reuse and recycling, all without spending any money. A budget freeze was implemented immediately after the cleaning began, and the project required a number of creative measures that were employed to clear everything from the site.

Lee Arnold inquired of Chris Gilbert, University Planner, who arranged for a group of soldiers to move the trailer. They accomplished this task with resourcefulness and heavy equipment at no cost to the University.

Most of these materials (fiber optic cable, conduit, furniture, concrete, etc.) were able to be reused or recycled even after these items had been abandoned and weathered for at least five years. The Green Demolition Practices Award project is exemplary in terms of environmental benefits. A wide variety of previously neglected materials (steel, equipment, concrete, an oil tank, a number of old transformers, several trailers, fiber optic cable, etc.) were able to be reused or recycled even after these items had been abandoned and weathered for at least five years. With the cooperation of everyone involved, the team was able to clean up the area without releasing chemicals or creating other problems especially considering there was an oil tank, a number of old transformers, and several trailers, one of which previously held asbestos. Even more amazing is that this was done while the University was under a budget freeze and could not spend money to hire companies to come in and haul debris out of the site.

(Continued on page 4)
FOCUS ON STAFF

(Continued from page 2)

reading material; science fiction, high fantasy, and all of Agatha Christie’s books, might bear that out. Thirteen years of ice-skating as a soloist, in pairs, and on a drill team seems to have honed her people skills to a fine edge.

She had met her husband, Chris, at the Raptor Center here in Charlotte where they were both volunteers and the chosen site for their wedding ceremony. After a brief period, they decided to go in search of snow, living in Bozeman, Montana for a while before moving to the West gate of Yellowstone National Park. When they returned from the snow country to Kings Mountain Shannon resumed her career in recycling, having served as the Recycling Office Manager before her adventurous side trip, serving Gaston County for just over four years, and then returning to Recycling here.

Currently Shannon keeps busy away from UNC Charlotte with her two daughters, Kiera – six years old and Sage, who will be four in August. Kiera also loves ice skating and both girls have become water babies. Chris is the 4H Agent at the Cooperative Extension Service in Gaston County, which is funded through NC State. Prior to that, he taught computer science and science in a private school. Right now she is just enjoying watching her girls grow up and some of the memories they trigger of her own childhood.

Carolyn Hinkle, Zone 1

(Continued from page 3)

Estimate of the quantity of materials recycled and reused during the project -Two 43-foot trailers – one on wheels, and one cargo box - Metal furniture from storage and miscellaneous metal pieces from old equipment, including a 250-gallon oil tank -Approximately 100-gallons of motor oil and hydraulic oil -Two pallets of phonebooks -Scrap telecommunications equipment -12 high voltage transformers with over 1,000 gallons of oil waste reduced or prevented, materials reused, or toxics reduced - One pod and two trailers on wheels were moved to the main campus for departmental storage -Three 43-foot trailers on wheels (one taken to the Concord Fire Department, two taken by the Gastonia Police Department) -30-foot metal storage pod (taken by the Army National Guard) -Concrete sewer manhole (taken by the Army National Guard) -Approximately 300 feet of fiber optic cable (taken by the UNC Charlotte Physics Department) -Approximately 600 feet of inner duct conduit (taken by the Gastonia Police Department) -Approximately 200 feet of black rubber conduit, Seven 4’x6’ aluminum grilles, and 600-yards of metal fencing (taken by the Army National Guard) - Approximately 140 cubic yards of dirt (used by a contractor for another project on UNC Charlotte campus) -Several 6”x6”x10’ lumber (reused by UNC Charlotte Facilities Management Shops on site) -A fiberglass Earth Tub base (taken by the Army National Guard) Although weights are not yet reported, the University was able to clean the area and send only three 30-yard roll off containers to the landfill. These roll offs were mainly treated lumber and wooden furniture that had been weathered for the past six years. Based on weights, this project recycled or reused over 90% of the materials (mainly due to the concrete, dirt, and metal).

Kathy Boutin-Pasterz, Recycling

*FRIENDLY REMINDER*

Compensatory time earned for the quarterly Employee Awards Program must be used within 90 days of receipt (by October 21, 2009).

If you do not use it, you will lose it!
SAFE TEAMS OF THE QUARTER
(Statistical Information provided by UNC Charlotte Safety Office)

THE FOLLOWING TEAMS HAD NO ACCIDENTS APRIL - JUNE 2009

**Maintenance & Operations**
Automotive, High Voltage/Fire Alarms, Steam Plant, Zone 1, Zone 2, Zone 4, Zone 5, Zone 6, and Zone 7

**Housekeeping & Recycling**
Colvard Area, Charlotte Research Institute Area, Kennedy Area, East Area, North Area, South Area, West Area, Woodward Area and Recycling

FIRST SHIFT: Pictured left to right (front row) - Jacob Atkinson, Debra Mayfield, Arzella McCain, Ron Hobson, Butch Jaecks, and Danny Dang; (middle row) Rocky Germani, Sammy Moore, Jim Kay, and Armando Vazquez-Montalvo; (back row) Shannon Caveny-Cox, Bruce Kerschner, and Larry Lane

SECOND & THIRD SHIFT: Pictured left to right - Kennedy Williams, Mike Harris, Savararia Harrison, Subhash Pandya, Ray Duckett, Bernetta Lee, and Ken Starcher
INDIVIDUAL AWARD FOR EXCELLENCE

James Williams - Maintenance; pictured to the right Phil Jones presents James with an Award for Excellence. James was nominated by Susan Harvanek in the Counseling Center

Chris Gilbert - University Planner; nominated by Lee Arnold, Recycling.

TEAM AWARD FOR EXCELLENCE

* Chris McKinney, Josh Hyatt, Chris Roth, Parasram Gobin, Marvin Mackey, Mike Camp, Charlie Kraus, Dee McFadden
* Tim Smith, Tom Guenther, Paul Taylor, Charles Schindler
* Dee McFadden, Dennis Campbell
* Hamp Brown, Willard Brown, Agnes Douglas, Salvador Garcia, Sintains Joline, Danica Pauler, Closel Macena, Franjo Pauler, Ollabell Stafford (pictured right)

(Continued from page 1)

matics Center (pictured right) for occupancy. Despite the budget cuts, we have been authorized to hire a minimum number of new employees to maintain this building. Finally, in regard to capital construction, excavation for the Center City Building in Uptown Charlotte has begun in earnest. We are aiming to open the building for fall semester 2011.

Again, thank you for all your hard work and for “rolling with the punches” of this difficult situation. I am proud of you and the way our organization has handled adversity these past few months. You are truly striving to “Create a Campus of Distinction” even in these tough times!

Philip M. Jones
Associate Vice Chancellor for Facilities Management
FOCUS ON STAFF

Bobby Robinson
2009 Idea of the Year Award Winner!

The fourth annual Idea of the Year Award was presented to Bobby Robinson, Automotive in Maintenance and Operations. This award is presented to an individual or group of individuals who reflect thinking “out of the box”. The idea should be reasonable and provide Facilities Management cost-savings and/or improve overall productivity, in support of Facilities Management’s strategic management goals and the University’s mission.

Bobby submitted three ideas during the year, but the winning idea was Restructuring Automotive PM Program. He stated, “We are behind in our Preventive Maintenance program because of the current scheduling process. My idea is in three parts:

1) Adjusted Work Schedule - Allow me to come in early to do the PM’s before our customers get into work. I can do two PM’s before 8:00 or 8:30 a.m. depending on the age and condition of the vehicle and get it back to the customer before they need it.

2) Communication with Customers and Keys On Hand - Contact the supervisors in the FM shops and our customers such as Mail Services, Residence Life, Shipping/Receiving, Parking, Auxiliary Services, etc. to request they have a duplicate key made for all their vehicles for the automotive shop to keep in a key box. The FM shops and customer keys would be in a separate box and locked. My supervisor and I would have a key to the key box. That way, when the PM tickets come out, we can notify the customer we are coming to get the vehicle, then take our key, get it, PM it and take it back without waiting on the customer to be in the office or have the vehicle available.

3) Maintain a Certain Level of Shop Stock – We need bulbs, wiper blades, oil, and filters in the shop for the vehicles we have more of. That way we would not be overstocked in the shop. This would save a day or two in the PM process and provide better customer service.”

Larry Howell stated the idea was implemented and effective. Phil Jones commended the idea noting the savings in costs and time and more importantly displaying a higher level of customer service.

Other employees who submitted an approved idea were Noella Paquette, Business Office; Kathy Fisher, Motor Fleet; Beverly Imes, Associate Vice Chancellor’s Office; Clyde Derberry, Business Office; Marcia Henderson, Business Office; Brian Guns, Housekeeping; Michele Kohan, Housekeeping; Armando Vazquez-Montalvo, Zone 4; and Sherry Ceallaigh, Capital Projects. Each employee received a Facilities Management/UNC Charlotte coffee mug.
The following employees received an applause card this quarter:

**Individuals:**
- Rhona Jackson - FBO
- Pauline Simuel - Housekeeping
- Linda Wiley - Housekeeping

**Teams:**
- Dan Barrier – Grounds
- Lanny Caudle – Grounds
- David Williams – Zone 6
- Ron Hobson – Zone 6
- Raymond Duckett – Housekeeping
- Sara Brooks – Housekeeping
- Katherine Humphries – Housekeeping
- Alene Owens – Housekeeping
- Ming Jin – Housekeeping
- Catherine Harris – Housekeeping
- Dwight Smith – Housekeeping
- Louis Walky – Housekeeping
- Nelly Lezama – Housekeeping
- Shariffe Samuels – Housekeeping
- Linwood Sanders – Housekeeping
- Johnnie Doyle – Housekeeping
- Anette Anderson – Housekeeping
- Leona Baker-Davis – Housekeeping
- Chikina Barden – Housekeeping
- Horace Blakeney – Housekeeping
- Aida Jimenez – Housekeeping
- Bernetta Lee – Housekeeping
- Steven Patterson – Housekeeping
- Waide Redwood – Housekeeping
- Madia Smith – Housekeeping
- Kathy Thomas — Housekeeping

**Picnic Committee:**
- John Barden, Automotive
- Brian Kugler, Capital
- Amanda Felock, Design Services
- Clyde Derberry, FBO
- David Champion, FIS
- Nick Fulton, Grounds
- Jeff Michel, High Voltage
- Deborah Mayfield, Housekeeping
- Kerin Weston, Planning
- Rhonda Renwick, Recycling
- Chip Lawrence, Renovations
- Wesley Wright, Steam Plant
- Carolyn Hinkle, Zone 1
- Tommy Pressley, Zone 2
- Armando Vazquez-Montalvo, Zone 4
- Sammy Moore, Zone 5
- Jimmy Keller, Zone 6
- Darrell Steele, Zone 7
- Beverly Imes, AVC Office

**Additional Picnic Volunteers**
*(Not on the Picnic Committee):*
- Al McCool, Capital
- RJ Galleno, Grounds
- Tom Stutts, Capital
- Don Ramsey, Grounds
- Jim Kay, Zone 2
- Beulah Shankle, Housekeeping
- Ronnie Bell, Key Shop
- Grounds
- Patricia Teal, Zone 5
- John Conn, Automotive
- Denise Brown-Hart, FBO
- Christy Case, Maintenance and Operations
- Kathy Boutin-Pasterz, Recycling
- John Garst, Zone 7
- Butch Jaecks, Steam Plant
- Mike Burriello, Central Operations
- Steve Fichter, Capital
Safety Slogan Contest Winner
Noella Paquette, Facilities Business Office

Congratulations!! ... to Noella Paquette winner of the inaugural Facilities Management safety slogan contest. Noella was recognized at the fourth quarter All Employees Meeting along with the unveiling of the new safety slogan banner (shown below) which will be posted throughout Facilities Management.

Special thanks to “Great Wolf Lodge” in Concord for donating a 4-pak water-park pass as this year’s prize.

Altogether 65 employees submitted 265 entries representing over 17% of FM employees. Those are great first year numbers, but we hope next year even more employees will participate.

Clyde Derberry, Business Office

CPR and First Aid Class Schedule
September 30, October 30, November 20

CPR is held 8:00 a.m. - 12 Noon; First Aid is held 12:30 p.m. - 4:00 p.m. 
Locations - to be determined

Supervisors please submit names to Jessica Deal in advance.
If you have questions, please contact Jessica at 704-687-2155
Facilities Management
8th Annual Picnic Highlights
May 15

Attendees enjoyed great food, music, fellowship, and games including Tennis, Ladder Golf, and Horse Shoes.
On June 30, 2009, Housekeeping said goodbye to a dear friend, Gaynell Williams, first shift housekeeping supervisor, retired after twelve years of service here at UNC Charlotte.

Gaynell began working for the Facilities Management Department at the University of North Carolina at Charlotte on February 24, 1997. Her first position was as a housekeeper serving the needs of the Cameron building. She moved on to serve as lead person under Confort Al-Arashun in the first shift north area zone. On January 16, 2008, Gaynell was selected as first shift supervisor of the north area zone and served in that position until her retirement on June 30, 2009.

Gaynell received an Excellent Attendance award in 2007, and her housekeeping team was selected as one of the Safe Teams of the Year in 2008. Gaynell was a very humble and dedicated employee. She never said no to any request or work order that was given to her. She always gave 100% of herself to her job.

A farewell reception held in Gaynell’s honor at the College of Health and Human Services Building was attended by her family, which included her daughter, sisters, grandchildren (the joy of her life), co-workers and many long time friends.

When asked what she will do with her free time, Gaynell says she will spend it enjoying time with her grandchildren.

The Housekeeping Department, along with the University of North Carolina at Charlotte, bids Gaynell Good Luck and God Speed as she opens up this new, exciting, and well deserved chapter in her life. Congratulations Gaynell!

PROMOTIONS

Zone 1 Maintenance
Paul Taylor; Maintenance Mechanic V

Zone 7 – Kannapolis
Reginald Caldwell; Housekeeper
Gloria Suarez-Chalco; Housekeeper
Alton Haskin; Housekeeper
Mary Smith; Housekeeper

NEW HIRES

Zone 7 – Kannapolis
Randy Baucom; Maintenance Mechanic V
Bruce Kerschner; Maintenance Mechanic IV
Douglas Murdock; Maintenance Mechanic IV
Brent Offenberger; Maintenance Mechanic V
At the annual Mecklenburg County Solid Waste and Recycling Business Recognition award luncheon, members of UNC Charlotte’s Recycling Department received three awards that highlighted various programs throughout the year. They were given the Outstanding Waste Reduction & Recycling Employee/Customer Education Program Award, Recycling Advocate of the Year award, and teamed up with Facilities Management Maintenance and Operations to win the Green Demolition Project award.

The Green Demolition Award consisted of coordinating the clearing of an area that was used primarily for storage for several years. With the assistance of the Manager of Central Operations and the Renovations Supervisor, the C&D Recycling Coordinator was tasked with coordinating the extensive process of organizing the other departments on campus to clear the site while maximizing reuse and recycling, all without spending any money. A budget freeze was implemented immediately after the cleaning began, and the project required a number of creative measures that were employed to clear everything from the site. Most of these materials (fiber optic cable, conduit, furniture, concrete, etc.) were able to be reused or recycled even after these items had been abandoned and weathered for at least five years.

The Outstanding Waste Reduction & Recycling Employee/Customer Education Program was awarded to Recycling for their promotion of Keep Charlotte Green, commitment to environmental sustainability, and overall education and awareness promotion to the UNC Charlotte community. We holds events throughout the year which include Earth Day, Campus Sustainability Day, and regular campus clean-ups.

The Recycling Advocate Award was given to Dot Munson because of her involvement with local community recycling endeavors and her unwavering commitment and effect on the campus waste reduction and recycling program.

The annual Business Recognition Awards ceremony was hosted by Mecklenburg County Solid Waste and Recycling to recognize organizations for their commitment to recycling and innovative approaches to waste disposal and waste reduction. Over 100 businesses and schools were represented.
Congratulations to UNC Charlotte for receiving this year’s NC Mobile Care Awards in the Fleet Category.

UNC Charlotte has made remarkable changes to their fleet, reducing their petroleum use by 30% in face of a growing campus. As of January 2009, their fleet was 33% alternative fuel vehicles. With strong University support, Larry Lane, Plant Maintenance Supervisor (pictured above), has lead the initiative along with his colleagues in Facilities Management, reaching out to other fleets to share lessons UNC Charlotte has learned. The effort has also brought together many departments within the University to provide funding for the purchase and to raise awareness about sustainability. Larry’s strategy was to choose the correct size and type of vehicle for the necessary tasks. Once selecting the right size, they looked at the options for powering that type of vehicle.

UNC Charlotte now has 72 electric powered vehicles, 31 flex fuel vehicles, and a campus fuel farm that provides E10, E85, and electric charging stations. Since 2006, they have reduced their gasoline consumption by 10,000 gallons per year. This has resulted in a CO₂ reduction of approximately 70,370 lbs per year. These efforts have inspired other fleets, as well as changed the campus culture and reputation to reflect its commitment to the environment.

The times in my life
Of greatest change
Have indeed turned to times of
Joyful triumph
From the depths of despair
Our inner strength rises to lift us up
The challenges we meet
As we face the unknown
Help to grow our souls
Soon on new wings we soar
Smiling
Confident and Strong
Our wisdom a bit greater
The new peace within us
Immeasurable

-anonymous
Do you realize that Facilities Management is the largest non-academic department on the UNC Charlotte campus? FM has over 380 personnel, representing a very diverse and culturally mixed group of talented men and women who come from all walks of life with varied backgrounds. But what do we really know about our co-workers? What’s their background and how did they come to join us here?

Did you know that Sherry Ceallaigh (that’s pronounced kay-lee), aka the Primavera “Queen”, loves to cook, is an accomplished photographer (portraits, fashion, landscape) and is a self-proclaimed cat lover? Two of her many photos are posted below. An infrared lens was used for the photo on the left; hence the blue tint. Anytime you see “photos by Luna,” they were photographed by Sherry.

Most of you have probably never heard of Sherry because she is very “low key”. Of course, those of us in Capital Projects have the honor of working with the “Queen” on a daily basis. Sherry is originally from Los Angeles but relocated to NC in 1976. Even those who know her find it hard to believe she was accepted to the L. A. Police Academy (she received notice the day she left California). She first lived in Elizabeth City, but relocated to Raleigh where she was a Purchasing Agent with a riot control equipment manufacturer. Sherry subsequently returned to L.A., but only stayed for two months because the City proved too much for the girl (sounds like a Gladys Knight song). She packed up her car and drove east, stopping in Asheville with no job and no place to live. She’s also adventurous! Sherry began working with UNC-Asheville in 1993 as the secretary to the university architect and transferred to the NC Arboretum in 2000 as the Facilities Planner for the Bond Referendum. Ms. Ceallaigh earned her BA and MPM while in Asheville and she transferred to UNC Charlotte in 2005 where she serves as Project Manager and Business Officer. By the way, Sherry is also big into genealogy and has traced her family history back to 1300.

Now let us move to Maintenance and Operations. Ever wonder where your talent comes from? Did you know that William “Bill” Adams (Zone 4) is a carpenter by trade which he learned from his Grandfather (on his Father’s side)? He worked as a carpenter apprentice in Greensboro while attending Guilford Technical Community College. He was drafted after graduation (his draft number was 2) where he served six years active duty as a carpenter with the US Army Honor Guard at Ft Myer, VA. Bill served an additional 14 years in the Army reserves as a transporter.

(Continued on page 15)
Education Assistance Program

As a result of current budgetary constraints and individual department budget reductions, restrictions have been placed on the Tuition Reimbursement Program. This is disappointing news for many, however, this is another measure put in place in an effort to preserve jobs.

If you are interested educational opportunities, you are encouraged to consider the Tuition Waiver Program available to all full-time, permanent staff. To date, there have been no changes to the Tuition Waiver eligibility and guidelines. Details of this plan are outlined to the right.

Also, Campus Training will release the on-campus training catalog within the next few weeks. Watch your mailboxes for these free professional growth opportunities.

(Continued from page 14)

Tuition Waiver Program

University waives tuition for eligible employees

Steps for Seeking a Tuition Waiver:
1. Gain admission to UNC Charlotte, through the Undergraduate or Graduate Admissions Office.
2. Register for the course.
3. Complete the “Application for Faculty/Staff Tuition Waiver” and obtain signature approval from your supervisor.
4. Obtain signatures for approval of the tuition waiver from: Supervisor, Human Resources, and the Student Accounts Office preferably by first day of class.
5. A waiver is only approved for one semester and a new waiver must be completed each semester employee enrolls in a class.

For more information on waiver eligibility and requirements, please refer to program outline located on the web: http://www.hr.uncc.edu/Training/TuitionWaiver.htm.

If you have any questions regarding Facilities Management Educational Assistance Programs administration please forward them to FMHR@uncc.edu.

(Personnel Pipeline)

After working 16 years with UPS in the Washington DC area, Bill moved his family to Charlotte in 1995 to find a “slower” pace of life. He returned to carpentry where he worked in the construction industry, but decided to leave private sector work for more stability and joined UNC Charlotte in August 2003.

Since Bill is handy with the hammer and nails, one would expect that he has done extensive work on his home. Unfortunately, he says, “the ‘honey do’ list is never done!” And while Bill’s spare time is limited, he is toying with the idea of starting his own business. If you happen to be from North Wilkesboro, you may be familiar with the Thomas Brothers Meat Processing Company. Bill’s grandfather (on his Mother’s side), Robert Thomas (pictured right with his wife, Nola), started the business 69 years ago, and despite the current economy, this third generation, family-owned business continues to prosper. One of the reasons for the prosperity is due to consumer demand for naturally produced beef. Bill should have plenty of support and experience to tap into whenever he decides to become an entrepreneur.

That’s just two examples your co-workers shared with us so we could share them with you. Let’s hear from you! Come on, we all have a story to tell! Send an article to Beverly Imes at brimes@uncc.edu by October 19 for the next issue Facilities Focus News Magazine.
What is 5S?

5S is the name of a workplace organization methodology that uses a list of five Japanese words which, translated into English, start with the letter S. It is a methodology that is often incorrectly characterized as "standardized cleanup;" however, it is much more than cleanup. 5S is a philosophy and a way of organizing and managing the workspace and workflow with the intent to improve efficiency by eliminating waste, improving flow and reducing process unevenness. The key targets of 5S are workplace morale, safety, and efficiency. The assertion of 5S is, by assigning everything a location, time is not wasted by looking for things. Additionally, it is quickly obvious when something is missing from its designated location. Advocates of 5S believe the benefits of this methodology come from deciding what should be kept, where it should be kept, and how it should be stored. This decision making process usually comes from a dialog about standardization which builds a clear understanding, among employees, of how work should be done. It also instills ownership of the process in each employee.

The 5 S’s are:
1. Sort
2. Set in Order
3. Shine
4. Standardize
5. Sustain

5 S PILOT PROJECT - KEY SHOP

Team members:
Rob Herrington – Andy Lavoie – Steve “Tiny” Conder
Jacob Atkinson – Ronnie Bell – John Heck

Cabinets & work space added
Before Pictures (15+ of accumulation)

Entering the key shop the left wall was moved back 4 feet creating an additional 32 sq ft (approx). The cabinets & large double work station were recycled items contributed by Bob Frias team.

Benefits from Key Shop 5S project:
- Work flow efficiency improved
- 18 items identified as unneeded and re-used by other departments
- Key Shop area increased 20% (wall moved)
- Total money spent = $18 for Red Tags

Would your area benefit from a 5S activity?
If so, contact Clyde Derberry at 704-687-2739
The Facilities Information Systems (FIS) team is currently conducting Life Cycle Management of the Archibus Building Operations Module. The current module has gone through several upgrades, changes and additions since we went live December 2006. Since that time, however, we have not had the opportunity to perform a full review and update of the entire Archibus Building Operations Module. In an effort to accomplish this goal, we will be conducting Life Cycle Management of the Archibus Building Operations over the next several months.

During this scheduled timeframe, the FIS team will be reviewing and adding new requested processes and functionality with the M & O and Housekeeping managers. Along with this review, FIS will conduct an upgrade to Archibus Web Central Version 18 and update the current report and form views to this newest version. New functionality and system upgrades will provide several improvements including new views and user-friendly print features along with Work Request (WR) and Preventive Maintenance (PM) file attachments.

These Archibus improvements, Building Operations Module upgrades, and release of the updated Building Operations Standard Operation Procedures (SOPs) are scheduled for completion on September 30, 2009. FIS will begin scheduling the training with all Archibus Building Operations Supervisor-PA role users once we get closer to completion.

We are very excited about streamlining, updating and improving the Archibus Building Operations Supervisor-PA role processes and functionality. The FIS team is also very appreciative of our Associate Vice Chancellor and department directors in allowing us to place their pending Archibus development projects on hold while we perform this vital Life Cycle Management of the Archibus Building Operations module during the next several months.

Pamela Duff
Facilities Information Systems
<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2</td>
<td>Leona Baker-Davis</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/3</td>
<td>Terry Robinson</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/6</td>
<td>Jim Kay</td>
<td>Zone 2</td>
</tr>
<tr>
<td>8/8</td>
<td>Yonette Smith</td>
<td>Recycling</td>
</tr>
<tr>
<td>8/8</td>
<td>Linwood Sanders</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/9</td>
<td>Subhash Pandya</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/10</td>
<td>Ray Dinello</td>
<td>FIS</td>
</tr>
<tr>
<td>8/10</td>
<td>Hashime Wright</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/11</td>
<td>David Williams</td>
<td>Zone 5</td>
</tr>
<tr>
<td>8/12</td>
<td>Joe Coleman</td>
<td>Zone 5</td>
</tr>
<tr>
<td>8/13</td>
<td>Charlie Austin</td>
<td>Grounds</td>
</tr>
<tr>
<td>8/15</td>
<td>Arnulfo Argueta</td>
<td>Grounds</td>
</tr>
<tr>
<td>8/16</td>
<td>Dionate Sims</td>
<td>FIS</td>
</tr>
<tr>
<td>8/18</td>
<td>James Brown</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/18</td>
<td>Diana Parks</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/19</td>
<td>Mae Harris</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/19</td>
<td>Alexander Guion</td>
<td>Grounds</td>
</tr>
<tr>
<td>8/20</td>
<td>David Champion</td>
<td>FIS</td>
</tr>
<tr>
<td>8/21</td>
<td>Jen Evans</td>
<td>Capital</td>
</tr>
<tr>
<td>8/22</td>
<td>Jorge Nuno</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/24</td>
<td>Al McCool</td>
<td>Capital</td>
</tr>
<tr>
<td>8/26</td>
<td>Joseph Nowinski</td>
<td>Zone 4</td>
</tr>
<tr>
<td>8/29</td>
<td>Isaac Nelson</td>
<td>Grounds</td>
</tr>
<tr>
<td>8/29</td>
<td>Terick Brittingham</td>
<td>Zone 1</td>
</tr>
<tr>
<td>8/30</td>
<td>Pershell Leak</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>8/31</td>
<td>Lucille Jordan</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/2</td>
<td>Elizabeth Haddock</td>
<td>FBO-HR</td>
</tr>
<tr>
<td>9/2</td>
<td>Lee Allsbrook</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/2</td>
<td>Cindy Douglas</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/4</td>
<td>Sylvester Steele</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/5</td>
<td>James Manley</td>
<td>Zone 4</td>
</tr>
<tr>
<td>9/6</td>
<td>Franjo Pauler</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/6</td>
<td>Tomas Bonilla</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/7</td>
<td>Lanny Caudle</td>
<td>Grounds</td>
</tr>
<tr>
<td>9/7</td>
<td>Dana Harris</td>
<td>Grounds</td>
</tr>
<tr>
<td>9/9</td>
<td>Marijan Pavlovic</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/10</td>
<td>Clyde Derberry</td>
<td>FBO-HR</td>
</tr>
<tr>
<td>9/12</td>
<td>Pete Altman</td>
<td>Zone 6</td>
</tr>
<tr>
<td>9/13</td>
<td>Patricia Teal</td>
<td>Zone 5</td>
</tr>
<tr>
<td>9/14</td>
<td>David True</td>
<td>Zone 6</td>
</tr>
<tr>
<td>9/19</td>
<td>Olabell Stafford</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/20</td>
<td>Joann Pearson</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/20</td>
<td>Donald Teate</td>
<td>Zone 6</td>
</tr>
<tr>
<td>9/21</td>
<td>Ken Starcher</td>
<td>Zone 6</td>
</tr>
<tr>
<td>9/22</td>
<td>James Mechum</td>
<td>Zone 6</td>
</tr>
<tr>
<td>9/22</td>
<td>Dale Kroeze</td>
<td>Grounds</td>
</tr>
<tr>
<td>9/23</td>
<td>Jerome Crawford</td>
<td>Automotive</td>
</tr>
<tr>
<td>9/24</td>
<td>Macien Gilles</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>9/25</td>
<td>John Boal</td>
<td>Design</td>
</tr>
<tr>
<td>9/26</td>
<td>Robert Bailey</td>
<td>Grounds</td>
</tr>
<tr>
<td>9/26</td>
<td>Devin Hatley</td>
<td>Recycling</td>
</tr>
<tr>
<td>9/27</td>
<td>Lewis Jackson</td>
<td>Zone 4</td>
</tr>
<tr>
<td>9/30</td>
<td>Tom Eudy</td>
<td>Grounds</td>
</tr>
<tr>
<td>10/1</td>
<td>Radmila Pavlovic</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/2</td>
<td>John Lattin</td>
<td>Zone 1</td>
</tr>
<tr>
<td>10/2</td>
<td>Jimmy Keller</td>
<td>Zone 6</td>
</tr>
<tr>
<td>10/3</td>
<td>Brian Guns</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/3</td>
<td>William Clark</td>
<td>Zone 6</td>
</tr>
<tr>
<td>10/4</td>
<td>Galina Nefel'd</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/5</td>
<td>Wilber Lawrence</td>
<td>Zone 5</td>
</tr>
<tr>
<td>10/6</td>
<td>Sam Moore</td>
<td>Zone 5</td>
</tr>
<tr>
<td>10/7</td>
<td>Dan Barrier</td>
<td>Grounds</td>
</tr>
<tr>
<td>10/7</td>
<td>Anthony Thomas</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/9</td>
<td>Steve Terry</td>
<td>Design</td>
</tr>
<tr>
<td>10/10</td>
<td>Chikina Barden</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/11</td>
<td>Deborah Deese</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/11</td>
<td>Phil Jones</td>
<td>AVC</td>
</tr>
<tr>
<td>10/11</td>
<td>Howard Jaecks</td>
<td>CO-3</td>
</tr>
<tr>
<td>10/13</td>
<td>Brian Kugler</td>
<td>Capital</td>
</tr>
<tr>
<td>10/15</td>
<td>David Weimer</td>
<td>Zone 4</td>
</tr>
<tr>
<td>10/15</td>
<td>Waide Redwood</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/17</td>
<td>Reginald Caldwell</td>
<td>Zone 7</td>
</tr>
<tr>
<td>10/21</td>
<td>James Williams</td>
<td>Zone 5</td>
</tr>
<tr>
<td>10/23</td>
<td>Chris Shores</td>
<td>Zone 5</td>
</tr>
<tr>
<td>10/24</td>
<td>Lillie McDuffie</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/25</td>
<td>Kenny Leazer</td>
<td>Zone 5</td>
</tr>
<tr>
<td>10/25</td>
<td>Sara Brooks</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/26</td>
<td>Casi Shepardson</td>
<td>Planning</td>
</tr>
<tr>
<td>10/26</td>
<td>Stephen Fichter</td>
<td>Capital</td>
</tr>
<tr>
<td>10/26</td>
<td>Reginald Fils-Aime</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>10/27</td>
<td>Rick Ellis</td>
<td>Capital</td>
</tr>
</tbody>
</table>
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: Denise Brown-Hart, Carolyn Hinkle, Elizabeth Haddock, Beverly Imes, Michele Kohan, Casi Shepardson

Proofreaders: Denise Brown-Hart and Beverly Imes

Photographers: Sherry Ceallaigh, Jessica Deal, Clyde Derberry, Paul Dilgard, Ray Dinello, Jen Evans, Beverly Imes, Richard LaLiberte’, John Neilson, Recycling Staff

Please look online for the newsletter at: http://facilities.uncc.edu/FileManager/files/NewsMagazine/Issue30.pdf