**FM/HR Notes:**

- Approximately 12 children from the JMU Young Children’s Program will be **trick-or-treating** through both floors of the University Services Building the afternoon of October 31. Please have your candy ready if you would like to participate!

- **Job Shadow Day** at JMU is Friday, October 18. This is a yearly event where middle school students visit various departments on campus to learn about what we do. Facilities Management will be hosting students in Landscape, the Power Plant, HVAC and the Lock Shop!

- Remember to **keep up with your vacation leave**! There is a limit to the number of vacation hours that you can carry over each leave year depending on your years of service. Vacation hours over this carry-over limit must be used by January 9, 2014. Also, you must use your personal day by January 9, 2014, or you will lose it. You can view carry-over limits here: http://www.jmu.edu/humanresources/benefits/leave.shtml

- Facilities Management’s **Resume and Interview Training** sessions to be held Thursday, October 31 and Tuesday, November 5 in the USB room 207C from 8:30 a.m. - 10:30 a.m. Learn how to be the most successful job candidate possible! Contact Deanna Glass (8-6422, glassdl@jmu.edu) to sign up.

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**Survey Results Highlights:**

**Newsletter**

- 88% of respondents read the FM newsletter sometimes or always
- The majority (61%) prefer having **monthly** issues of the newsletter
- Most respondents felt that newsletter was entertaining, useful and the right length
- Biggest suggestion is to distribute more color paper copies

**Banquet Committee**

- 84% of respondents feel it is important to continue with the Banquet Committee
- Funded events / activities:
  - 75% view the summer picnic as important
  - 61% felt that Halloween treats were not important
  - 73% feel that the Christmas Banquet is important
- Fundraisers in which staff are most likely to participate: sandwich sales, ice cream sales, 50/50 cash drawing, gas card raffle, and money raffle
- Popular suggestions / comments: hold banquet committee events at the JMU farm, pay a few dollars to attend summer picnic, we shouldn’t have to pay for the Christmas Banquet, sell more BBQ

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**Banquet Committee Announcements**

- Congratulations to Marvin Gooden who won $100 in the 50/50 raffle! Thanks to all who participated!

- Weekly ice cream sales are typically every Tuesday and Thursday at noon in the hallway in front of the USB lunchroom. Sales will finish at the end of October, but ice cream is available all year in Work Control.

- Monthly ham, roast beef, and pork sandwich sales are the third Wednesday of the month at noon in the hallway in front of the USB lunchroom.

- The FM Christmas Banquets for day and night shifts are tentatively scheduled to be held Wednesday, December 18.
**Service Awards**

**Congratulations!**

**5 Years**
- Craig Short
- Donna Simmons
- Mary Gibson
- Amanda Short
- Mary Miller
- Habibe Shabani
- Joseph Burbank
- Randy Markanich
- Barbara Myers
- Brenda Hottinger
- Sandra Casady
- Rebecca May
- Holley Arnott
- Aaron Conard
- Wayne Lucas
- Sherry Reed

**10 Years**
- Dale Moyer
- James Bailes
- Michael Leecy
- Lee Paixao
- Steve Lackner
- Mitchell Propst
- Shane Long
- Victor McManaway
- Keron Hutchinson
- Roger Monger

**15 Years**
- Jeanette Wright
- Nola Smith
- Jackie Henderson
- Patsy Delawder
- Lisa Dunivan
- Patrick Puffenbarger
- Charles Kiser
- Danny Thomas
- Lowell Miller
- Dan Adkins

**20 Years**
- Win Hunt
- Jackie Hamilton
- Donna Moyer
- Bruce Helsley
- Esther Wright
- Richard Morris

**25 Years**
- David Winegard
- Dwight Wallace
- Jason Rexrode
- Mark Campbell
- Jeremy Andrew
- Jay Custer

**30 Years**
- Stacey Grimsley
- Ken Fox
- Rodney Lam

**FM Snapshots**

(L-R): Landscapers Danny Lucas, Eric Sours, Glen Myers, and Patrick Puffenbarger working a football game at the stadium


Construction Engineer Tim Shantz and the new basketball court at the Convocation Center

**FM Birthdays October**

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<thead>
<tr>
<th>Name</th>
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<td>Gwen Charles</td>
<td>10/1</td>
<td>Donna Fink</td>
<td>10/2</td>
<td>Cinda Ringle</td>
<td>10/4</td>
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<td>Danny Lucas</td>
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<td>Lisa Bauer</td>
<td>10/7</td>
<td>Josiah Hansen</td>
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<td>Brigado Abonza</td>
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<td>Gary Falls</td>
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<td>Jessica Hansen</td>
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<td>Mike Morris</td>
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<td>Jared Combs</td>
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<td>Tim Shantz</td>
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<td>Mary Miller</td>
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<td>Dale Dinges</td>
<td>10/15</td>
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<td>Timmy Price</td>
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<td>Mark Sayre</td>
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<td>John Sherman</td>
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<td>Judy Blosser</td>
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<td>Greg Merica</td>
<td>10/31</td>
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Regular contributors to the newsletter: Carlene Heatwole, Melissa Mayhew, Michelle Small, Deanna Glass, Kathleen Whetzel