



Vacation Leave Balances

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, 2013. Also, you must use your personal day by January 9, 2013, or you will lose it.

Years of Service	Max. Carry-over Limits
0-5 years	192 hours (24 days)
5-10 years	240 hours (30 days)
10-15 years	288 hours (36 days)
15-20 years	336 hours (42 days)
20-25 years	384 hours (48 days)
25+ years	432 hours (54 days)

Banquet Committee Announcements

- Congratulations to Dave Meadows who won the camping cabin raffle!
- Congratulations also to Marvin Gooden who won the 50/50 Raffle during the FM Summer Picnic!
- Weekly ice cream sales are typically every Tuesday and Thursday at 12:00 p.m. in the hallway in front of the USB lunchroom. Sales will finish at the end of October and resume in the spring.
- Monthly ham, roast beef, and pork sandwich sales are the third Wednesday of the month at 12:00 p.m. in the hallway in front of the USB lunchroom.



Night Shift Housekeeping

While many of us are tucked snug in bed at night, Facilities Management employees are working hard to keep the university clean. FM employs approximately 40 night shift workers to clean certain buildings that are easier to clean at night when students and staff are gone, for example, academic buildings and event-centered buildings like the Convocation Center and the Forbes Center for the Performing Arts. The night shift staff cleans these locations after sporting events, concerts, and performances. A major event-related endeavor was cleaning up after the Women's CAA Championships that JMU hosted last year. While school is in session, the night shift staff answer many housekeeping-related emergency calls to assist students and in the summer months, clean new and renovated buildings. A major project this summer was cleaning the new bio-sciences building, A3B. After the construction crews left, the housekeepers performed some heavy-duty cleaning in preparation for the building's fall opening.

The majority of the night shift full-time staff works 10:30 p.m. to 7:00 a.m. In addition to working a challenging shift, many of these employees also volunteer to work during holidays, while many university workers are on vacation. For example, they come in and clean after basketball games during winter break. This effort requires great dedication. Night shift Housekeeping Manager, Rick Dean, and Night Shift Housekeeping Supervisor, Heide Horne, are very proud of their staff. Rick, a 35 year veteran who started as a summer housekeeper, says that his crew really keeps their areas clean and takes pride in their work. Safety is a high priority, demonstrated by the low number of employee accidents. Heide has been employed by the state for 15 years and is going for 20 because she really enjoys her job and working with her staff, whom she considers very skilled and committed to their work.



Night shift Housekeepers and night shift Utilities Workers at the FM Summer Picnic for night shift

Service Awards

Congratulations!

5 Years

Nancy Cornwell
Rick Miller
Scott Wachter
Carrie Grimsley-Comer
Abe Kaufman
Melissa Mayhew
Tim Shantz
Robert Weese
Judy Blosser
Kathy Davidson
Angel Falls
Gary Falls
Linda Hensley
Susan Leecy
Gregory O'Shell
Brenda Pettit
Phyllis Spitzer
Geneta Trumbo
Linda Varner
Angela Branson
Kim Collier
Jennifer Comer
Regina Doolan
Karen Eppard
Bryan Falls
Crystal Hartman
Betty Lee
Judith Madden
Kelly Metheny
Brittany Rexrode

Jessica Ritchie
Cheryl Smith
Joy Wimer
Aldine Cabbage
Jeffrey Fisher
Mike Fitzgerald
Max Good
Darrel Hensley
Jason Lucas
Ted Staton
Daniel Smith
Sam McGhee
Brigido Abonza
Travis Bussey
Tony Holt
John Khamphavong
Bob Knott
Jesse Lam
Steve Tennyson
Tommy Banks
Teresa Fansler
Terry Nesselrodt
10 Years
Wes Elyard
Steve Starick
Debra Bogan
Stacie Counts
Diane Eppard
Cathy Miller
Abby Reedy
Mona Reedy

Troy Schiller
Tessy May
Melissa Roach
Amy Sager
Syed Shah
Dennis Landes
Dennis Fulk
Ricky Lucas
Tim Dean
Tony Kitta
Kreg Somers
Merlin Deputy
Stephen Good
Paul Sherman
Ken Demastus
Eddie Propst
15 Years
Julie Huffman
Dennis Kiracofe
Tana Lam
Linda Long
Floyd Reedy
Theresa Stroop
Jason Hopkins
Louise Hummel
Phyllis Lohr
Donna Smith
Tim Plecker
Matilda Honeycutt
Ron Jennings
Rob Miller

Brian Clements
Dennis Dove
Mike Hensley
John Sherman
Tim Breeden
Kevin Kennedy
20 Years
Carolyn Smith
Frank Lucas
Ken Crider
25 Years
Mike Davis
Linda Shull
Gary Thayer
Frank Viscomi
Linda Gooden
Patricia Livengood
Sharon Morris
Vickie Raynes
Betty Shifflett
David Moyers
Red Comer
Paul Goins
Bobby Morris
30 Years
Daniel King
35 Years
Rick Dean
Bill Baker
Bobby Jenkins
40 Years
Dennis Armentrout



FM Snapshots - Summer Picnic



Night shift Utilities Worker, Brandon Lucas



(L-R): Accounting Supervisor , LaVern Dillard, and FM HR Coordinator, Michelle Small



FM employees in line for food



FM supervisors, managers, and banquet committee members grilling hamburgers and hot dogs



Electrician Mark Hill, and Utilities Worker, Stefano Toggia



Night shift employees in line for food

 **FM Snapshots** Pictures by Kathleen Whetzel



Housekeepers Leslie Patrick, Louise Hummel, Jackie Henderson, Cynthia Shifflett



Plumber, Merlin Deputy



Storekeeper and 50/50 raffle winner, Marvin Gooden



Construction Engineer, Tim Shantz



Recycling Worker, Randy May



Utilities Supervisor, Red Comer



<u>October</u>		<u>November</u>		<u>December</u>			
Gwen Charles	10/1	Ruth Jarrett	10/27	Ricky Dove	11/16	Randy May	12/4
Donna Fink	10/2	Phil Mason	10/28	Rich Goodrich	11/17	Tommy Banks	12/6
Cinda Ringle	10/4	Terry Rodeffer	10/28	Geneta Trumbo	11/17	Donna Whetzel	12/7
Keith Samuels	10/4	Michelle Caplette	10/29	Scott Jones	11/18	Wilda Dove	12/8
Chris Knight	10/5	Lewis Furguson-Davie	10/29	Renee Lohr	11/18	Greg Larson	12/9
Danny Lucas	10/5	Chris Williams	10/29	Stefano Toggia	11/18	Crystal Limerick	12/9
Lisa Bauer	10/7	Judy Blosser	10/31	Doris May	11/21	Mary Jane Monger	12/9
Isaac Hall	10/7	Randy Campbell	10/31	Kevin Arehart	11/22	Floyd Reedy	12/9
Josiah Hansen	10/7	Greg Merica	10/31	Todd Bonney	11/22	Ted Staton	12/9
Brigido Abonza	10/8	John Beach	11/1	Melissa Roach	11/22	Asllan Shabani	12/10
Bryan Falls	10/8	Robert Hoyle	11/2	Jordan Smiley	11/22	Carol Sly	12/10
Gary Falls	10/8	Troy Kyger	11/3	Karen George	11/23	Joe Archer	12/12
Jessica Herring	10/8	Tim Lam	11/3	Kevin Lessington	11/23	Theresa Stroop	12/12
Mike Morris	10/8	Todd Shifflett	11/3	Richard Birtchet	11/25	Vernon Lawson	12/13
Tim Plecker	10/9	Ivor Findlay	11/4	Logan Thomas	11/25	Jeff Gaylor	12/15
Cody Smith	10/9	Mary Gibson	11/6	Dan Mead	11/26	Pat Livengood	12/15
Jared Combs	10/10	Tom Diehl	11/7	Fred Tate	11/26	Crystal Wegman	12/15
Howard Whitmore	10/10	Mike Fitzgerald	11/7	Mark Campbell	11/27	Mary Myers	12/18
Shane Long	10/11	Diane Taylor	11/7	Jerry Dovel	11/27	Chris Nazelrod	12/18
Tim Shantz	10/11	David Winegard	11/7	Matthew Jefferson	11/28	Tony Smith	12/18
Mary Miller	10/13	Wilford Cain	11/10	Teri Kitta	11/28	Brittney Candido	12/19
Jonathan Paynter	10/16	Jason Campbell	11/10	Stephanie Richardson	11/28	Keron Hutchinson	12/19
Timmy Price	10/17	Deborah Lehman	11/10	Melissa Conley	11/29	Mitchell Propst	12/19
Mark Sayre	10/17	Lora Lohr	11/10	LaVern Dillard	11/29	Dustin Honeycutt	12/20
John Sherman	10/18	Scott Auville	11/11	Kevin Kennedy	11/29	Quentin Grimes	12/24
Sarah Moyers	10/19	Mark Hill	11/11	Tom Barr	11/30	Jason Hopkins	12/26
Zachary Stratton	10/19	Eric Sours	11/11	Miranda Eppard	12/1	Tessy May	12/26
Brenda Pettit	10/20	Paul Layman	11/14	Tracy Michael	12/1	Carla King	12/27
Jeff Kratzer	10/21	Linda Miller	11/14	Sarah Lunn	12/2	Lisa Myers	12/27
Brandon Lucas	10/23	Ricky Shifflett	11/14	Adam Morris	12/2	Paul Cardin	12/28
Phyllis Spitzer	10/24	April Andes	11/15	Jane Reynolds	12/3	David Tysinger	12/28
John Fadely	10/25	Ashley Hensley	11/15	Danielle Johns	12/3	Charity Abercrombie	12/28
Tony Holt	10/25	Jeremy Merica	11/15	Crystal Ball	12/4	Clayton Campbell	12/31
Lisa Day	10/26	Shavonne Stuart	11/15	Paul D. Goins	12/4	Eula Gammon	12/31
Rob Miller	10/26			Kathy Kirtley	12/4	Christopher Mueller	12/31



University Park on Port Republic Road is now open! The park is spread across approximately 85 acres and contains facilities and fields that are used by both Athletics and UREC. Staff have access to the recreational areas: event lawn, four tennis courts, two sand volley ball courts, two basketball courts, large multi-purpose turf, and pavilion. Operating hours are Sunday - Thursday 11 a.m. - 11:30 p.m. and Friday/Saturday 11:00 a.m. - 10:00 p.m. Click on the link below to view information about the park.

[University Park](#)

Resume and Interview Training

Facilities Management is offering training for resume and interview preparation.

Topics covered:

- *JMU's hiring process
- *Types of resumes
- *Cover letters
- *Resume tips
- *Resume preparation
- *Interview preparation and tips

Training offered 8:30 a.m. - 10:30 a.m.

in Room 207C of the University Services Building:

Tuesday, November 6

Thursday, November 15

If you are interested in attending one of these sessions, please contact Deanna Glass at 8-6422 (glassdl@jmu.edu)

This is your newsletter! We want to include special projects or accomplishments of your department or shop. We would especially love to include any pictures that would be relevant to the newsletter. Please contact Deanna at 8-6422 or e-mail to glassdl@jmu.edu.