

USB News

Facilities Management

April 2010

APRIL 16-MAY 17

OPEN ENROLLMENT for...

Health Insurance Benefits, Flexible Reimbursement Accounts and AFLAC.

Any changes will be effective July 1st, 2010.

Human Resources will provide informational sessions. Details are not yet available.

GED PROGRAM

Take advantage of this opportunity to enroll in GED classes at JMU with no cost to the employee!

Lessons are individualized and self-paced with continuous instructor assistance when needed. Classes meet each Friday 10:30am to 1:30pm in the University Services Building, room 111. Students are not required to stay for the entire three hour class period if your work schedule does not permit. If you are interested, please contact Brett Sinclair at 8-4535

BANQUET COMMITTEE ANNOUNCEMENTS

- Ham and roast beef sandwiches to be sold on the third Wednesday of each month***
- Ice cream social to be held Wednesday, April 28th, 12pm-1pm in the USB lunch room. Following the social, ice cream sales are typically every Tuesday and Thursday at 10am and 12pm in the hallway in front of the USB lunch room***



Important Dates:

May 11– Administration and Finance Divisional Meeting

May 13– Employee Appreciation Day

Details on both events are unavailable at this time.

Warehouse and Stores

Warehouse and Stores' services are vital in supporting the work of Facilities Management's various shops. The warehouse stocks and special orders lots of equipment and parts required to keep the University functioning smoothly. Some special orders can be particularly challenging, though. One such request was for a replacement auditorium seat for Memorial Hall. These wooden seats are at least thirty years old. It is not easy attempting to locate something that has been out of production for so long and to match it down to the seat covering, too! Special orders like these require a lot of persistent research.

Ordering, stocking and dispensing all of these parts requires a lot of work. There are monthly and year-end inventories, receiving and issuing parts, daily transaction reports and lots and lots of paperwork! In fact, according to Daryl, the supervisor, the majority of warehouse workers' jobs are comprised of paperwork.

The Warehouse is made up of nine employees. Daryl supervises Carrie Grimsley-Comer, Jeff Knicely, Lynn Usry and Marvin Gooden. Although each employee is capable of doing all the various tasks associated with the area, each has a particular area of responsibility. Carrie serves customers at the front counter. Jeff and Lynn handle the inventory used by the Garage. Marvin receives shipments and pulls Housekeeping's orders. Chris Long and Sarah Seaman are the wage "runners" that go to local stores to purchase parts. Chris and Sarah, along with Steven Wine, who is a buyer, report to Cathy Roadcap, the manager of the Warehouse.

The Storeroom requires around-the-clock coverage, so additional help is provided by Work Control to cover weekday second and third shifts. During inclement weather, the warehouse employ-

ees rotate coverage. This coverage is particularly important to support the Garage and Grounds Department to ensure that the snow removal equipment is in running order.

Cathy has been with JMU in the same department since 1978 and has seen many changes! The storeroom used to be in a small building behind the University Services Building. There was no air-conditioning and no computers! Cathy recalls having to swat countless flies that would enter through the opened windows in the warm weather. Since then, the fly swatter has been retired and the warehouse has grown. It has moved to a larger home in the USB and acquired lots of new shelving and parts. Aside from the physical changes, there have been many procedural changes with the use of credit cards as well as the use of eVa (the state-wide purchasing system). Another change has been the inevitable increase in paperwork!

The future of Warehouse will undoubtedly include expansion as the university itself expands. Cathy sees the possibility of satellite storerooms. For now, the Warehouse is busy in preparation to support FM's summer sweeps by stocking new supplies, equipment and parts. It is a group effort performed by a good team of people that laugh and have a good time, but get the job done!



Warehouse and Stores



L-R: Daryl Ours, Carrie Grimsley-Comer, Marvin Gooden, Sarah Seaman, Jeff Knicely, Lynn Usry. Not pictured: Cathy Roadcap, Stephen Wine and Chris Long

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 86422 or email to glassddl.

Snow



This has been quite a winter! Harrisonburg has not seen this much snow in years. The local area received at least 53 inches of snowfall which provided a winter wonderland for some and difficulties for others. The latter was the case for Facilities Management, but the department met the situation head on.

Although the Landscape Department is used to handling snow and ice, this *amount* of snow produced many challenges. After a certain point, workers were running out of places to put the snow. Rubber tire loaders were brought in to enable snow to be packed higher and deeper. It is inevitable that there is damage to curbs and the grass along the sidewalks. This happens when pathways and roadways are obscured by the snow. Damage was limited by tackling the situation early on. Instead of waiting for the snowfall to accumulate, Grounds starts removing it immediately so the roadway and sidewalk outlines were more easily visible. Once the snow was removed, salt had to be put down. This winter, approximately twelve hundred tons of salt was used. This is about twice what was used last year!

Supplying the manpower to meet the snow removal needs was probably the greatest challenge. This type of effort required a lot of people working long hours. Many workers had to work three to five days straight, spending nights in a hotel away from family. Employees from other shops such as Utilities, Recycling and Paint assisted the Landscape Department. Help was also brought in through contractors, but their availability was limited because most were busy working for VDOT.

Landscape supervisor, Frank Lucas, is very proud of everyone's efforts this past winter. He said, "there is a lot more to snow removal than people realize" and workers did a "great, fantastic job!"



Photos courtesy of Frank Lucas and Jini Cook



Facilities Management employees who participated in snow and ice removal

Snow



Jason Lucas



Aaron Pence, Kenton Dove, Chuck Horn



Charlie Lucas, John Keplinger, Dennis Fulk



Paul Layman



Daniel King



Randy Campbell, Max Good, Bob Shanholtz



Ronnie Davis



Brigado Abonza



FM Snapshots



Brigado Abonza, Jesse Lam, Red Comer, Paul Sherman and Dennis Dove setting up a tent in front of Wilson



Terry Hemp making a repair to a trash truck



Danny Thomas preparing to lay sod behind Wampler



Drafting Tech, Steve Starick, working hard



Tim Dean using a shaper



John Cunningham edging a board for signage

FM Snapshots



Concessions building at Softball/Baseball Complex at Memorial Hall



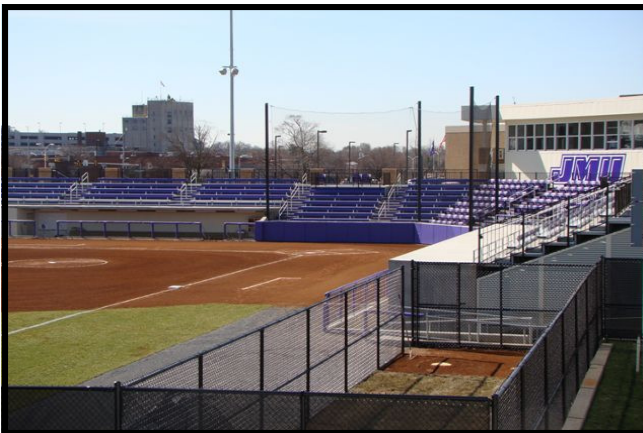
Softball/Baseball Complex at Memorial Hall



Tom Templeton, Eric Sours, Jordan Smiley and Albert Buracker working on ball field



Kevin Kennedy working on a gasket



Ball field at Softball/Baseball Complex at Memorial Hall



Bobby Morris making an important call

Housekeeping

Diana Dean has been with JMU for twenty three years! She started out as a housekeeper when there were actually fraternities on Greek row. She really enjoyed her early experiences as a housekeeper on the row, including cleaning up mounds of sand after the infamous beach parties. Diana was eventually promoted to team leader and has been a supervisor for ten years.

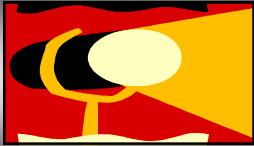
Diana's crew of seventeen cleans offices and classrooms in Varner, Frye, Moody, Maury, Keezell, Wilson, Alumni, Sheldon, Johnston, Cleveland and the Music Building. In addition to regular cleaning responsibilities, her crew handles many special projects such as stripping and

waxing floors for dining services. They also get called upon to clean up newly purchased university properties.

Relationships with students and fellow employees are what makes Diana's job truly rewarding. She loves the students and has enjoyed hearing about their majors and plans for the future. Her housekeeping team consists of many "great personalities". Diana insists that they are excellent, dedicated and team-oriented workers who have close rapport with their customers. Her crew does a great job of keeping her informed of issues and also volunteering when needed. It is clear that she is very proud of her team.



Front row: Judy Madden, Cheryl Smith, Kelly Metheny, Linda Ritchie, Cindy Harman, Contessa Hedrick, Diana Dean Back row: Nancy Wright, Sharon Laughlin, Barbara Strickler, Lorie Hartman, Lisa Roach Not pictured: Brenda Snyder, Katharine Wright, Joy Wimer, Tom Barr, Gladys Melendez, Lisa Dunivan



Employee Spotlight

Phillip Kauffman is a seven year veteran of the Landscape Department. He really likes the people he works with and especially enjoys working outdoors. Although he is content in his job as a lead worker in Facilities Management, it is not his only job. He is also a reservist in the Marines.

The military has always been a strong interest of Phillip's. With nothing holding him back and the offer of opportunities for an education and to travel, he joined the Marine Reserves in December of 2005. Consequently, he has had the opportunity to see many places. He has been to California, Iraq, Kuwait, Hungary and Germany. In 2008-2009, he was deployed to Iraq where he was in charge of heading up convoys. The convoys he supervised were mainly used for the transport of combat engineers, otherwise known as bomb finders. Phillip was responsible for securing the vehicles, setting up the schedule, driving, security and maintenance.

Although serving in Iraq was dangerous and stressful, Phillip really enjoyed the responsibility of his role as well as the wonderful relationships he had with his fellow Marines and the people of Iraq. It was an eye-opening experience to interact with the Iraqis. Phillip stated that he had to "quit thinking like an American" in order to change his mind-set to truly understand what it is like to live with so little. He and his unit encountered many of the civilians on their foot patrols into the towns. Children would "come out of the woodwork" to greet the soldiers who handed out pencils, pads of paper, candy and MREs (meals ready to eat). Townspeople gave the Marines tea and falafels, which are a pitas stuffed with vegetables.

Not all of the civilians were so visible. It was

about a month into Phillip's deployment before he even saw a woman. The women typically stay in the home. When they do venture out, the women often travel in groups of other women. If a woman is walking with a man, she walks behind him. Soldiers are strongly discouraged from talking to Iraqi women.

Phillips's deployment was shortened to six months due to a serious injury. He ruptured two discs in his neck. One disc had to be replaced and the other healed on its own. At the time of his injury, he had no feeling in his left arm from the shoulder down to his fingertip. Phillip was sent to a hospital in Germany for two weeks and then spent 4 months recuperating in a hospital in Bethesda, Maryland. Fortunately, Phillip has recovered and is well enough to handle the requirements of a very physical job in Grounds, but his neck still bothers him from time to time.

Phillip is still in the reserves and has two years left of his eight year contract. There is still a chance that he could be deployed. In the meantime, Phillip has gotten married and is taking classes toward a bachelor's degree in business. Serving his country has taught him a few life changing lessons: appreciate what you have and don't sweat the small stuff!



Service Awards

Congratulations!

5 YEARS

Anna Hudick
Aaron Pence
Sharrie Bennett
Michael Borrer
Shirley Comer
Cynthia Harris
Shirley Shoemaker
Barry Smith
Pat Trissel
Roger Myers
Paul Sullivan
Dean Botkin
Terry Grimm
Glenn Wayland
Lisa Bauer
Chris Shifflett
Loretta Frank
Jeremy Merica
Amy Morris
Leslie Patrick
Charles Lam
Wayne Lantz

10 YEARS

Teri Kitta
Jack Martin
Susan May
Duane Swanson
Jeff Wright
Sue Boone
Scott Jones
Troy Kyger
Mary Batterman
Michelle Caplette
Kathy Fadely
Donna Fink
Susan Hensley
Tina Mueller
Tom Nash
Dale Back
Daniel Mead
Brian Owens
Ronald Morris
Cynthia Shifflett
Tony Smith
Barbara Strickler

10 YEARS cont'd

Katharine Wright
Carlyle Greenawalt

15 YEARS

Oakley Hill
David Shifflett
Keith Wellard
Al Adam
John Cunningham
Bryan Love
Terry Watson
John Keplinger

20 YEARS

Jerry Myers
Mike Blankenship
Bonnie Comer
Johnwayne Comer
Shirley Gill
Barbara Williams
Lorie Hartman

25 YEARS

Linda Miller

30 YEARS

Ricky Dove
Glen Myers
Cathy Roadcap
Lynn Usry

35 YEARS

Phil Mason
Eddie McAvoy
James Frank

40 YEARS

Dave Meadows





| <u>APRIL</u> | | | | | | | |
|-------------------|------|--------------------|------|----------------------|------|-------------------|------|
| Kevin Summers | 4/1 | Heide Horne | 4/27 | Habibe Shabani | 5/15 | Dan Adkins | 6/5 |
| Bill Baker | 4/2 | James Frank | 4/28 | Judith Madden | 5/16 | Robert Phillips | 6/6 |
| Hope Smith | 4/2 | Tim Dean | 4/29 | Red Comer | 5/17 | Betty Shifflett | 6/6 |
| Lee Smith | 4/4 | Kimberly Smallwood | 4/29 | Dennis Landes | 5/17 | Rebecca May | 6/6 |
| John Keplinger | 4/7 | Albert Buracker | 4/30 | Charles Grimm | 5/17 | Shirley Comer | 6/7 |
| Sandra Nesselrodt | 4/7 | <u>MAY</u> | | Kaitlynn Landes | 5/17 | Steve Lackner | 6/8 |
| Steve Tennyson | 4/7 | Julie Ruebush | 5/1 | Starr Dofflemyer | 5/18 | Daphne Root | 6/10 |
| Tony Kitta | 4/9 | Clara Hensley | 5/2 | Marta Falls | 5/19 | Roy Cardin | 6/11 |
| Marvin Gooden | 4/10 | Marie Bishop | 5/2 | Win Hunt | 5/19 | Julia Huffman | 6/11 |
| Terry Grimm | 4/12 | Aldine Cubbage | 5/4 | Donna Simmons | 5/20 | Katharine Wright | 6/11 |
| Trudy Myers | 4/12 | Barbara Strickler | 5/4 | Billy Long | 5/20 | Gerard Smith | 6/11 |
| Linda Gooden | 4/13 | James Beach | 5/5 | Jeff Weaver | 5/21 | Bobby Morris | 6/11 |
| Jeff Knicely | 4/14 | Mary Batterman | 5/5 | Rodney Lam | 5/21 | Eric Jenkins | 6/12 |
| Chris Cooley | 4/14 | Steve Starick | 5/5 | Jo Ann Puckett | 5/21 | Jesse Lam | 6/13 |
| Jonathon Gordon | 4/14 | Betty Lee | 5/5 | Jeremy Andrew | 5/21 | Crystal Hartman | 6/13 |
| Gregory O'Shell | 4/15 | David Moyers | 5/7 | Patrick Puffenbarger | 5/22 | Christina Leigh | 6/13 |
| Miranda Eppard | 4/15 | Heather Dean | 5/7 | Ronnie Rhodes | 5/22 | Shirley Foley | 6/13 |
| Kay Lam | 4/16 | Mary Carter | 5/8 | Terry Hameline | 5/22 | Jessica Ritchie | 6/15 |
| Aaron Conard | 4/18 | Max Good | 5/9 | Steven Hayes | 5/23 | Dale Moyer | 6/20 |
| Melissa Borrer | 4/18 | Stacie Dean | 5/10 | Brandon Howdyshell | 5/23 | Robert Hume | 6/20 |
| Esther Wright | 4/18 | Lori Hornick | 5/10 | Cathy Roadcap | 5/24 | Charlie Lucas | 6/21 |
| Linda Hensley | 4/18 | Tom Templeton | 5/10 | Gladys Melendez | 5/26 | Margie Clark | 6/21 |
| Bobby Jenkins | 4/18 | Brian Baldwin | 5/10 | Frank Viscomi | 5/26 | Shirley Shoemaker | 6/24 |
| Sherwood Comer | 4/19 | Teresa Fansler | 5/10 | Mike Darrow | 5/27 | Linda Long | 6/24 |
| Nathan Foerster | 4/19 | Rebecca Shifflett | 5/11 | Helen Elliott | 5/28 | Cynthia Shifflett | 6/26 |
| Tu Kieu Huynh | 4/20 | Betsy Cosner | 5/11 | John Khamphavong | 5/29 | Jennifer Douglas | 6/26 |
| Steven Smith | 4/21 | Matilda Honeycut | 5/12 | Roger Monger | 5/30 | Robert Weese | 6/27 |
| Don Hobbs | 4/24 | Joseph Burbank | 5/12 | Victor McManaway | 5/31 | Cynthia May | 6/27 |
| Brenda Hottinger | 4/25 | Kenneth Crider | 5/13 | <u>JUNE</u> | | Melissa Mayhew | 6/28 |
| Jackie Hamilton | 4/26 | Diane Eppard | 5/14 | Cheryl Smith | 6/3 | Naomi Howell | 6/28 |
| Debbie Towe | 4/26 | Greg Nester | 5/14 | Bill Bauer | 6/4 | Gary Shears | 6/29 |
| | | Ryan Price | 5/15 | | | Thomas Barr | 6/30 |