

USB News

Facilities Management

January 2010

**HAPPY
NEW
YEAR**

Open Enrollment for Overtime Leave 1/25/10-2/24/10

- Full-time non-exempt employees are eligible to earn 1.5 hours for every OT hour worked, not to exceed more than 60 hours at any given time.
- After 60 hours of leave is accrued, overtime will be paid in the appropriate pay advice.
- Overtime leave must be approved by your supervisor
- Overtime leave shows up in a separate account on your J-ESS account
- Please contact Susan (86126), Brett or Deanna if you are interested or have any questions.

JMU will use the additional 8 hours of leave granted to us by Governor Kaine on Monday, March 8th, the week of spring break!

The state has mandated that each state employee take a furlough day, or day off without pay or use of leave. JMU has not yet determined when that day will be, but please keep this in mind and plan for the loss of pay.

Transportation

Transportation is one of the larger areas of Facilities Management in terms of number of employees as well as the range of responsibilities. The department is made up of thirty-three employees led by Kelly Sites, the Transportation Manager. The three main areas of responsibility for the department are motor pool operations, vehicle maintenance and the Alternative Fuel Vehicle Program.

The motor pool handles the scheduling of all of their 70 plus vehicles, from mid-size sedans to the fifty-six passenger coaches. Many of the vehicles are chauffeured by Transportation's drivers. The department has nineteen drivers, four of which are full-time. Doug Judy, an experienced motor coach chauffeur himself, is their supervisor. According to Kelly, one of the great challenges of transportation is to "satisfy the customer and to do it safely". Despite driving in bad weather and maneuvering long buses through tight spots, the drivers do a great job in this regard. The transportation department has even held driver rodeos for the last two years to promote safety. Kelly considers his driving crew to be an "excellent group of professional drivers" who are very safe and reliable.

Many additional challenges are related to scheduling. Drivers must be very flexible in striving to meet customers' demands, especially Athletics. Most of Athletics' trips are scheduled well in advance, but due to unforeseen changes in game schedules, schedulers must make all the many subsequent changes related to scheduling and drivers must be willing to adapt. Doug and the administrative staff, Marie Bishop and Teresa Fansler, are wonderful at handling scheduling issues while maintaining a high level of customer service.

The vehicle attendants do an excellent job of getting all vehicles ready for customers. Eddie Propst supervises one full time attendant, Tommy Banks,

and two part-time attendants, Dustin Gillaspay and Jim Shuler. Fluids are checked, gas is filled, supplies are re-stocked, and *every* vehicle is cleaned after *every* use. Considering the size of the 70+ motor pool, the volume of work can be heavy at times. The attendants' schedules require great flexibility. They may need to come in at very strange hours or on weekends to ensure quick turn-around when vehicles are in high demand.

The *mechanical* maintenance is done by one of the other areas of Transportation, the Garage, which does regular scheduled maintenance on all of the vehicles as well as handling most of the repairs. In addition to servicing all of Transportation's fleet, the Garage works on the Landscape Department's equipment and any of the approximately 375 JMU-owned vehicles from across campus. Terry Hemp supervises the shop of five full-time employees: Bobby Morris, Terry Nesselrodt, Kevin Kennedy, Ken Demastus and Lee Smith.

The Alternative Fuel Vehicle Program (AFVP) is also under the Transportation Department's wing. This program, with Roger Monger as its coordinator, is involved in many changes in the area of sustainability. Currently, one hundred percent of Transportation's fleet is considered alternative fuel vehicles. This means that all of the vehicles are powered by energy other than *straight* diesel petroleum. Many use E-10 which is a mixture of 10% ethanol (from corn) and regular petroleum gasoline, some are flex-fuel vehicles which can run off of up to 85% ethanol and a few are powered by electricity. The AFV program also works with bio-diesel fuel which is a petroleum diesel mixed with a plant or animal-based oil.

Considering that the university uses approximately 140,000 gallons of fuel a year, fuel management is

Transportation

extremely important in terms of financial impact to the university as well as the environmental impact of emissions. Although alternative fuels are better for the environment, the vehicles that use them tend to be more expensive and some have more limited functionality than traditional vehicles. The challenge is finding a balance between environmental and fiscal responsibility as well as meeting the functional needs of the university.

Many exciting projects and changes lay ahead. The alternative fuel lab recently converted an S10 pickup from gasoline to total electric. The plan is to have our own mechanics in the garage also convert a pickup from gasoline to electric. New technologies are emerging so fast that Kelly feels that gas and diesel vehicles will be the minority in the future, but whatever the advancements, Transportation will be ready...



Left to right: Marie Bishop, Kelly Sites, Doug Judy, Teresa Fansler



Left to right: Dustin Gillaspay, Jim Shuler, Tommy Banks, Eddie Propst



Brett Sinclair and Kelly Sites observe the bus rodeo



Roger Monger



Left to right: Bobby Morris, Lee Smith, Ken Demastus, Terry Nesselrodt, Terry Hemp, Kevin Kennedy

Football Games

After four quarters and 60 minutes of play, the football game is over, but for FM it is just about the middle of the third quarter, when the clean-up begins. There is a tremendous amount of behind the scenes work that goes into making the football games a wonderful experience for everyone. Facilities Management does an incredible job preparing for a football game, taking care of maintenance during the game and also clean-up after the game. Grounds employees work anywhere from 10-15 hours on game day. Recycling and Housekeeping game day responsibilities are broken up between two shifts consisting of a set-up crew and clean-up crew, with each crew working a minimum of 8 hours. Mike Davis and John Ventura attend all games and serve simply as a support to the staff. According to John "the different departments know what to do and are excellent at providing customer service to the entire game day crowd." The following is a breakdown of FM's game day:

PRE-GAME:

- **Julie Ruebush** makes sure all permits for tents are valid.
- **Utilities** set up the nets, flags and banners in the stadium. They also check the stadium seating to ensure that all are safe and in working order.
- **Grounds** set up all the fencing and barricades for parking, events and the recycling centers. *A high priority is placed on recycling in all aspects of game day.* If fireworks are scheduled, they set up fencing for the fall-out area on the hill by the power plant and also water the hill if it has been dry. Drying agents are applied to high traffic grassy areas when they are wet. This is to limit damage to the grass. The football field must be aerated, swept, dragged and leveled using a sports groomer. The stadium is cleared of all leaves. Curbs and parking lots

are swept using the street sweeper. Breezeways are blown to remove debris. All trash cans in and around the stadium are emptied. Grounds workers hand out trash and recycling bags to tailgaters. Grounds also contacts vendors to arrange for the portable restrooms.

- **Recycling** works with Grounds to set up the recycling stations and pass out bags to tailgaters.
- **Transportation** runs shuttles starting at 7am to transport athletics staff from the Warsaw Parking Deck to the stadium.
- The **Electric Shop** has an employee on standby through the game to handle any problems that may arise related to the scoreboard, main lights, sound, etc.
- **Housekeeping** makes sure the stadium stands are clean and the bathrooms are well stocked with supplies.

GAME TIME:

- **Grounds** and **Recycling** monitor trash cans in and around the stadium, including the tailgating areas. Grounds workers spend a significant amount of their time picking up thousands of streamers thrown by excited fan in the stadium, as well as monitoring all parking lots full of tailgaters (crazy environment!)
- **Transportation** continues to run 4 shuttles from the Warsaw Parking Deck and the Festival to the stadium.
- **Housekeeping** monitors all bathrooms for cleanliness, checks the trash cans and ensures that all supplies such as toilet paper and soap are well stocked. They assist with pulling recyclingables.

Football Games

POST-GAME:

- **Grounds and Recycling** remove immense amounts of trash and recyclables. Recycling transports all of this to their warehouse on South Main. Grounds takes down all of the temporary fencing and removes the barricades. The Monday following the game, all the trash is picked up under the temporary bleachers.
- **Transportation** finishes up the shuttle runs.
- **Housekeeping** cleans the whole stadium including bleachers, bathrooms and hallways. Housekeeping also supervises two student groups that clean the bleachers.



Troy Schiller from Housekeeping Stores and Kathy Davidson from Housekeeping take care of the many bags of trash



One of the several recycling signs used during game day. These signs were made through collaboration between Recycling, Paint Shop, Sign Shop and Carpentry Shop



Danny Lucas from Grounds sets up a recycling station



Charlie Lucas from Grounds replaces trash bags at recycling station



Mike Bennett from Grounds hands out bags for recycling to tailgaters

FM Snapshots—Christmas Banquet



Roy Cardin (camera-shy), Tony Smith and John Ventura



Banquet committee members Ellen Smith, Kathleen Whetzel and Mark Sayre



Night shift



Mitchell Propst, Travis Bussey and Chris Cooley



Christmas banquet attendees



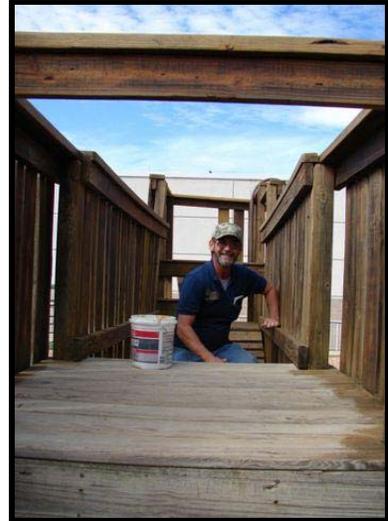
Brett Sinclair handing out safety awards



FM Snapshots



Marvin Gooden from the Storeroom



Daniel King from the Paint Shop "working hard" on the playground equipment



Travis Bussey from Life Safety



Bobby Jenkins, Paint Shop supervisor.



John Fadely from the Paint Shop



Matilda Honeycutt from Grounds

Housekeeping

Donna Fink has a crew of twenty-two employees spread across campus from University Boulevard to Massanutten Hall. The housekeepers typically clean classrooms and offices, but also pitch in to work many football games. Additionally, Donna's team often gets pulled to do a lot of special projects. She believes she has an excellent crew that works very well together!

From Left to right: Betty Shifflett, Donna Fink, April Andes. Missing: Syed Shah

Duke Hall



APC and Champions Parking Deck



Becky May Missing: Cynthia Harris, Brenda Pettit

380 University Blvd



Sandra McCray

220 University Blvd



Shirley Foley

Carrier Library



From left to right: Jackie Henderson, Cynthia Shifflett, Louise Hummel, Amy Conley, Naomi Howell, Leslie Patrick

Massanutten Hall

From left to right: Anita Price, Audrey Grim, Shirley Gill, Sandra Baugher, Bonnie Comer. Missing: Angie-Breeden, Becky Shifflett





Employee Spotlight

Stephen Wine's feet have been firmly grounded at JMU for over 24 years and also in Mount Sidney, where he has lived all of his life. Stephen started out supervising the storeroom which was in the Purchasing Department at the time. Then he became a buyer in Purchasing and then eventually transferred to his current position of buyer under Facilities Management. His primary responsibilities are associated with service contracts, such as elevator maintenance, and also purchase orders. In addition to working full-time at JMU, Stephen spends 30-35 hours a week working on his cattle farm in Mount Sidney. He has lived in that area his whole life except for the time he spent at Virginia Tech earning a degree in Engineering.

Despite the fact that Stephen has stayed grounded in where he works and lives, he has taken many trips abroad to such destinations as Poland, Chile, Romania and Bulgaria. It was shortly after finishing college that he joined the Brethren Volunteer Service and spent two years in Poland as an agricultural exchange student working on farm mechanization. The bulk of his time abroad has been on church mission trips based on Youth with a Mission. He has been to Chile six times since 1990 for trips to mission bases where he stays for 10 days to two weeks. The bases serve the local communities as well as train missionaries. One of

the missions even has an Olympic size swimming pool that draws in many people for swimming events. Stephen builds or repairs buildings, such as dining halls and dorms, on these mission bases.

Stephen goes on these mission trips for several reasons. He humbly states that he does it "just to help out". In addition to enjoying the work he does on the missions, he really appreciates the lifestyle in Chile. The pace is much slower. People take the time to talk to one another. As one of Stephen's friends once said about life in Chile, "It isn't about what you do, it's about relationships".



Stephen Wine and other workers finishing the roof on the dining hall at the Youth with a Mission base in Pichilemu, Chile.

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 glassdl.

News from FM IT

Information Technology is replacing the Mirapoint e-mail and the Oracle calendar systems used by Faculty and Staff with Microsoft Exchange. Microsoft Exchange is an integrated e-mail, calendar, contacts and task management system. In addition to the features that come with Exchange, there will be an increased quota to 1.5GB for faculty and staff with this new system. Exchange is being deployed for use by faculty and staff as the primary campus e-mail system. As part of this change, both Webmail and Oracle Calendar will also be replaced with Outlook and Outlook Web Access (OWA).

Full campus Implementation is currently underway with ongoing migrations of departments into Exchange. Over 1,000 faculty and staff have already been migrated. Full transition from the current e-mail and calendar systems to Exchange will be completed by late February/early March 2010.

Facilities Management is currently in the process of migrating groups of users. We will be notifying individual groups before moving them to the new e-mail system.

Facilities Management is also offering training courses on Outlook e-mail and calendar functionality through the Information Technology Training Center at JMAC4. These courses are designed to provide a basic overview of the new system, highlighting many of the differences between the Mirapoint/Oracle calendar solution and what Outlook has to offer. Any users interested in more advance training can register for courses through JESS.

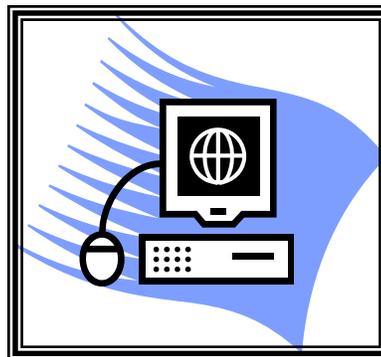
Once users are migrated from Webmail to Exchange they will no longer be able to access webmail to view their new messages. Additionally, any appointments currently scheduled in Oracle will not be moved into Outlook; these items will need to be manually re-entered.

Instead they can access the new mail system directly at <http://exchange.jmu.edu> or through the "OWA Mail" link at the bottom of all Facilities Management Web pages.

In the near future, Information Technology plans to update the e-mail links throughout the entire JMU website to make access to the new e-mail system even easier.

If there are any questions about Exchange, feel free to contact:

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|------------------|--|--------|
| Josh Fitzpatrick | fitzp2jl@jmu.edu | 8-5228 |
| Wes Elyard | elyardcw@jmu.edu | 8-8051 |
| Joe Archer | archerja@jmu.edu | 8-6838 |





| <u>JANUARY</u> | |
|---------------------|------|
| Syed Shah | 1/1 |
| Al Adam | 1/4 |
| Michael Leecy | 1/4 |
| Sherry Lam | 1/5 |
| Brad Null | 1/7 |
| Brian Owens | 1/7 |
| Jeanette Wright | 1/8 |
| Frank Lucas | 1/9 |
| Merlin Deputy | 1/10 |
| Robert Ritchie | 1/12 |
| Greg Foti | 1/12 |
| Randy Markanich | 1/13 |
| Tanya Fitzpatrick | 1/15 |
| Dennis Armentrout | 1/15 |
| Stephanie Shifflett | 1/15 |
| Jay Custer | 1/16 |
| Aaron Pence | 1/17 |
| Emanuel Nelson | 1/17 |
| Jennifer Dolly | 1/17 |
| Wayne Lucas | 1/18 |
| Jeff Newman | 1/20 |
| Loretta Frank | 1/20 |
| Cynthia Harman | 1/21 |
| Brandy Breeden | 1/21 |
| Jason Lucas | 1/22 |
| Anita Price | 1/23 |
| Barbara Williams | 1/24 |
| Ronald Morris | 1/24 |
| Jason Rexrode | 1/24 |
| Charles Kiser | 1/24 |
| Walter Gill | 1/25 |

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|-----------------|------|
| Bryan Love | 1/27 |
| John Cunningham | 1/27 |
| Mary Garth | 1/28 |
| Richard Morris | 1/28 |
| Troy Schiller | 1/28 |
| Don Usry | 1/28 |
| Kathy Davidson | 1/29 |
| Jeff Wright | 1/29 |
| Mona Reedy | 1/30 |
| Phyllis Kisling | 1/31 |

| <u>FEBRUARY</u> | |
|-------------------|------|
| Bob Cronk | 2/2 |
| Charles Lam | 2/2 |
| Deborah Selmon | 2/2 |
| Tim Breeden | 2/2 |
| Theresa Shifflett | 2/3 |
| Bruce Helsley | 2/3 |
| Dennis Fulk | 2/3 |
| Amanda Moore | 2/3 |
| Tana Lam | 2/4 |
| Diana Miller | 2/6 |
| Chuck Horn | 2/7 |
| Sharon Laughlin | 2/7 |
| Kreg Somers | 2/7 |
| Carlene Heatwole | 2/8 |
| Gary Ritchie | 2/9 |
| Sharon Morris | 2/9 |
| Thomas Nash | 2/10 |
| Scott Wachter | 2/10 |
| Dave Mars | 2/10 |

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|------------------|------|
| Dwight Wallace | 2/14 |
| Lorie Hartman | 2/14 |
| Thomas Hilbert | 2/14 |
| Kenneth Berry | 2/15 |
| Barbara Clark | 2/15 |
| Josh Fitzpatrick | 2/16 |
| Susan Shifflett | 2/17 |
| David Dove | 2/19 |
| Angela Collins | 2/20 |
| Kenton Dove | 2/22 |
| Angela Breeden | 2/22 |
| Allen Umbarger | 2/22 |
| Stacy Heishman | 2/23 |
| Ronnie Davis | 2/23 |
| Vickie Raynes | 2/23 |
| Linda Varner | 2/24 |
| Terry Hemp | 2/29 |

| <u>MARCH</u> | |
|----------------------|-----|
| Daryl Ours | 3/2 |
| Wes Elyard | 3/4 |
| Joy Wimer | 3/4 |
| Gloria Reedy | 3/4 |
| Kay Ridenour | 3/4 |
| Daniel King | 3/5 |
| Stephanie Washington | 3/5 |
| James Bales | 3/6 |
| Donna Saufley | 3/6 |
| Paul Sullivan | 3/6 |
| Wayne Barnard | 3/7 |
| Juanita Mongold | 3/7 |

| | |
|------------------|------|
| Donna Smith | 3/7 |
| Brittany Rexrode | 3/7 |
| Mike Hensley | 3/8 |
| Doug Judy | 3/8 |
| Karen Knight | 3/8 |
| Don Waters | 3/9 |
| Gregg Chevalier | 3/10 |
| Kelly Metheny | 3/12 |
| Bonnie Comer | 3/12 |
| Deanna Ritchie | 3/13 |
| Alexander Davis | 3/13 |
| Glen Wayland | 3/14 |
| Lorie Burgoyne | 3/15 |
| Linda Ritchie | 3/16 |
| Dulbelis Valdez | 3/18 |
| Dale Back | 3/19 |
| Veronica Losh | 3/22 |
| Roger Myers | 3/22 |
| Terry Watson | 3/22 |
| Keith Wellard | 3/22 |
| Roger Stover | 3/23 |
| Duane Swanson | 3/24 |
| David Wilson | 3/24 |
| Jackie Henderson | 3/26 |
| Brenda Snyder | 3/26 |
| Angel Falls | 3/28 |
| Audrey Grim | 3/28 |
| Ken Fox | 3/29 |
| Kathy Fadely | 3/29 |
| Jennifer Strain | 3/29 |
| John Crigler | 3/30 |