

USB News
Facilities Management
July-September 2010

HAPPY 4TH OF JULY!

BANQUET COMMITTEE ANNOUNCEMENTS

- **FM Picnic August 18th**
Day Shift: 11a.m.-12:30p.m. at Higgs Grove by CISAT Library. Rain location is USB Garage. Bring your lawn chair or blanket! 50/50 raffle the day of the picnic.
Night Shift: 10:30p.m. at the USB garage
- Sandwich sales on the third Wednesday of the month
- Ice cream sales through the summer months on Tuesdays and Thursdays at 10a.m. and 12p.m.
- Volunteers are welcome to help with committee events. Please contact Kathleen Whetzel at 86369



Moving and Delivery

Proficient, skillful and professional are just a few of the adjectives used by customers of Moving and Delivery to describe the crew's customer service. These words reflect the dedication, hard work and consideration shown by each member of this crew which consists of Chris Dove, Tony Kitta, Dale Back, Mark Ringwald, Brendan Ray and supervisor Jeff Knicely.

Despite being a relatively small crew, Moving and Delivery performs countless moves throughout the campus! They move items for the Storeroom, as well as handle moves for faculty and staff, dorms, off-campus buildings and special events. They also handle entire moves for new buildings and those undergoing renovations. Summer tends to be their busiest time because many projects or renovations which require the moving of furniture or equipment are done while the majority of the students and professors are gone.

It would be easy to assume that Moving and Delivery simply moves items, but what they do really requires a lot of planning, attention to detail and showing sensitivity to the customer that is less than enthusiastic about being moved. Customers must have everything packed up, labeled and ready to go. In addition to coordinating moves with the customers, Moving and Delivery works with Jini Cook from Space Management as well as Engineers and Planner Schedulers to accomplish the moving assignments. Jini Cook tracks where people and departments are located and determines the amount of space that is being used. The Engineers and Planner Schedulers manage or schedule various projects that require moves, such as new carpet installations. Many of these moves have a domino effect: one move follows the vacancy created by a previous move and so on. Planning ensures that moves are done in the proper order and within deadlines.

Moving and Delivery must be mindful of the objects to be moved and map-out the path and location in advance to avoid the possibility of complications. Many times the item being moved is too big to be maneuvered through the doorways, halls or stairwells of some of the older buildings. In some situations doors must be taken off hinges. One time, cadaver boxes had to be taken out through windows. An automatic stair climber is used to transport extremely heavy items such as the huge refrigerators in Burruss Hall. Moving and Delivery has also been responsible for moving some very expensive and delicate items such as a million dollar painting in Duke Hall and a hand painted grand piano. Probably one of their most expensive and challenging moves was moving scientific electronic equipment for SRI. These pieces were similar in size to a large refrigerator and worth about two million dollars each. The challenge was that the equipment was extremely fragile and contained calibrated instrumentation that could not be bounced. This can be very difficult to do, especially when crossing thresholds. Jeff's crew was extremely cautious. SRI was very impressed with the move, proclaiming that the crew did an awesome job in moving such sensitive equipment!

Moving and Delivery has certainly evolved from years past when Residence Life and FM contracted many of their moves. Moving and Delivery now handles all campus moves. This change has proven to be very cost effective and increased quality and service. For example, a particular move was estimated by a contractor to cost \$150,000 and to take two months. FM's Moving and Delivery completed the move in two weeks for \$50,000. Of course the future holds many more moves as the campus expands. The big ones will involve the North Campus and the Forbes Center for the Performing Arts. The crew is currently preparing to move 6,000 costumes that must be kept upright during the move. All in a day's work!

Moving and Delivery



L-R: Mark Ringwald, Dale Back, Brendan Ray, Chris Dove, Jeff Knicely, Tony Kitta

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.

FM Snapshots-GRADUATION DAY



Mike Fitzgerald clearing sidewalk in front of Carrier Library



Chad Churchman and Lowell Miller clearing sidewalks next to Mr. Chips



Gerard Smith preparing to pressure wash at Godwin



Red Comer roping off graduation area in front of Wilson



Joy Wimer taking trash away behind Wilson



Lisa Bauer clearing sidewalk next to Cleveland

FM Snapshots



Bob Shanholtz and Phillip Kauffman mulching on the quad



Dennis Hart gazing intently at one of his 3 computer monitors. Picture taken at insistence of Dale Moyer.



Brian Owens surveying graduation preparations



Dwight Smith watering a small flower bed containing 387 plants between the Power Plant and Frye



Sean Tulin making a rake to be used on the softball field



Sue Boone clearing the sidewalk in front of Duke



Employee Spotlight

It is not surprising to find common interests among FM employees such as hunting, sports, home repairs and family. What may be surprising to find is a common interest in volunteer work, particularly in an organization called Watch D.O.G.S. "DOGS" stands for Dads of Great Students. FM employees Rick Dove, Jeff Smallwood, Scott Jones, Daryl Ours and John Khamphavong volunteer their time with this program that provides security and role models to children as well as support to teachers at local schools.

Watch D.O.G.S. was founded in Arkansas in 1998 by Jim Moore in response to his concern over a shooting at a local school. He wondered what could be done to make a difference. He found that what seemed to be missing was the presence of male role-models in the home and in school. In many schools, the faculty, PTA and volunteers are made up primarily of women. Watch D.O.G.S. brings fathers or other male figures into the schools to assist staff and students. The organization has since gone national and its presence is seen in many of the local schools.

Each Watch D.O.G.S. volunteer is typically introduced to the school through the morning announcements and then provided with a schedule for the day. Duties may include any of the following: greeting kids as they enter school in the morning; opening milk cartons; pushing kids on the swings; assisting with reading or other academic assignments; or helping teachers with projects or equipment. Volunteers enhance security by roaming the halls, checking doors and walking the perimeter of the campus grounds. Rick especially enjoys his time in the cafeteria because it is an opportunity for him to connect with lots of kids. He says that all the volunteers should at least spend one day in pre-kindergarten because the

little ones are so much fun and very free with their hugs. Individual schedules can be customized to suit the skills and preferences of the volunteer.

Volunteers sign up for many reasons. Rick clearly saw a need for it, but he enjoys it so much that he would do it for a living if he could. Jeff's kids are so proud to have him in school and show him off to their friends. In fact, Jeff has to spend half the day with one child, the other half with the other child, as well as lunch with each! Scott volunteers because he likes being involved in his son's education and having an opportunity to experience a day in the life of a kindergartener. Daryl feels that it is a good thing for dads to be involved and his being at the school is a big deal to his daughter. John never actually signed himself up. Rick did it for him! Although John was initially "strong-armed" into it, he really enjoys it. John has a lot of fun playing tag and baseball with the kids and appreciates their youthful outlook. All feel that volunteering definitely gives you a new perspective on what teachers, administrators and students go through each day. For example, Daryl found out quickly (due to a calm reprimand!) how to properly stand in line along with the other students.

Regardless of the reason for joining, the rewards to both the schools and volunteers are great. Rick has been overwhelmed by the positive response, especially from the students, which in turn is rewarding to the volunteers. There is one child in particular at Plains Elementary whose face lights up when he sees the volunteers. According to Daryl and Rick, this boy's smile is enough to "make your day".



Watch DOGS L-R: Scott Jones, Daryl Ours, John Khamphavong, Jeff Smallwood, Rick Dove

Housekeeping

Linda Long is currently a housekeeping supervisor. She has been with JMU for fourteen years, and has been with the state for thirty-four! She is certainly able to retire, but just can't imagine doing it. She loves her job too much, especially working with her crew!

Her employees clean most of the Bluestone buildings as well as the Hillside dorms. She also has a small team that runs a truck route that cleans

various buildings such as the Arboretum, Rockingham Hall, the modulares behind UREC and some buildings on South Main.

Linda's crew does a great job cleaning all these areas, but it is not just cleaning skills that really impress Linda and make her job worthwhile. Her team has a great work ethic and attitude, listens well and really likes what they do. Linda feels that her crew is like one big family, there for each other and supporting one another personally and professionally.



Front Row L-R: Donna Simmons, Geneta Trumbo, Melissa Borrer, Iris Iscoa, Clara Hensley, Rick Birtchet, Joyce Hensley, Eula Gammon, Gary Ritchie, Linda Long, Todd Shifflett, Mona Reedy, Theresa Shifflett
Not pictured: Tessy May, Wayne Ford, April Andes, Cindy Rexrode, Juanita Mongold

Back Row L-R:



<u>JULY</u>						<u>SEPTEMBER</u>	
Al Smith	7/1	Gary Thayer	7/20	Brian Mc Avoy	8/10	Dwight Smith	9/1
Najat Salihi	7/1	Stacey Grimsley	7/21	Whitney Wilkerson	8/10	Cynthia Harris	9/1
Ken Demastus	7/1	Donna Dove	7/23	Bob Weaver	8/11	Vickie Elyard	9/2
Connie Gull	7/1	Holley Mitchell	7/23	Margaret Delawder	8/11	Joe Rufo	9/3
Donna Moyer	7/2	Bruce Sutton	7/23	Eddie McAvoy	8/12	Ron Jennings	9/3
Nasreen Salihi	7/2	Greggory Robertson	7/24	Angela Branson	8/13	Abe Kaufman	9/6
Dimple Moyer	7/2	Tamara Ralston	7/24	Toni Seekford	8/14	Shirley Gill	9/6
Nola Smith	7/4	Amanda Short	7/25	Bob Shanholtz	8/15	Oakley Hill	9/7
Sarah Knupp	7/4	Debbie Gordon	7/27	Cathy Miller	8/15	Pat Trissel	9/7
Nancy Wright	7/5	Dennis Dove	7/28	Ricky Lucas	8/15	Kelly Sites	9/8
Jeff Smallwood	7/6	Jack Martin	7/29	David Shifflett	8/15	Brian Kelley	9/8
Rick Miller	7/6	Michael Borrer	7/29	Wayne Lantz	8/16	Jason Comer	9/8
Dawn Knight	7/6	Debra Bogan	7/31	Jerry Myers	8/17	Laura Gett	9/9
Dean Botkin	7/7	Chris Keagy	7/31	Lee Paixao	8/18	Sean Tulin	9/10
Cindy Rexrode	7/7	Mike Davis	7/31	Lowell Miller	8/19	Victoria Hartman	9/10
Joyce Wilkins	7/7	Teresa Wilkerson	7/31	Donald Campbell	8/19	John Ventura	9/11
Glen Myers	7/8	Donald Ritchie	7/31	Jeff Fisher	8/21	Kathleen Whetzel	9/12
Susan Hensley	7/9	Michael Hott	7/31	Darrel Hensley	8/22	Dennis Hart	9/13
Mike Bennett	7/11	<u>AUGUST</u>		Mark Ringwald	8/22	Susan Leecy	9/13
Chris Dove	7/11	Sharrie Bennett	8/2	Chris Shifflett	8/24	Chris Long	9/13
Linda Shull	7/11	Carlyle Greenawalt	8/2	Ronda Grimsley	8/24	Barry Smith	9/14
Carrie Grimsley Comer	7/12	Jack Losh	8/2	Travis Bussey	8/24	Chad Churchman	9/14
Nathan Mitchell	7/14	Lisa Dunivan	8/3	Crystal Wright	8/24	Bob Knott	9/14
Sandra Casady	7/15	Amy Conley	8/3	Amy Morris	8/26	Sandra McCray	9/15
Craig Short	7/17	Terry Nesselrodt	8/3	Sandra Baugher	8/27	Bonnie Barr	9/15
Candie Ford	7/17	Amanda Hottinger	8/3	Wayne Ford	8/29	Melissa Hedrick	9/16
Stephen Good	7/17	Rick Dean	8/7	Jerolene Southerly	8/30	Abby Reedy	9/16
Joyce Hensley	7/17	Daniel Smith	8/7	Cathy Teter	8/30	Nancy Cornwell	9/17
Susan Foltz	7/18	Dave Meadows	8/10	Brian Clements	8/30	Johnwayne Comer	9/19
Sam McGhee	7/19	Dennis Kiracofe	8/10	Barbara Myers	8/31	Phillip Lowery	9/20
Lee Fultz	7/20			Kimberly Breeden	8/31	Yolanda Morris	9/20



Anna Hudick	9/22
Mike Blankenship	9/22
Debbie Morris	9/23
Jackie Dove	9/23
Matthew Marks	9/24
Susan May	9/24
Helen Carper	9/24
Eddie Propst	9/25
Tina Mueller	9/26
Leslie Patrick	9/26
Regina Doolan	9/26
Kim Collier	9/26
Carolyn Smith	9/27
Paul Sherman	9/27
Carol Rhodes	9/28
Danny Thomas	9/28
Elmer Stoops	9/28
Stephen Wine	9/30
Stacey Sheffer	9/30
Louise Hummel	9/30
Donna Armstrong	9/30



Landscaped area in front of the Forbes Center for the Performing Arts



Landscaped area in front of the Forbes Center for the Performing Arts

Announcements

- We welcome Telecom technicians and two of their administrative personnel to FM! As of 6/25, these employees officially became part of Facilities Management.
- The new Automated Leave Entry System is a new functionality within J-Ess that allows employees to request leave automatically as well as have the supervisor approve or deny leave automatically. FM employees that currently have their *time posted in time books* are **not** to use this program until October 1. Training will be provided to these employees in September.
- It is performance evaluation time! Evaluations can be submitted now through the end of September. Slight changes have been made to every FM EWP to include percentage of time spent on each core responsibility. For this reason, all EWPs will need to be signed and dated by the employee this year to confirm his/her review of the document.
- Administration and Finance employees are strongly encouraged to take a minimum of 12 hours of professional development each year.