

USB News

Facilities Management

October - December 2010

On October 1, 2010 you will begin entering your leave requests through J-Ess

We believe the change in submitting leave requests through J-Ess will be a positive change. As we 'go-live' there are a couple of noteworthy items:

- **Compensatory (comp) time leave balances** – when using leave, it is strongly advised that you use your comp time leave balances first as it has an expiration date. If it is not used within a year of the date it was earned, it will be lost.
- **Leave balances are REAL TIME** – what this means is that the leave that displays on your leave balance is the current leave balance **minus** leave already entered but not yet taken. What this means to you is it is very important that you enter leave **as you take it** rather than entering a block of leave at one time. Entering leave that has occurred in the past may cause you to go into a time loss occurrence, particularly if your leave balances are low.
- **Open labs for assistance** with the automated leave system will be held in the IT Training Center (JMAC 4) on October 1 and 4 from 8:30 a.m. to 11:30 a.m. You do not need to sign up and can go anytime between these hours.
- **Your leave balances may not be current on October 1!** *By October 10*, all balances should be correct except for overtime leave and comp time earned which will consistently require extra time to enter.
- As always it is your responsibility to ensure adequate leave balances before taking leave. This includes verifying leave taken has been deducted from your leave balance.
- **Sign out when you are done using J-Ess** otherwise the next user may have access to your leave or direct deposit information!
- **Maintain your password!** Check your email for password reminders from IT.
- **Contact Deanna (8-6422) or Michelle (8-2992) if you need assistance.** There are also several links within J-ESS to tutorials and frequently asked questions (FAQs).

UPCOMING TRAINING FOR FACILITIES MANAGEMENT

Email Training

Contact Deanna (8-6422) if you are interested in learning to use email. IT will prepare email training specifically for FM!

Basic Computer Training

IT is reworking a basic computer training class for FM employees to be available around the first of the year.

Resume and Interview Training

Dates to follow soon! Contact Deanna (8-6422) if you are interested.

Having trouble using the new e-mail system?
Need help learning Office 2007?
Check out our new online training site:
<http://facmgt.jmu.edu/ithelp>

Telecom

JMU's Telecom Department formed in 1985 when the phone companies were deregulated. Prior to that time, the local phone company was the only source for phone services. Consequently with more options now available, JMU bought their own phone system and created the Telecom Department to manage it.

Telecom is comprised primarily of billing, customer service and technicians. The technicians and their administrative person moved under Facilities Management at the end of this past June. FM's Telecom provides telephone, as well as cable TV services, to the JMU campus. They install all the fiber optic cable on campus which provides all the network connections and enables IT Services to manage its network. One of the technicians manages the head phones for the football team and travels with the team to away games. The department is also involved in all capital projects and a lot of renovations from reviewing blueprints and providing specifications to installation.

One of the capital projects that has kept the department very busy is the football stadium expansion. A quarter of JMU's fiber optic cable runs

under the stadium; therefore, it was extremely important to ensure the protection of this cable during construction. The north campus (formerly RMH) will be a major project for the department. The technicians have already completed the installation of twenty emergency phones in the parking deck in that area and are starting research on a conduit from the main campus to the north campus.

FM's Telecom is supervised by Bob Goodman. He leads eight technicians. The technicians' budget and procurement of materials is handled by their Data Systems and Finance Manager, Nancy Sours. Together they all make a great, dedicated team that gains a lot of satisfaction from their work which includes a lot of problem solving. A majority of the team has worked together for so long that in addition to knowing their own jobs and each others' inside and out, they are really in tune with one another and helping each other. Bob feels that this enables his team to be extremely efficient and accomplish so much with so few workers.



Front row (L-R): Hunter Petrie, Bill Whitmire, Pat Lipscomb, Pete Shifflet. Back row (L-R): Bruce Craun, Jeremy Baker, Nancy Sours, Bob Goodman. Not pictured: Darrell Campbell and Larry Seal

Remaining Holidays for 2010

- **November 25 and 26**
- **December 23 (close at noon)**
- **December 24-31**

Remember to keep up with your leave! You must use your personal day by the end of this year or you will lose it. There is a limit to the number of vacation hours that you can carry over each year depending on your years of service. Vacation hours over this carry-over limit must be used by January 9th, 2011.

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 News

- Ice cream sales to continue through October
- Sandwich sales third Wednesday of each month
- Thanks to all who have participated in the fundraisers!
- Ideas and/or assistance with banquet committee events are always welcome!
- Christmas banquets are in December. Dates not yet known.



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 email to glassdl.

Golf Course

JMU has its own golf course! It is located on Hillside Avenue off Port Republic Road near the interstate. It was built to enable the men's and women's golf teams to practice their short game. The course was completed this past June. Facilities Management's engineer, Gary Shears, managed the project. Fellow engineer Gary Thayer assisted by coordinating the irrigation installation, as well as all the fence installation and the water connection. Abe Kaufman assisted in stormwater approvals and inspections. The Landscape Department maintains the course.

The course is approximately one acre in size and consists of one putting green and one chipping green. Despite its small size, the course requires extensive maintenance in comparison to the other areas that the Landscape Department maintains. The turf requires a high level of nutrient control to keep weeds and fungal diseases at bay. Irrigation is also extremely important. Although the course has its own four zone irrigation system, it is critical that the amount of water be carefully regulated. Additionally, the greens and fairways must be mowed at least six days a week in order to keep the grass at the proper length. Currently the greens are at 11/32" height. The goal is to get the greens down to 1/16". The collars that border the greens are 5/8" while the fairways are 3/4". Mowing patterns on the greens must be changed regularly.

This precision requires great attention to detail as well as specialized equipment. The department had to purchase three walk-behind mowers and one riding mower specifically for the golf course. The landscape workers that maintain the course must be meticulous. Although there are a few key workers that regularly maintain the course, supervisor Tim Lam stresses that preparing the golf course has been a major *group effort* among all of the landscape crews including the workers under Glen Myers, Scott Jones and Charlie Lucas. Engineers Gary Shears and Gary Thayer, women's golf coach Paul Good and men's golf coach Jeff Forbes have also been instrumental in the course's development.

The golf course has provided much opportunity for learning and growth, considering JMU has never had a golf course before. Gary Shears feels that the Landscape Department has done a great job handling such a specialized project where the learning curve has been so steep. Despite the many challenges associated with a new endeavor, the end result is really beautiful! The golf teams will begin using the course in October.



FM Snapshots- FM Picnic



Jeff Holbert, Terry Watson, Bobby Jenkins, Matthew Jefferson, Red Comer



Mark Sayre, Rodney Lam, Rick Miller, Duane Swanson, Elmer Stoops and Lee Smith



Sharrie Bennett, Mike Bennett and Randy Campbell



Brad Null and Dan Adkins



Mona Reedy, Geneta Trumbo, Eula Gammon, Clara Hensley and Todd Shifflett



Shelby Tettermer, Karen Knight and Barbara Myers at the night shift picnic

FM Snapshots



Brigado Abonza, Deanna Ritchie, Phil Mason, Julie Ruebush, Jeff KRATZER and Robert Weese at the FM picnic



Donna Fink, Randy Markanich and Bonnie Barr working the first home football game



Bryan Falls, Marta Falls and Margaret Hedrick at the nightshift FM picnic



Lisa Bauer, Charlie Lucas, Dennis Fulk, Max Good, Wayne Lucas, Randy Campbell and Mike Bennett working the first home football game



Doug Judy and Charles Lam performing a pre-trip inspection during the annual Bus Rodeo



Keron Hutchinson maneuvering a bus during the annual Bus Rodeo



Employee Spotlight

Lee Smith's passion is lawn and garden equipment. His interest in this type of equipment began as a child. Lee was raised on a farm and surrounded by farm machinery. Initially, Lee's sole interest was in driving the equipment, but then when he was about 12 he really wanted to work on it. He gained a lot of his equipment maintenance skills at Massanutten Technical Center (MTC) and utilized those skills when he landed a job at Rockingham Co-op as a mower mechanic. After six years there, Lee was hired at JMU in the Garage.

Lee has been with JMU for 17 years. He repairs and performs preventative maintenance on all of the lawn mowers and landscaping equipment. Facilities Management has over 400 pieces of landscaping equipment including trimmers, saws and blowers!

This love for lawn and garden equipment extends to Lee's personal time. He teaches small engine repair on Wednesday nights at MTC and has owned and operated Lil' Red Barn in Harrisonburg for 17 years. Lil' Red Barn sells all sorts of and lawn and garden equipment. It was there that one of Lee's employees turned him on to lawn mower racing.

Lawn mower racing involves racing modified, beefed-up mowers that typically use go cart technology with a mower frame. The mowers can go up to 60 miles per hour, but Lee's mowers are in the 40-50 mile per hour class. He typically does not drive the mowers himself, but builds and maintains them and sponsors a driver as well as the race at Rockingham County Fair.

Although Lee's business and job at JMU keep him quite busy, he does make time for something near to his heart which is mission work. Lee attends Mt. Pleasant Church of the Brethren which supports a church and orphanage in Haiti as well as a Haitian studying to become a doctor. Lee is very involved in raising money for these causes including being in charge of the all-you-can-eat steak dinner fundraiser. Overall, Lee feels very blessed to be able to pursue his passions on a daily basis and to have the opportunity to give back.



Lee Smith at the Rockingham County Fair 2010 .
Daryl Ours

Photo courtesy of



<u>October 1</u>							
Gwen Charles	10/1	Emma Martz	10/26	Shelby Tettermer	11/17	Tommy Banks	12/6
David Gerome	10/1	Contessa Hedrick	10/26	Iris Iscoa	11/17	Donna Whetzel	12/7
Donna Fink	10/2	Robert Miller	10/26	Richard Goodrich	11/17	Wilda Dove	12/8
Robert Ferguson	10/2	Ruth Jarrett	10/27	Geneta Trumbo	11/17	Gracie Miller	12/8
Matthew Hudgins	10/5	Phil Mason	10/28	Renee Lohr	11/18	Floyd Reedy	12/9
Danny Lucas	10/5	Michelle Caplette	10/29	Scott Jones	11/18	Mary Jane Monger	12/9
Lisa Bauer	10/7	Lewis Ferguson-Davie	10/29	Stefano Toggia	11/18	Ted Staton	12/9
Brigado Abonza	10/8	Judy Blosser	10/31	Doris May	11/21	Greg Larson	12/9
Gary Falls	10/8	Greg Merica	10/31	Tammy Phillips	11/21	Asllan Shabani	12/10
Michael Morris	10/8	Randy Campbell	10/31	Jordan Smiley	11/22	Carol Sly	12/10
Bryan Falls	10/8	<u>November</u>		Melissa Roach	11/22	Theresa Stroop	12/12
Jessica Herring	10/8	Gene Fitzwater	11/2	Karen George	11/23	Michelle Small	12/12
Tim Plecker	10/9	Todd Shifflett	11/3	Richard Birtchet	11/25	Joe Archer	12/12
Howard Whitmore	10/10	Troy Kyger	11/3	Fred Tate	11/26	William Whitmire	12/12
Jared Combs	10/10	Tim Lam	11/3	Daniel Mead	11/26	Vernon Lawson	12/13
Tim Shantz	10/11	Ivor Findlay	11/4	Mark Campbell	11/27	Josh Price	12/14
Shane Long	10/11	Mary Gibson	11/6	Jerry Dovel	11/27	Patricia Livengood	12/15
Mary Miller	10/13	Sue Boone	11/6	Teri Kitta	11/28	Tony Smith	12/18
Judy Stroop	10/15	Mike Fitzgerald	11/7	Sarah Seaman	11/28	Mary Beth Myers	12/18
Jonathan Paynter	10/16	David Winegard	11/7	Matthew Jefferson	11/28	Tai Tschudi	12/18
Mark Sayre	10/17	Diana Dean	11/7	Melissa Conley	11/29	Mitchell Propst	12/19
Timmy Price	10/17	Cathy Murphy	11/10	Kevin Kennedy	11/29	Keron Hutchinson	12/19
John Sherman	10/18	Eric Sours	11/11	John Schuster	11/30	James Lantz	12/19
Zachary Stratton	10/19	Ricky Shifflett	11/14	<u>December</u>		Barbara Wright	12/22
Brenda Pettit	10/20	Linda Miller	11/14	Sarah Lunn	12/2	Jason Hopkins	12/26
Steven Lambert	10/20	Paul Layman	11/14	Adam Morris	12/2	Tessy May	12/26
Jeff Kratzer	10/21	Jeremy Merica	11/15	Joette Phillips	12/3	Ashley Morris	12/26
Phyllis Spitzer	10/24	April Andes	11/15	Jane Reynolds	12/3	Carla King	12/27
John Fadely	10/25	James Shuler	11/15	Paul Goins	12/4	Bud Tysinger	12/28
Tony Holt	10/25	Ricky Dove	11/16	Randy May	12/4	Donna Graves	12/28
Megan Bauer	10/25	Randy Reams	11/16	Crystal Ball	12/4	Paul Cardin	12/28
						Eula Gammon	12/31