



USB News

Facilities Management
October - December 2011

Vacation Leave Balances

Remember to keep up with your vacation leave! You must use your personal day by January 9, 2012 or you will lose it. 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, 2012.

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

- The Christmas banquet is tentatively scheduled for Tuesday, December 20.
- Weekly ice cream sales are typically every Tuesday and Thursday at 10:00 a.m. and 12:00 p.m. in the hallway in front of the USB lunch room. Sales will finish at the end of October and resume in the spring.
- Monthly ham and roast beef sandwich sales are the third Wednesday of the month at 10:00 a.m. and 12:00 p.m. in the hallway in front of the USB lunch room.



Facilities Planning and Construction

Win Hunt is Director of Facilities Planning and Construction (FP & C). In his thirteen years with the university, he has seen his department accomplish many great new construction projects such as the East Campus library, two residence halls, a dining hall and two parking decks, as well as numerous extensive renovations. Many of the larger projects stand out due to their size and visibility, such as the construction of the Forbes Center for the Performing Arts and the Bridgeforth Stadium expansion, but the recent renovation of a particular residence hall is very significant for completely different reasons.

Wayland Hall is a 53 year old residence hall that is south of the quad, close to Main Street. The building is being re-designed as a learning community that will house students primarily from the performing arts. It contains spaces for classrooms and practice and performance areas. What make this renovation particularly special are the environmentally friendly elements incorporated into the design and construction of the hall. The sustainable aspects of the project will hopefully certify Wayland as a LEED (Leadership in Energy and Environmental Design) platinum building.

There are several factors that contribute to this sustainable construction. Environmentally-friendly materials were used and sustainable landscaping, including many native and drought-tolerant plants, was installed. Heating and cooling is provided by a state-of-the-art geothermal loop made up of tubes running through approximately 40 wells dug over 100 feet deep. Another important contribution to sustainability is in the recycling of construction waste. Just over 98 percent of all waste was recycled. That is an amazing feat for any type of construction project! If Wayland obtains platinum status, it will be the first residence hall renovation in the country to receive such status.

The numerous accomplishments of FP & C are not without immense challenges. Win compares project management to “shooting at a moving target”. Most of the department’s projects are physically large, high profile, very expensive (anything one million dollars or more), and tied to major deadlines. These deadlines must be met despite many ongoing changes. These changes could be in the overall scope of the project; modifications related to a dean’s preference; building code or state regulation changes; or even unforeseen environmental problems, such as sink holes. It is particularly challenging trying to navigate through all these issues while attempting to successfully accommodate the demands of the end users, architects and engineers, and contractors *and* keep the project on time and on budget. This requires great patience and mediation skills on the part of the project manager.

Although change is prevalent in the projects the department oversees, there is quite a bit of change within the department and field, as well in terms of the environment and technology. Sustainability is certainly more important in project design and construction due to the priority the university has placed upon it. Extreme changes in teaching technology have also impacted design. In the past, the big debate was over whether to install blackboards or white dry-erase boards. Now, classroom design involves electronic projection systems and electronic communication connections. JMU no longer builds 300-seat lecture halls, but ones that seat 100 because of the ability to teach digitally on a smaller scale. Even communication with contractors has changed drastically over the years. At one time, many contractors had to be forced to use e-mail. Now 90 percent of project management communication is done through e-mail.

As stressful as this type of work can be, Win feels that the diversity of projects accompanied with challenges of what FP & C does, makes every

Facilities Planning and Construction

day interesting and the job rewarding. Working on a great team helps, too. FP & C is made up of seven employees. In addition to Win, the director, there are five project engineers/managers: Scott Wachter, Mike Blankenship, Nancy Cornwell, Glenn Wayland and Rick Miller. Julie Huffman is the administrative assistant. Win insists that they work together like a family and depend greatly on one another in

all aspects of the job, including managing the many ongoing crises through the duration of a project, which can be lengthy. The length of a project from the capital request of funding to completion runs between six and eight years. Given all that his team accomplishes, Win is particularly proud of the fact that JMU's FP & C does more design and construction with fewer staff than any other college or university in the state.



Bridgeforth Stadium Expansion



Back of Wayland Hall



Front row (L-R): Rick Miller, Julie Huffman, Nancy Cornwell Back row (L-R): Scott Wachter, Glen Wayland, Mike Blankenship, Win Hunt



FM Snapshots - Summer Picnic



(L-R): Jared Combs, Bill Bauer, Lisa Bauer, Megan Bauer, Abe Kaufman, Jeff Wright, Steve Starick



Housekeepers enjoying the FM summer picnic



(L-R): Paul Sherman, Red Comer

Photo by K. Whetzel



(L-R): Duane Swanson, son Zachary Swanson

Photo by K. Whetzel



(L-R): Yolanda Morris, sister Cynthia Harris, father Gene Fitzwater



(L-R): Donna Kennedy, Paul Coates, Dustin Smith, Ken Demastus, Evan Lang, Marvin Gooden



FM Snapshots



Landscape crew at FM summer picnic



Housekeepers at FM summer picnic for night shift Photo by K. Whetzel



(L-R): Ricky Shifflett, Bob Shanholtz, Grace Blackwell, Daniel Fulk, Sherwood Comer landscaping at Wayland Hall Photo by K. Whetzel



Welder, Paul Sullivan, in new shop

Photo by K. Whetzel



Housekeepers at FM picnic for night shift

Photo by K. Whetzel



Housekeepers at FM picnic for night shift

Photo by K. Whetzel

Housekeeping

Tina Mueller supervises housekeepers that have some of the nicest views overlooking the east campus. They clean the common areas in the Festival and the newer dorms of Potomac, Chesapeake and Shenandoah Halls. Tina also has housekeepers that clean offices and common areas in Leeolou Alumni Center and Blue Ridge Hall.

The crew is made up of 24 housekeepers, each with different personalities, but a common goal of getting things done. Tina feels that teamwork is what really makes her group special. No matter the task at hand, her workers pitch in to assist wherever they are needed, and they do it with a great attitude. She was particularly proud of how her crew handled the responsibility of cleaning up after all the camps this past summer. This required a lot of coordination, hard work and meeting important deadlines.

Tina has been employed by the university for 12 years. She started as a housekeeper on day shift and was promoted to team leader within a year. Approximately a year and a half later she was promoted again, this time to Housekeeping Supervisor for night shift. She transferred to daylight in 2006. Her time at JMU has been wonderful, but not without its stresses. Her crew's willingness to work together and help one another has eased the stress some, but it is the relationships and interaction Tina has with her housekeepers that make her job fun and worthwhile.



Front row (L-R): Linda Varner, Helen Elliott, Christina Mueller Second row (L-R): Theresa Stroop, Donna Moyer, Stacie Dean, Gloria Reedy, Christy Leigh, Angel Falls Third row (L-R): Lora Holcomb, Ruth Jarrett, Mary Miller Fourth row (L-R): Anita Price, Shannon Airey Fifth row (L-R): Crystal Wegman, Diane Eppard, Amanda Hottinger, Melissa Hedrick, Jackie Hamilton, Michelle Caplette, Stacy Heishman

Not pictured: Gregory O'Shell, Jackie Dove, Miranda Colemann, Emily Hummel

Service Awards

Congratulations!

5 Years

Crystal Ball
 Bill Bauer
 Sandra Baugher
 Mike Bennett
 Richard Birtchet
 Gwen Charles
 Gregg Chevalier
 Melissa Conley
 Ronnie Davis
 Donna Dove
 Jerry Dovel
 Candie Ford
 Lee Fultz
 Karen George
 Richard Goodrich
 Jonathan Gordon
 Charles Grimm
 Stacy Heishman
 Terry Hemp
 Chuck Horn
 Iris Iscoa
 Sherry Lam
 Paul Layman
 Gladys Melendez
 Michael Morris
 Sandra Nesselrodt
 Brad Null
 Carol Rhodes

Julie Ruebush

Joe Rufo
 Mark Sayre
 Asllan Shabani
 Bob Shanholtz
 Roger Stover
 Tom Templeton
 Bob Weaver

10 Years

Bonnie Barr
 Albert Buracker
 Stacie Dean
 Jackie Dove
 Miranda Eppard
 Shirley Foley
 Cynthia Harman
 Brandon Howdyshell
 Matthew Jefferson
 Carla King
 Jeff Knicely
 Sharon Laughlin
 Christy Leigh
 Veronica Losh
 Charlie Lucas
 Danny Lucas
 Greg Merica
 Juanita Mongold
 Daryl Ours

Jo Ann Puckett

Floyd Reedy
 Gloria Reedy
 Danny Thomas
 Joyce Wilkins
 Barbara Williams
 David Wilson

15 Years

Joe Archer
 Chad Churchman
 Starr Dofflemyer
 Kay Lam
 Brian McAvoy
 Mary Jane Monger
 Cindy Rexrode
 Gregory Robertson
 Gary Shears
 Brenda Snyder
 Elmer Stoops

20 Years

Tom Barr
 Paul Cardin
 Mike Derrow
 Clara Hensley
 Donald Ritchie

25 Years

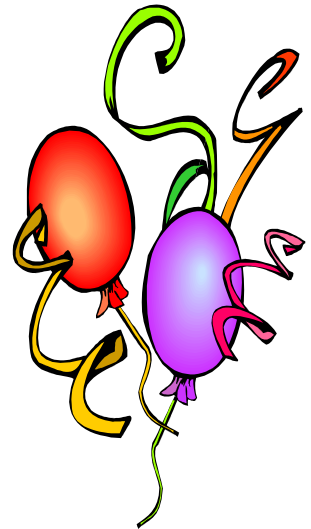
Fred Tate
 Debbie Towe
 Stephen Wine

30 Years

Tim Lam
 Debbie Morris

35 Years

Randy May
 Bill Whitmire





<u>October</u>							
Gwen Charles	10/1	Lisa Day	10/26	Iris Iscoa	11/17	Gracie Miller	12/8
Dave Gerome	10/1	Contessa Hedrick	10/26	Shelby Tettermer	11/17	Greg Larson	12/9
Laresa Roberts	10/1	Emma Martz	10/26	Geneta Trumbo	11/17	Crystal Limerick	12/9
Donna Fink	10/2	Robert Miller	10/26	Phyllis Lohr	11/18	Mary Jane Monger	12/9
Cinda Ringle	10/4	Ruth Jarrett	10/27	Scott Jones	11/18	Floyd Reedy	12/9
Paul Coates	10/5	Phil Mason	10/28	Stefano Toggia	11/18	Ted Staton	12/9
Matthew Hudgins	10/5	Michelle Caplette	10/29	Doris May	11/21	Asllan Shabani	12/10
Danny Lucas	10/5	Lewis Ferguson-Davie	10/29	Melissa Roach	11/22	Joe Archer	12/12
Lisa Bauer	10/7	Judy Blosser	10/31	Jordan Smiley	11/22	Theresa Stroop	12/12
Josiah Hansen	10/7	Randy Campbell	10/31	Karen George	11/23	Bill Whitmire	12/12
Brigido Abonza	10/8	Greg Merica	10/31	Richard Birtchet	11/25	Vernon Lawson	12/13
Bryan Falls	10/8	<u>November</u>		Daniel Mead	11/26	Josh Price	12/14
Gary Falls	10/8	John Beach	11/1	Fred Tate	11/26	Jeff Gaylor	12/15
Jessica Herring	10/8	Gene Fitzwater	11/2	Mark Campbell	11/27	Patricia Livengood	12/15
Mike Morris	10/8	Troy Kyger	11/3	Jerry Dovel	11/27	Crystal Wegman	12/15
Tim Plecker	10/9	Tim Lam	11/3	Matthew Jefferson	11/28	Mary Myers	12/18
Jared Combs	10/10	Todd Shifflett	11/3	Teri Kitta	11/28	Christopher Nazelrod	12/18
Howard Whitmore	10/10	Ivor Findlay	11/4	Stephanie Richardson	11/28	Tony Smith	12/18
Shane Long	10/11	Sue Boone	11/6	Melissa Conley	11/29	Tai Tschudi	12/18
Tim Shantz	10/11	Mary Gibson	11/6	LaVern Dillard	11/29	Keron Hutchinson	12/19
Mary Miller	10/13	Mike Fitzgerald	11/7	Kevin Kennedy	11/29	James Lantz	12/19
Jonathan Paynter	10/16	Diana Taylor	11/7	<u>December</u>		Mitchell Propst	12/19
Timmy Price	10/17	David Winegard	11/7	Miranda Eppard	12/1	Jason Hopkins	12/26
Mark Sayre	10/17	Lora Lohr	11/10	Sarah Lunn	12/2	Tessy May	12/26
John Sherman	10/18	Mark Hill	11/11	Adam Morris	12/2	Ashley Morris	12/26
Zachary Stratton	10/19	Eric Sours	11/11	Joette Phillips	12/3	Rosa Byram	12/27
Brenda Pettit	10/20	Kevin Lessington	11/13	Jane Reynolds	12/3	Carla King	12/27
Jeff Kratzer	10/21	Paul Layman	11/14	Crystal Ball	12/4	Paul Cardin	12/28
Brandon Lucas	10/23	Linda Miller	11/14	Paul Douglas Goins	12/4	Donna Roach	12/28
Phyllis Spitzer	10/24	Ricky Shifflett	11/14	Randy May	12/4	David Tysinger	12/28
Megan Bauer	10/25	April Andes	11/15	Tommy Banks	12/6	Charity Abercrombie	12/31
John Fadely	10/25	Ricky Dove	11/16	Donna Whetzel	12/7	Clayton Campbell	12/31
Tony Holt	10/25	Rich Goodrich	11/17	Wilda Dove	12/8	Eula Gammon	12/31

JMU Human Resources has moved from the University Services Building to Wine-Price. HR representatives for Facilities Management, Michelle Small and Deanna Glass, remain in the USB, but have moved to suite 208 .

Resume and Interview Training

Facilities Management is offering training for resume and interview preparation.

Topics to be covered:

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

Training offered 8:00 a.m. - 10:00 a.m.

In room 207C of the University Services Building:

Thursday, October 27

Thursday, November 10

Tuesday, November 15

If you are interested in attending one of these sessions,
please contact Deanna Glass 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.