

JMU Facilities News November 2014

Service Awards

Congratulations!

5 Years

Wayne Barnard
Joe Burbank
Chris Cooley
Chris Dove
Michael Hott
Ruth Jarrett
Doug Judy
Brian Kelley
Dawn Knight
Matthew Marks
Diana Miller
Dimple Moyer
Jonathan Paynter
Ryan Price
Tamara Ralston

Kelly Sites

10 Years

Lisa Bauer
Dean Botkin
Shirley Comer
Loretta Frank
Terry Grimm
Cynthia Harris
Heide Horne
Anna Hudick
Chris Keagy
Charles Lam
Chris Shifflett
Barry A Smith
Eric Sours
Paul Sullivan

Pat Trissel

Glenn Wayland
Katie Weaver

15 Years

Dale Back
Melanie Berry
Michelle Caplette
John Fadely
Kathy Fadely
Dennis Hart
Carlene Heatwole
Susan Hensley
Scott Jones
Teri Kitta
Jack Martin
Susan May

Dan Mead

Ronald Morris
Tina Mueller
Brian Owens
Cynthia Shifflett
Tony Smith
Barbara Strickler
Jeff Wright
Katharine Wright

20 Years

Marvin Gooden
Debbie Gordon
Oakie Hill
John Keplinger
Jeff Kratzer
Jeff Smallwood

Buck Waters

Terry Watson
Keith Wellard

25 Years

Shirley Gill
Jerry Myers

30 Years

Linda Miller

35 Years

Rick Dove
Glen Myers
Robert Ritchie
Barbara Williams

40 Years

James Frank
Phil Mason



♦ **Happy Thanksgiving!!** Thanksgiving break is November 27 - 28. Christmas break is Wednesday, December 24 - Friday, January 2.

♦ **Remember to keep up with your vacation leave!** 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 *exceeding* this carry-over limit must be used by January 9, 2015. Also, you must use your personal day by January 9, 2015, or you will lose it. You can view carry-over limits on Human Resources' [Benefits page](#).

♦ **JMU Facilities' annual Christmas Banquets** for day and night shift are tentatively scheduled for Wednesday, December 17.

♦ *JMU Facilities HR would like for you to be aware of an important training opportunity that is being provided to the campus community:*

Ending Discrimination and Sexual Misconduct: What You Need to Know about Discrimination, Harassment, and Title IX

This workshop will provide information about the important policies and laws that protect all members of the JMU community and our visitors from discrimination, harassment, and sexual violence. The session will address what to do if you experience, observe or receive a report of discrimination, harassment or sexual misconduct on campus.

Please consider attending this valuable workshop to learn more. You may enroll through MyMadison, course number is TD1901. Contact JMU Facilities HR with any questions.



FM Snapshots



Housekeeping Department Trick-or-treaters (L-R): Dawn Knight, Lisa Hoover, Phyllis Spitzer, Yolanda Morris



Ground Litter Supervisor, Sam McGhee



Engineering staff (L-R): Dennis Kiracofe, Steve Starick, and Jeff Wright in Jeff's spooky office

JMU Facilities Training

Computer Skills 101

Learn to use the mouse and special keys, check email, use MyMadison, and safely surf the web.

Training to be held from 8:30 a.m. - 10 a.m. in JMAC 4, room 101 on the following dates:

Tuesday, November 11
Wednesday, November 12
Tuesday, November 18
Wednesday, November 19



Please contact Courtney Lear (8-7275, learce@jmu.edu, or Deanna Glass (8-6422, glassdl@jmu.edu) to sign up for any of these sessions

Resume and Interview Training

Learn about the hiring process, how to prepare effective resumes, applications and cover letters and how to prepare for interviews

Training to be held from 8:30 a.m. - 10:30 a.m. in the USB, room 207C on the following dates:

Wednesday, December 3
Thursday, December 11



JMU Facilities Birthdays for November

John Beach 11/1	Derek Knott 11/1	Robert Hoyle 11/2	Todd Shifflett 11/3	Robert White 11/3
Robert Williams 11/3	Mynor Moore 11/5	Mary Gibson 11/6	Brittany Payne 11/6	Thomas Diehl 11/7
Mike Fitzgerald 11/7	Hollis Loy 11/7	Diana Taylor 11/7	David Winegard 11/7	Jason Campbell 11/10
Deborah Lehman 11/10	Scott Auville 11/11	Tawnie Clark 11/11	Mark Hill 11/11	Eric Sours 11/11
Brent Harlow 11/14	Paul Layman 11/14	Linda Miller 11/14	Ricky Shifflett 11/14	April Andes 11/15
Dana Drumheller 11/15	Ashley Hensley 11/15	Jeremy Merica 11/15	Shavonne Stuart 11/15	Ricky Dove 11/16
Matt Black 11/17	Dale Chestnut 11/17	Geneta Trumbo 11/17	Scott Jones 11/18	Renee Lohr 11/18
Juli Lambert 11/21	Kevin Arehart 11/22	Melissa Roach 11/22	Jordan Smiley 11/22	Karen George 11/23
Kevin Lessington 11/23	Catheline Berry 11/24	Jacob Letzelter 11/24	Richard Birtchet 11/25	Chris Dickerson 11/25
Dan Mead 11/26	Fred Tate 11/26	Roy Campbell 11/27	Kaki Carter 11/27	Jerry Dovel 11/27
Matthew Jefferson 11/28	Teri Kitta 11/28	Stephanie Loker 11/28	Melissa Conley 11/29	LaVern Dillard 11/29
Quentin Madden 11/29				