



JMU Facilities News January 2016

Win Hunt

As the Director JMU's Facilities Planning and Construction (FP&C), Win Hunt has managed the department that handles the design and construction of all major capital projects over two million dollars in value. After 17 ½ years at JMU, Win is retiring and has taken a moment to reflect on his time at the university.

Despite the extreme challenges related to the construction of complex structures affected by tight fiscal and regulatory demands, there has been a lot of positive highlights. Win is particularly proud of how FP&C has evolved. Faculty and end users are much more involved in the design process, which has greatly improved the design and usefulness of the buildings. Another achievement is the milestone of managing a billion dollars' worth of projects in his time at JMU. As far as individual projects, the Center for the Arts is a favorite. It was a very intricate design and utilizes a lot of performance technology. The new structure was also a vast improvement over the old facilities.

Win credits his amazing staff with the success of the department. He is grateful for their contributions as well as for the personal relationships he has forged with them. Working with such nice people, both in his area as well as across campus, will make it difficult to leave this all behind. Win will not miss the long commute, though. He currently commutes a total of four hours a day. He is looking forward to less time on the road and more time at home, where he plans on "entertaining" himself for a while, working on an addition to his house.



Holiday Greetings Everyone...

As this season of Good Wishes and Holiday Cheer comes around, it gives us the opportunity to say a sincere thank you to each and every one of our Facilities Management family for the great job you have provided throughout this past year. Your dedication and commitment in supporting the JMU mission, allows us to continue to make our campus environment a pleasant and safe place for students, faculty, staff and visitors to plan for their futures, make lifelong friendships and build lasting memories. We again express our gratitude to all of you and offer our Best Wishes for a happy and healthy Holiday Season.

*Best wishes,
Craig Short, Rodney Lam and Duane Swanson*



New Hires from Housekeeping (L - R): Luis Quintanilla, Sonya Hodges, Amanda Boatright

News...

- Thanks to those who participated in the greenery raffle! Several boxes of non-perishable food items were donated to Mercy House and 26 employees won holiday arrangements!
- Reminder...in accordance with Department of Human Resource Management Policy [4.25-Holidays](#), classified employees must either work on, or be on paid leave, the workday before and the workday after the holiday in order

Facilities Timecard Database

Facilities has made significant improvements to the tedious and lengthy process of entering and calculating employees' time. Years ago, employees' time was written by hand and stored in large bulky binders. Facilities Payroll Assistant, Susan May (AKA Snow Queen), would collect these binders every pay period and calculate the totals of each time type (OT, REG, OTL...) for each and every shop employee. This required *physical* as well as mental stamina to complete! Susan had to tote huge stacks of binders from Housekeeping back to her office every pay period.

In 2010 Excel electronic timecards were created and stored in the N-Drive. This was a great improvement over the paper-filled binders for reasons of timeliness and accessibility, but also because they were much lighter to carry! Unfortunately, the time cards still had to be calculated by hand for every Facilities employee. As the department has grown, this process has proven inadequate.

Facilities Programmer/Analyst, Wes Elyard (AKA the Myth), began working on a time card database a little more than a year ago. He has worked very closely with the Facilities Payroll team to learn all the complex details of calculating payroll for the department. With a firm grasp of the policies, Wes created a web portal in which managers enter employees' time in much the same way they did with the Excel timecards. The Facilities Payroll team still reviews each timecard for completeness and accuracy. But now, the press of a single button triggers the calculation of totals for all the time types and the information is stored in a database. This greatly reduces the number of hours required to process payroll, improves accuracy and allows for greater ease in accessing reports. Consequently, there are immense improvements in efficiency and there will be greater utilization of data to make advancements in other areas.

This is a great accomplishment for JMU Facilities!



| <i>JMU Facilities Birthdays for January</i> | | | | | |
|---|-------------------------|--------------------|--------------------------|----------------------|--|
| Danielle Comer 1/1 | Syed Shah 1/1 | Amanda Woodson 1/2 | Michael Leecy 1/4 | Kelly Burns 1/5 | |
| Tammy Propst 1/5 | Justin Morris 1/6 | Brad Null 1/7 | Brian Owens 1/7 | Jeanette Wright 1/8 | |
| Frank Lucas 1/9 | Merlin Deputy 1/10 | Adam Brunk 1/11 | Vic Wise 1/11 | Randy Markanich 1/13 | |
| Ricky Shifflett 1/14 | Jay Custer 1/16 | Wayne Lucas 1/18 | Charlotte Shifflett 1/19 | Loretta Frank 1/20 | |
| Bethany Sheffer 1/20 | Cynthia Harman 1/21 | Mark Hess 1/22 | Jason Lucas 1/22 | Brian Moshier 1/22 | |
| Caitlin Sandy 1/22 | Tammy Myers 1/23 | Ronald Morris 1/24 | Jason Rexrode 1/24 | Walter Gill 1/25 | |
| Bennie Wheelbarger 1/25 | Brandon Hess 1/27 | Troy Schiller 1/28 | Kathy Davidson 1/29 | Jeff Wright 1/29 | |
| Mona Reedy 1/30 | Stephanie Campbell 1/31 | | | | |