



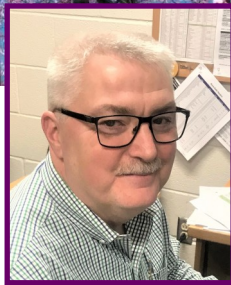
From the Acting Director

"Nurturing, supportive, caring, always there for everyone else, dependable." It's natural for you to think I'm referring to members of Team FM!

This month though, I'm thinking of all the great working moms who are raising families now and the moms who finished raising their families who exhibit these traits everyday they're on their jobs with Facilities Management. If you know someone who fits this description here in FM, won't you join me wishing them a very happy Mother's Day.

Then another thought about appreciation. I hope our team will have an especially enjoyable Employee Appreciation Day! The work you do is definitely appreciated.

Rodney Lam



May 1-15— Open Enrollment Period:

- * *Flex Savings Account*
- * *Health Insurance*
- * *Update for Premium Rewards on MyActiveHealth.com*



May 3—JMU closes at 1:00 pm—Commencements

May 6—Modified summer schedule begins

May 7—Finance & Admin. Division Meeting

May 9—Employee Appreciation Day, 9 am—
3:30 pm

May 12—Mother's Day

Inside this issue—

The Best Lock Up Story You'll Ever Read...

Come on, admit it. We all have feelings of insecurity sometimes. See page two to learn how JMU's Lock Shop team works smart to keep us all safe and secure

Two things everyone can count on when visiting the Lock Shop are: service with a smile from the front desk staff... and often, fresh flowers on the counter!

The Lock Shop staff uses advance technology alongside good old fashioned mechanical locking systems to manage and oversee securing JMU's students, staff, and faculty's indoor accessibility everywhere on campus. So we can say...



Congratulations Graduates!

Team FM, be sure not to let an important deadline pass this month without going to [Employee Direct](#) to update your online assessment between May 1 to May 15 so you can continue receiving your premium rewards! This benefit makes a nice difference in each paycheck, so don't miss out. Also, you must re-enroll in your Flex Savings Account if you would like to continue taking advantage of this convenient way to save for health care costs and lower your income taxes. When you go online, be sure to have your employee ID number. Your health insurance will stay the same if you do not make changes. We encourage everyone on Team FM to take the time between May 1 and May 15 and take steps at [My Active Health](#) to enjoy the best-fit healthcare benefits offered in the new benefit plan year. JMU Human Resources has computers available that are set up with instructions if you need help.

Alternative Summer Schedule means shorts season and extra attention to safety on the job!

Guess who was caught being awesome and who were shining stars recognized for great contributions - not only to JMU but to JMU's surrounding community! Recently a group of FM staff held a trades job informational fair for local high school students. Mark Woods, Jay Moyers, Ken Fox, Josh McNett, Ricky Lucas, Justin Morris, Debbie Morris, Chrissy Estep, Dennis Kirakofe, Sam Hottinger, Rodney Lam, Red Comer, and Patrick Puffenbarger deserve a shout out for receiving a Caught in the Act award! And Bob Hume was also awarded for the personable help he gave a JMU Visiting Scholar and his contributions on a faculty and staff trip to Montpelier. *Way to go getting caught being incredible!*

Listen...Learn... then Lead!

May 15—Diagnose Problems:

You're fine figuring out what goes wrong getting tasks done. Want to learn how to figure out things that go wrong with team relationships and how to fix feelings - yours or theirs?

May 16—Help Your Team Understand You:

When you're in a group setting and you need to say something,... get empowered to help other people understand you!

May 22—Understanding Your VRS Retirement

Learn about your options and how your VRS retirement planning using [MyVRS](#) can help you plan for a secure retirement.

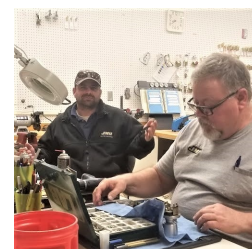
Did you know that JMU Talent Development offers a training program where you can earn a certificate to become one of JMU's Emerging Leaders! Supervisors and managers do need task skills, it's true. But they also need leadership skills. Want to promote? Show that you've got the right stuff, and earn your Emerging Leaders certificate.

For FM staff willing to invest in training now for advancement opportunity later, a first step could be earning a certificate in Team Excellence. You can be someone on your team who excels as a team player. Then, who can say when being the best team player might transition to becoming a new team leader!

Go here for certification training:
<http://www.jmu.edu/talentdevelopment/index.shtml>



Left Photo, Counter clockwise from bottom left: Cindy Leake, Savannah Miller, Brandon Lucas, and Rob Miller



Equality is certain. With Lock Shop it's "Access for all."

If you've been approved to have a building key, you have visited the Lock Shop office that is open weekdays from 7:30 to 4:00, closed 12:00-12:45 for lunch. Everyone at JMU can feel secure knowing the Lock Shop staff delivers improved security for JMU's most valuable inventory, JMU's people! Every space is made secure, whether by keyed locks or by card or key pad access. The students and JMU community, whether living in residence halls, meeting in classrooms, working in offices, or enjoying public spaces can be assured that measures are in place to assure their security. The Lock Shop uses advanced technology along with good old fashioned mechanical locking systems to manage and oversee security for the JMU community. Locking and security for classrooms and labs that house expensive equipment are selected after taking into consideration what other kinds of security measures are paired with locks. The Lock Shop works to choose the best entry locking mechanisms for each unique space and situation. Sometimes the locks are "smart" locks. But the real "smarts" are always the people on this team who assess, analyze and implement high-quality facility security.

With Brandon Lucas managing the Lock Shop for the past several years and Rob Miller, the Senior Locksmith, the shop has accomplished some huge initiatives like rekeying every JMU classroom in 2017. This brought a lot of visitors into the shop and approximately 1800 new classroom keys were issued! Cindy Leake, Administrative Office Specialist, was kept quite busy during this "rush" and at times lines extended into the hallway. In 2018, approximately 4000 work orders were completed as well. In addition, the Lock Shop has recently begun auditing for every building on campus. This audit requires checking all hardware and identifying every person who has access to each building. Savannah Miller was hired to assist with this daunting task which will take several years to complete. While 90% of JMU's are mechanical locks, the Lock Shop team is ready to take on the technology improvements of the future.



Stay in touch with special friends on the FM team who are having a birthday in May! Go here to find out folks celebrating another year this month from dates on past newsletters: http://www.jmu.edu/facmgt/fm_newsletters/2018may.pdf