



Facilities Management News

November 2019

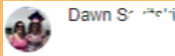
- Nov 3 — Daylight Savings ends
- Nov 5 —  *Election Day
- Nov 6 — Connections Day for new staff
- Nov 11 — Veterans Day  JMU is Open
- Nov 25-29 — **Thanksgiving Break
- Nov 30 — Residence Halls reopen

You think you can't afford it. You can! You think it's too hard. It's not! You got this. Read more, next page...

Have You Liked Us? One Facebook friend wrote...



"We were fortunate enough to interact with Robert from Facilities Management when we visited JMU for Family Weekend. Robert noticed that we were confused about where to park on campus Friday afternoon. We were also in a hurry to jump on a campus tour our daughter was giving to prospective students. Robert went out of his way to flag us down, get the answer we needed concerning parking and we were on our way. He even offered to give us a lift so we would not be late for the tour. While it may seem like a simple thing, we were so impressed with his kindness and willingness to go beyond his duties to help us. We've told people it was a Disney-like experience and we appreciate it very much. You do great work keeping the campus looking beautiful and we are grateful our daughter is able to attend JMU. Thanks so much!"



****Your Time and Attendance Record for the Thanksgiving break looks like:**

	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov
	Mon	Tue	Wed	Thurs	Fri
NOV & DEC	RL	8 RL	8 RL	4 H	8 H
			H	4	

Update Your MyMadison

Every staff member controls their own position and contact information for the JMU staff directory. And every staff member also controls their own personal contact phone numbers, emergency contacts, and USPS mailing information that payroll needs to mail W-2s in January.

Be sure to log in to MyMadison by December 31 under the Employee Tab, using the W-2 link and Employee Personal Information, to make sure the JMU Mail Stop Code (MSC) is correct, and the US Postal address is correct.

If JMU does not have the right information to get your W-2 to you quickly in the new year, the lapse will only be because MyMadison was not up to date. And remember, **ONLY YOU** can update MyMadison personal and position contact information!



From the Associate Director

I just wanted to send out my personal congratulations to four Team FM members who graduated with bachelor's degrees in 2019. Some don't want to be named, but our grads' teams know who they are. You make us all very proud. The accomplishment brings to mind something that we can all be grateful for. I'm grateful to work for an agency that invests so much in its employees. As I review the benefits I have personally enjoyed that have strengthened my career throughout the several positions I've held with FM, some benefits stand out as being more significant than others. The fact that JMU supports staff who want to invest their efforts and time into earning a college degree is something to be thankful for. It demonstrates that not only does JMU want you *at the skill level that you had when you hired on*, but that JMU wants to keep you and is willing to train you with nearly unlimited workshop opportunities. More than that, JMU employees can even *go to college* while they're working at one. JMU even pays a bonus to graduates when diplomas are in the mail. Amazing! I'm thankful for all the ways JMU provides benefits to staff.

Enjoy your Thanksgiving holiday. You deserve it. I'm thankful for all of the years we've served together and for all that we've accomplished.


Rodney Lam

***It's not that happy people are thankful...
...But it's thankful people who are happy.***

Congratulations to Rick Dove, who received recognition for 40 years, and to Jerry Myers for 30 years, and Debbie Gordon, John Keplinger, Jeff Kratzer, Jeff Smallwood, Don Waters, Terry Watson, and Keith Wellard for 25 years of service to JMU, along with many more in Team FM who were recognized for their years of service at the Service Awards Breakfast in October! JMU appreciates the work you do! And, **you all make Team FM proud!**

Rick Dove honored for 40 years at JMU



 *** Team FM — We all should exercise our right to vote on Election Day and be counted! Voting is the American way — and it's the Team FM way. Please vote before work, during your lunch break, or after work. If those times won't work, then coordinate with your supervisor and use personal leave for any work time lost from being away from work to vote. Team FM can use family/personal, overtime, or vacation leave to be away from work to vote. But, community service leave may not be used. Don't forget to bring your photo ID to the polls and for the convenience of working voters, polls open at 6:00 am and close at 7:00 pm.**

Everyone should have taken the October **safety training** at [InClassNow](#). Once in the training site, *select training due in November, Bio Safety Level 2*. Computers are available in USB and Annex breakrooms. See your supervisor or email: thompshh@jmu.edu if you need help. Learn at your own pace using these easy to understand, interactive online workplace training modules.



Or, you think you don't have time... or that you won't fit into the program. Think again!

JMU's leaders of JMU's **Adult Degree Program (ADP)** don't just *think it*. They **know** a bachelor's degree will give graduates advancement potential. Recent FM grads are unassuming about their accomplishment and didn't want fanfare. But Team FM should know that four people who work in FM graduated with bachelor's degrees in 2019! Team FM is proud of its 2019 graduates!

FM's college grads will no longer just know niche parts of their career field but will have a broader context of knowledge and analytical skills from their degree. Grads can choose to stay in their current jobs after getting a degree - *FM wants to hire you to retire you*. Or grads may find their career advancement opportunities greatly improved, and choose to compete for promotions. Either way, with a bachelor's degree, grads are better able to put two and two together under stress and challenges in their jobs and apply their increased problem-solving skills to job situations. In other words, they'll shine! As well, a graduate can not only communicate with their team with clarity but with their degree, they can also offer leaders clear, reason-based upward communications that support departmental goals.

JMU's ADP students can learn online or learn on campus while holding down their jobs. The biggest hurdles that one graduate shared that he experienced were learning to manage time to keep up with coursework during personal and family time, and learning to not take job concerns home to keep a clear mind for homework. Brandon Howdysell, who earned a Bachelor of Science, Business Administration, advises that in starting a degree, personal time has to give way to night and weekend studying. Also, he balances this saying that college students who work full time also have to give themselves some grace and avoid taking on too much while carrying a course load.

FM's graduates also say that adult working students will get a boost to their self-esteem from the encouraging and skill-building feedback they get from professors and class peers. Overall they agree, the journey is a very positive personal experience. Once having graduated, they report that early starting point insecurities that new students experience, change into confidence while in the process, and a sense of accomplishment at the finish line. Brandon also advises that adult students should never let negative comments derail their goals to further their education. Instead, he recommends that it is best if working students surround themselves with support from their bosses, their friends, their coworkers, and their families.

A friend to many in FM, earning a Bachelor of Business Administration and Communication with a minor in Entrepreneurship this year, LaVern Dillard also shares that all through the process, adult students will encounter hurdles. It's a given. She says that those can be overcome by staying in touch with professors and others who understand the process. Brandon says he overcame challenges by just refusing to quit. Students starting out can have confidence that the process itself of earning a degree builds dependability that others at work, and family members too, will appreciate. Realistically, LaVern shares, it took years to earn a degree. She believes others will recognize that when at last a working student graduates, they have proven that their commitments are trustworthy.

Last, for those thinking about it, know that pursuing a college degree is just another kind of journey. One grad says that after taking the first step, ADP students can finish their degrees by just continuing to put one foot in front of the other all the way to the end. While earning a degree, learning to tackle the immediate thing and reprioritize stuff that isn't as important is huge. That skill alone—evaluation and prioritizing—is a life skill graduates can enjoy at work and at home for the rest of their lives.

Anyone working full time at JMU ([wage staff may qualify too](#)) who is 22 years old or older, who wants to attend college *without paying tuition*, who wants *prior work experience counted* as credit, and who wants *flexibility* in the degree they earn, ask yourself this: "Why not take the first step?" The ADP [application deadline](#) for starting in the spring 2020 semester is December 2nd - coming up soon. Maybe your to-do list this fall might include "Step 1, ADP bachelor degree application... **DONE!**"

[Go to here to celebrate FM November birthdays](#) We hope Team FM knows all can continue using this web resource when this reminder is no longer in the newsletter starting in 2020. Whenever new staff join your team, make friends, share birthdates, and celebrate friends' birthdays in your shop or office suite



Listen... Learn... Lead!

8 Dimensions of Leadership

Nov 12, 2019, 9:00 a.m. — Noon

Great leaders go beyond their own natural leadership style and draw on proven leadership behaviors to maximize their effectiveness. Learn Pioneering, Energizing, Affirming, Inclusivity, Humility, and more traits that will help good leaders become great leaders.

Campus Risk Management and Safety

Nov 13, 2019, 2:00—4:00 p.m.

What is risk management? How are risks controlled? What's new with the Commonwealth's insurance plan? You'll learn about workplace safety and fire safety in this frontline informative workshop. This workshop is for those who supervise others, or who need to know how to file a claim, or how assist those who need guidance in emergencies, evacuation plans, and other situations.

It's flu season... Want to learn about Germ Warfare...or support sustainability and take Greening your Office? Learn More at [Talent Development](#).

Don't forget to stay on top of using leave time. To avoid loss of hours that exceed the carry over limit, the excess must be used by January 9. If you don't use it... you lose it!