

*Letter from the Associate Vice Chancellor for Facilities Management*

It is indeed an exciting time to be at UNC Charlotte. The steel rising toward the sky on the new Student Union Building reminds us that the winds of change continue to blow. We have just started a new Master Plan which will answer some big questions. Will there be Light Rail, Football, Land Use, College Town/Mixed Use Village, New Parking Decks, New Residence Halls, Traffic and Roads, Expanding the Center City Campus? And these are just a few of the yet unanswered questions.

The beat goes on - design has started on the Center City Classroom Building, another building on the Charlotte Research Institute (CRI) campus called EPIC (Energy Production and Infrastructure Center), a new Residence Hall and another Parking Deck. We are certainly not standing still at UNC Charlotte!

Closer to home in Facilities Management (FM), we have plans in the works for improving our organization to meet the needs of this growing University and our employees. **First**, the Facilities Management Department affirms our commitment to create a supportive environment which enables all people to perform to their potential. In the months ahead, we will focus on valuing diversity. This means valuing different backgrounds and perspectives, fostering teamwork among our heterogeneous department, and maximizing contributions using the skills and talents of all members of our team. Di-



**New Student Union construction site.**

versity embodies all the differences—life experiences, work experiences, perspectives, cultures, ethnicity, gender, age and other aspects of life—that make us unique individuals. As a first step, in the next couple of months, we will conduct diversity and communication training for everyone in FM. We have chosen an outside consultant to provide this training.

**Secondly**, there are other initiatives in the works to make us a better organization. Last year’s Employee Satisfaction Survey showed that over 84% of you are satisfied or very satisfied overall with your job in Facilities Management. This is encouraging. We are headed in the right direction and we are committed to making this an even better place to work. This spring we will form **Task Forces** with representatives from all units within Facilities. These Task Forces will be chartered to develop action plans to help us improve in the areas of weakness cited by the Employee Satisfaction Survey. The Task Forces will address – Training, Promotion and Career Advancement; Racial and Gender Equality; and Teamwork and Communication. More information will follow on this initiative.

In another important initiative, **Maintenance and Operations** will reorganize this coming summer. The new organization will have four main units –

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## EMPLOYEE OF THE QUARTER



***Congratulations to Albert McCool, Capital Projects, who was honored with the “Associate Vice Chancellor’s Employee of the Quarter” award.***

Al was nominated for a Customer Service Award by Darin Spease, Intercollegiate Athletics. Here is an excerpt of the nomination, “Al McCool ensured the baseball grand opening came off without a hitch on October 19, 2007. While the project was plagued with electrical issues, Al was always on-site or on-call for every eventuality. His dedication to making sure that this facility was ready to go gave us a sense of comfort - that we had a pair of eyes always watching over our wonderful new stadium. Al continually worked through issues on this project and made sure that the University and Athletic Department’s best interests were being served at all times. I would like to see him receive the recognition he deserves for his vigilance on this project.”

Anyone who knows Al is familiar with his dedication, work ethic, friendly attitude, and respectful nature. He is definitely one who treats others the way he wants to be treated.

He began working in Facilities Management in 1983. He has worked as an electrician, electrical supervisor, telecom technician, and in 2001 was promoted to his current position as a construction manager in Capital Projects.

Even with his vast expertise and skills, he was humbly surprised to be chosen as the Employee of the Quarter because he felt many others were qualified.

A few years ago Al won UNC Charlotte’s employee of the year award. However, winning this award from Facilities Management was different because it is decided by his fellow employees, people familiar with what it takes to make our group function and appreciate when that effort is acknowledged.”

Al enjoys being involved in the effort that goes into the construction and upfits of the buildings on campus. However, in his spare time he would like to do more mission work with his church and the NC Baptist Men, spend time in the NC mountains, and play golf.

Our department has seen tremendous change in the seven years I have been here. I asked Al what are the most significant changes he has seen. He responded, “It would have to be the people. Twenty-five years ago the Physical Plant, as it was called, was a very small group made up primarily of people who were born and raised within 50 miles of the University. Now there is such a diversity of people, cultures, and skills that make up Facilities Management.”

Every organization has strengths and weakness. Al believes one of our department’s strengths is the depth of knowledge that is available through our staff. When I asked what areas could we improve he replied, “Facilities Management seems to be in a state of change as we try to become as efficient as possible. Understanding the reasons for the changes and the goals of the changes could lessen the anxiety.” I am sure we can make this happen.

In closing Al closed by sharing these words of wisdom, “I don’t know about words of wisdom, but I certainly think we should be thankful for and take advantage of all the opportunities that are available to us.”

**Congratulations Al!** This is a honor he truly deserves.

**By: Beverly Imes**  
Associate Vice Chancellor’s Office

The ultimate test of practical leadership is the realization of intended, real change that meets people's enduring needs.

— James MacGregor Burns

## TEAM OF THE QUARTER



***Congratulations to Gary Edwards, Randy Walter, Phil Leonard, Robert Murray, David Skor, Tom Eudy, John Heck, Jim Krupa, Wilber “Chip” Lawrence, Jerome Steele, and John Renwick (Grounds and General Services) who were honored with the “Associate Vice Chancellor’s Team of the Quarter” award.***

*This award is presented to a team with exceptional performance above and beyond expected duties; exhibits outstanding customer service with fellow workers, and the university staff; and demonstrates creativity and initiative that results in outstanding measurable outcomes during the quarter.*

This team was nominated for an Award of Excellence by Lee Arnold, Recycling. Lee’s nomination stated, “Through mutual cooperation, General Services and Grounds combined their talents to disassemble, relocate, and reassemble six metal storage awnings. Three were for Recycling and three were for Grounds.

After several contractor quotes were taken to do this project, it was determined to be cost prohibitive. Joey Cochran calculated that his shop, Grounds, could do the work. Bob Frias in General Services - Renovations was brought into the project and the combined teams completed the project.

It is projected the actual man-hour cost for this project was \$2,992. Facilities Management was reimbursed \$3,000 by Classroom Support for the project. So in actuality Facilities Management made an extra \$8.00 doing the work. If you project into the equation the lowest bid for the job, Facilities Management saved the University \$4,208.”

## FACILITIES TWENTY YEAR CLUB

This award is given to each employee who has served in **Facilities Management** for 20 consecutive years. The state of North Carolina and the University of North Carolina at Charlotte recognize employees for every five years of service; however, we have employees who have made a long-term commitment within Facilities Management.

The employees who reached the 20-year marker by the end of 2007 are:

***Jerry Brindle, General Services  
Gary Edwards, Grounds  
James Manley, High Voltage***



**Phil Jones is flanked by Gary Edwards (left) and James Manley (right) holding their 20-year Facilities Management plaques.**

## FOCUS ON STAFF

### SAFE TEAMS OF THE YEAR

*(Statistical Information provided by UNC Charlotte Safety Office)*

TEAMS WITH THE BEST SAFETY RECORD DURING THE QUARTER

THE FOLLOWING TEAMS HAD NO ACCIDENTS JANUARY - DECEMBER 2007

**HOUSEKEEPING - CRI, LIBRARY, NORTH, AND WEST; ZONE 1 AND ZONE 2**



Pictured left to right: Joe Gibbs (Zone 2), Gaynell Williams (Housekeeping - North), John Garst (Zone 1), Robert Seedoff (Housekeeping - West), Crystal Mason ( Housekeeping - CRI/Charlotte Research Institute), and Candis Clemons (Housekeeping - Library)

### SAFE TEAMS OF THE QUARTER

THE FOLLOWING TEAMS HAD NO ACCIDENTS OCTOBER—DECEMBER 2007

#### Maintenance & Operations

Automotive, Electrical, High Voltage, General Services, Grounds, Zone 1, and Zone 2

#### Housekeeping & Recycling

Colvard Area, CRI Area, Kennedy Area, Library Area, North Area, South Area, West Area, Woodward Area, and Recycling.



**Cristhian Gonzalez  
accepts for Grounds**

*To view all awards photos and read detailed descriptions of nominations, please visit our web site at:  
<http://fmbld02.uncc.edu/Awards/default.asp>*

## FOCUS ON STAFF

### INDIVIDUAL AWARDS



Pictured left to right are John Renwick, Kao Vang, Al McCool, Jerome Crawford, and Kathy Fisher

#### *Customer Service (nominated by Campus or Internal Customers)*

Yves Byron, Housekeeping  
Kathy Fisher, Motor Fleet  
Marvin Mackey, Electrical  
Al McCool, Capital Projects  
Steve Reis, Electrical  
Mary Smith, Housekeeping

#### *Awards for Excellence (nominated by Facilities Management Staff)*

Lyvie Alvinzy, Housekeeping  
Ruth Cook, Housekeeping  
Jerome Crawford, Automotive  
Savararia Harrison, Housekeeping  
John Renwick, General Services  
Bobby Robinson, Automotive  
Velton Singletary, Housekeeping  
Kao Vang, Design Services (two awards)

### TEAM AWARDS

#### *Customer Service (nominated by Campus or Internal Customers)*

- Kathy Thomas, Macien Jean-Gilles, Maurice Eustache (Burson Cleaning)
- Dot Munson, Henry Bennett, Lucille White, Pat Smith, Walter Edwards, Tonya Day, Bill Cavelli, Luis Alvarado, Rhonda Renwick, Lee Arnold (International Festival Puppets) - pictured below
- Steve Tillman, Charlie Kraus, Neil Eudy (Duke 125D Fume Hood)

#### *Awards for Excellence (nominated by Facilities Management Staff)*

- Yves Byron and Mary Smith, (Facilities Cleaning)
- David Huntley, Jack Hartsell, William Snyder (Rowe Arts Lighting)
- Jeffery Adams, James Brown, Sarah Chie, Deborah Deese, Rosilyn Douglas, Dorothy Knotts, Pershell Leak, Mario Moore, Elzy Neely, Diana Parks, Reginald Fils-Aime, Lotoia Young (Robinson Hall Event Cleaning)



## FOCUS ON STAFF

### Perfect Attendance 2007

Personnel who used no sick leave

#### Automotive

- Kathy Fisher

#### Business Office

- Noella Paquette\*

#### Capital Projects

- Al McCool
- John Neilson\*

#### Design Services

- Steve Burt\*
- Mac Fake\*

#### Electrical

- Steve Reis\*

#### High Voltage

- Lewis Jackson\*

#### HVAC/Steam Plant

- Pete Crainshaw
- Jimmy Keller
- Billy Poston

#### Housekeeping

- James Brown\*
- Catherine Harris
- Marijan Pavlovic
- Sintanis Joline
- Subhash Pandya
- Joyce Parks
- Sherby Price
- Bonnie Peoples
- Essie Spears\*
- Linda Wiley

#### Grounds

- Joey Cochran\*
- Gary Edwards\*
- Bo Guion
- Ralph Necaise
- Isaac Nelson

#### Recycling

- Dot Munson\*

#### Zone 1

- \* Joseph Clay

#### Zone 2

- \* Bob Smith

\*Employees with **five or more consecutive years** of perfect attendance

### Excellent Attendance 2007

Personnel who used 16 hours or less of sick leave

#### Automotive/Preventive Maint.

- Larry Lane

#### Facilities Planning

- Peter Franz

#### Electrical

- Marvin Mackey

#### HVAC/Steam Plant

- Jerry McManus
- Donald Teate

#### Housekeeping

- Gaynell Williams

#### General Services

- Robert Braun

#### Grounds

- Frank Milone
- Virgil Torrence

#### Recycling

- Kathleen Boutin-Pasterz
- Kelly Freshcorn

#### Zone 1

- Lance Anderson

#### Zone 2

- Wade Ward

### Annual Attendance Breakfast

Employees with perfect and excellent attendance received a certificate and were invited to attend a buffet breakfast on February 5 in the Prospector Faculty and Staff dining room.

# FOCUS ON STAFF

## PROMOTIONS

### Planning

David Jones; Facility Planner III

### Housekeeping

Annie Joyner; General Utility Worker

### Grounds

Jose' Palacios; Landscape Specialist I

Richard Peabody; Grounds Worker

Warren Monk; Landscape Specialist I

*It is time for us all to stand and cheer  
for the doer, the achiever  
-- the one who recognizes the  
challenge and does something about it.  
-- Vince Lombardi*



**George Miller**  
Housekeeping



**Roberto Reyes**  
Housekeeping

## NEW HIRES

### Facilities Business Office

Denise Brown-Hart; Personnel Administrator

### Planning

Kerin Weston; Administrative Secretary

### Shop 11- Electrical

Danny Dang; Power Distribution Electrician I

### Shop 12 – HVAC

William Clark; Maintenance Mechanic IV

Mark Paterniti; Maintenance Mechanic IV

Dave Weimer; Maintenance Mechanic III

### Shop 13 - Housekeeping

Lee Alsbrook; Housekeeper

Betty Jean Clawson; Housekeeper

George Miller; Floor Maintenance Assistant

Jorge Nuno; Housekeeper

George Towne; Housekeeper

Roberto Reyes; Housekeeper

### Shop 14 – General Services

Richard Bohling; Carpenter II

### Shop 15 – Grounds

Mike Klemmer; Grounds Supervisor I

Dave Poplawski; General Utility Worker

Dana Harris; Landscape Specialist I

Nicholas Fulton; General Utility Worker

Justin Widenhouse; Grounds Worker

### Zone 1 Maintenance

George Smith; HVAC Mechanic

### Zone 2 Maintenance

Jarret Eudy; Maintenance Mechanic III



## SAFETY PIN AWARDS

**Recognizing Housekeeping, Recycling, and Maintenance Personnel with no accidents in 2007**

### Automotive

John Barden  
John Conn  
Jerome Crawford  
Kathy Fisher

Annette Anderson  
Horace Blakeney  
Tomas Bonilla  
Elizabeth Brown  
James Brown  
Michael Brown

Pershell Leak  
Sandra Luckey  
Closel Macena  
Crystal Mason  
Deborah Mayfield  
Lillie McDuffie

Gregory Towne  
Robert Ussery  
Hashime Wright  
Candlance Young

### Electrical

Mike Camp  
Jack Hartsell  
Marvin Mackey  
Chris McKinney  
Steve Reis  
Albert Reynolds  
William Snyder

Willard Brown  
Elizabeth Browne  
Yves Byron  
Cynthia Campbell  
Robert Carey  
Gloria Chalco  
Sarah Chie  
Candis Clemons

Steve McMiller  
Lisa Miller  
Mario Moore  
Elzy Nelly  
Galina Neyfl'd  
Alene Owens  
Subhash Pandya  
Uma Pandya

### General Services

William Adams  
Jacob Atkinson  
Ronnie Bell  
Robert Braun  
Jerry Brindle  
Steve Conder  
Robert Gray  
Parasram Gobin

### High Voltage

James Campbell  
John Godfrey  
Lewis Jackson  
Robert Lewis  
Dewey Lilly  
James Manley

Huey Craig  
Clara Crawford  
James Crump  
Deborah Deese  
Julie Deese  
Paul Dilgard  
Agnes Douglas  
Rosilyn Douglas

Joyce Parks  
Danica Pauler  
Franjo Pauler  
Marijan Pavlovic  
Radmilla Pavlovic  
Joann Pearson  
Sherby Price  
Roberto Reyes

Eugene Gurganus  
John Heck  
Robert Herrington  
Ronnie Hobson  
Andy Lavoie  
Wilber Lawrence  
Kenney Leazer  
Samuel Moore

### HVAC/Steam Plant

Reid Castor  
Pete Crainshaw  
Matt Herring  
Howard Jaecks  
Kirk Kirkstein  
Chris Moose  
Mark Neel  
Dan O'Donnell  
Tim Overcash  
David Roman  
Ted Tucker  
Eric Walcott  
Robert Whisnant

Ray Duckett  
Sarah Duncan  
Cannise Evans  
Roger Forney  
Rena' Foster  
Delores Green  
Brian Guns  
Beverly Hancock  
Lakisha Hannah  
Catherine Harris  
Mae Harris  
Savaraia Harrison  
Sintanis Joline  
Conrad Jones  
Lucille Jordan

Terry Robinson  
Shariffe Samuels  
Robert Seedoff  
Beulah Shankle  
Velton Singletary  
Dwight Smith  
Elvira Smith  
Mary Smith  
Essie Spears  
Jontavis Stacey  
Tommie Stafford  
Beverly Starcher  
Darrell Steele  
Michael Stewart  
Gina Tellus

### Grounds

Arnulfo Arqueta  
Robert Bailey  
Bobby Baker  
Dan Barrier  
Lanny Caudle  
Joey Cochran  
John Downey  
Gary Edwards  
Tom Eudy  
Cristhian Gonzalez

### Housekeeping

David Adams  
Lyvie Alvinzy

Annie Joyner  
Gregory Kish  
Dorothy Knotts

Anthony Thomas  
Shari Thompson  
Lee Anne Tisdale



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Alexander Guion  
 Robert Kennedy  
 Dale Kroeze  
 Joe Leahew  
 Phil Leonard  
 Melissa McLaughlin  
 Frank Milone  
 Robert Murray  
 Ralph Necaise  
 Isaac Nelson  
 Jose Palacios  
 Steve Plott  
 Don Ramsey  
 Roosevelt Speaks  
 Virgil Torrence  
 Randy Walter

Eddie Yost  
**Preventive Maintenance**  
 Joe Coleman  
 Bob Fitzgerald  
 John Morris  
 Chris Shores  
 John Tarlton  
  
**Recycling**  
 Luis Alvarado  
 Lee Arnold  
 Henry Bennett  
 Kathy Boutin-Pasterz  
 Tonya Day  
 Walter Edwards  
 Kelly Freshcorn  
 Devin Hatley

David Jones  
 Dot Munson  
 Rhonda Renwick  
 Pat Smith  
 Lucille White  
  
**Zone 1**  
 Lance Anderson  
 Greg Barnes  
 Joe Clay  
 Terry Eudy  
 John Garst  
 Carolyn Hinkle  
 Joey Johnson  
 Dan Mullins  
 Bill Pastor  
 Art Sutherland

**Zone 2**  
 Joe Gibbs  
 Charles Kraus  
 James Kay  
 Tommy Pressley  
 Steve Tillman  
 Wade Ward



*You are not here merely to make a living. You are here to enable the world to live more amply, with greater vision, and with a finer spirit of hope and achievement. You are here to enrich the world. You impoverish yourself if you forget this errand. Woodrow Wilson, 28th president of US (1856 - 1924)*

## ***CPR and First Aid Class Schedule February - April 2008***

**CPR**

***FEB 20TH - ROOM 111  
 MARCH 19TH - ROOM 113  
 APRIL 23RD - ROOM 113***

**FIRST AID**

***FEB 27TH - ROOM 113  
 MARCH 26TH - ROOM 113  
 APRIL 30TH - ROOM 265***

***Classes are held from 8:00 a.m. until 12 Noon in Cone University Center***

**Supervisors: Please submit names to Jessica Deal in advance.**

**Reminder: CPR has to be taken before First Aid if employees have not had it (CPR) before. If you have any questions, please contact Jessica at 7-2155.**



## ***Congratulations to our Unsung Heroes and Heroines!***



This **peer award** was presented to non-managerial and non-supervisory employees who, throughout the year, have been someone who could **truly be depended upon** in every aspect of the job, but may not have done anything out of the ordinary boundaries of the job. The employees listed below are seen by their peers as persons with the reputation of being at work everyday (excluding vacation), who do not use excessive sick leave, always perform his or her duties exceptionally well, and is a **trusted team player**.

Our unsung heroes were recognized at the All Employees meetings. This honor will be noted by their supervisors in their next annual performance review.



**Pictured left to right are: Wade, Lee Anne, Adam, James, Tom, Gary, Jack, Bob, Jerome, and Walter**

- \* *Automotive - Jerome Crawford*
- \* *Business Office - Marcia Henderson*
- \* *Capital - Tom Stutts*
- \* *Electrical - Jack Hartsell*
- \* *General Services - Adam Thompson*
- \* *Grounds - Gary Edwards*
- \* *Heating Air Conditioning & Ventilation - Margaret Sawyer*
- \* *High Voltage - James Campbell*
- \* *Housekeeping Administrative Office - Michele Kohan*
- \* *Housekeeping Arzella's Team - Lee Anne Tisdale*
- \* *Housekeeping Bonnie's Team - James Crump*
- \* *Housekeeping Candis' Team - Danica Pauler*
- \* *Housekeeping Clara's Team - Shariffe Samuels*
- \* *Housekeeping Crystal's Team - Ray Duckett*
- \* *Housekeeping Gaynell's Team - Deborah Mayfield*
- \* *Housekeeping Johnnie's Team - Annette Anderson*
- \* *Housekeeping Katherine's Team - Dwight Smith*
- \* *Housekeeping Subhash's Team - Elzy Neely*
- \* *Preventive Maintenance - Bob Fitzgerald*
- \* *Recycling - Walter Edwards*
- \* *Zone 1 - Bill Pastor*
- \* *Zone 2 - Wade Ward*

## Highlights from the Holiday Luncheon on December 4



## Person of Interest



# CAPTAIN CRAIG FOX



**Craig Fox** works as a **Project Manager in Capital Projects**. Craig will be leaving for about a year, in March, to serve his second deployment with the Army in Iraq.



He is a husband of 8 years to **Heather Lychelle (Osborne) Fox**. Together they have 5 children: **Zoe**, almost 7; **Gabe**, almost 5; **Eli**, just turned 3; **Colby** and **Lilly**, just born 1/15/08.

**Favorite hobbies?** Spending time with my family & working on my house. Everyone who knows me says that I will never truly be finished with my house as I will always be working on something, hopefully to make it better, not just fix something broken.

**Words of wisdom:** Don't take a single day for granted.

**Interesting tidbit:** He is actually going to miss driving 82 miles round trip to UNC Charlotte daily...

**Favorite snack or candy:** Salted, roasted peanuts in the shell.

**What part of the Army do you belong to?** I am being deployed as a member of a Facility Engineer Detachment under the 416<sup>th</sup> Facility Engineer Group (FEG).

**How many years have you been in the Army?** 17+ years total; I served an initial active duty enlistment of four years (1990-1994) and have been in the U.S. Army Reserve ever since. This will be my third mobilization since 9/11 and my second deployment to Iraq, my first deployment to Iraq was in 2003. I served a state-side mobilization in Birmingham, AL for sixteen

months from Jan 2004-May 2005. By the time I return, I will have spent three of the last six years mobilized. (One weekend a month and two weeks a year, yeah right...)

**What will your typical day be like?** Not sure, but I anticipate that it will be a cross between base planning, project management, and construction management. Mostly base infrastructure work.

**What do you think will be the first thing you do when you get back home?** Fix whatever my kids have broken while I am gone. Seriously, just take some time to get reacquainted as a family. Definitely a trip to Disney world soon after my return.

**How can we keep in touch with you while you're gone?** I will be maintaining my UNC Charlotte email address [crfox@uncc.edu](mailto:crfox@uncc.edu) while I am deployed and send an APO address when I am told what it will be.

Please stop by to wish Craig a safe deployment in the Armed Forces and to see more pictures of the babies.

**By: Casi Shepardson  
Facilities Planning**



*(Continued on page 14)*

## UNC Charlotte Kicks off RecycleMania 2008



Students living in Moore and Sanford Hall officially kicked off RecycleMania 2008 on January 22<sup>nd</sup>, in anticipation of the upcoming, heated competition.

Even though it was a frigid 35 degrees outside, it didn't stop the masses from eating free ice cream (thanks Chartwells) and discussing strategy for the upcoming event.

RecycleMania is a friendly competition among college and university recycling programs in the United States that provides the campus community with a fun, proactive activity in waste reduction. Over a 10-week period, campuses compete in different contests to see which institution can collect the most bottles and cans.

Although Moore and Sanford house freshman, many have been training for the competition for years. Reportedly, several of the young guns have been recycling since early grade school and feel that they can provide their team with a distinct advantage. Also, whispers from around the halls include devious plots, none of which will be mentioned in this article. Names will also be withheld to protect the innocent.

Students at Moore and Sanford will be competing in the largest amount of recyclables per capita (bottles and cans) competition, which measures the overall average weight recycled per student. In addition to representing UNC Charlotte, the two halls will be competing against each other. The competition will begin on January 27<sup>th</sup>, and end on April 5<sup>th</sup>, 2007.

Witherspoon Hall competed for UNC Charlotte in 2007 and finished 2<sup>nd</sup> in the state, 4<sup>th</sup> in the South, 1<sup>st</sup> in the Atlantic 10, and 32<sup>nd</sup> nationally. RecycleMania began in 2001 with two schools participating. Currently, there are 375 schools signed up for 2008.

**By: Devin Hatley**  
Environmental Educator-Office of Waste Reduction & Recycling

## ***Recycling Wins Third Place in the 2008 Homecoming Office Decorating Contest***

**Congratulations** to Recycling. Their creative and innovative display of school spirit earned them third place. The prize is a \$35 Visa gift card which they will use to...well, they are undecided what they will do with \$35, but they will think of something.

By the time this issue is distributed, the decorations will be used in another form or other. Therefore, if you did not get a chance to see the office in person, take a look at this photo.

**Way Cool!**





## *Hedy Talley Retires*

Hedy Talley came to work for Facilities Management on June 25, 2001. She worked as a Temporary Employee for approximately 3 months. When a full time position became available in the FBO/Human Resources area she decided she liked working for Facilities Management and applied.

Hedy liked the contact with her fellow employees. You could often hear her laughter throughout the hallway. She had a great sense of humor and gave everyone a smile when they came to her office. She had a way of making you smile too.

Some of you may recall a few years ago we did a "Team Orientation" at the Cameron building. Even if you were new to presenting in front of an audience, you couldn't help but relax and smile when they saw Hedy looking at you with her sign letting you know your allotted time for speaking was soon coming to an end. As one of the presenters it makes me smile now just picturing her holding up that sign. After giving much thought, Hedy has now decided it is time to retire. Although she will miss everyone and the time she spent with our department, she feels she has made the best choice for this phase of her life.

Hedy your family here at Facilities Management all wish you the very best on your retirement.

**By: Noella Paquette  
Business Office**



*(Continued from page 1)*

Two Zone groups containing three Zone maintenance shops in each group, a Grounds and Automotive group, and a Central shops group. While many details are still to be worked out, I am convinced this organization will better serve our expanding customer base and make us more efficient.

UNC Charlotte continues to be a leader in environmental sustainability. We just received word that we won the **Centralina Clean Fuels Coalition's annual Clean Cities award** given to an organization for excellence in clean transportation initiatives. This award was due to our good work in converting a large portion of our vehicle fleet to alternative fuels and successfully implementing our petroleum reduction program. Congratulations to Larry Howell, Larry Lane and Steve Terry for spearheading this program!

Finally, I want to thank all Facilities Management employees for your hard work on behalf of our students, faculty, and staff. You make UNC Charlotte go. You should be proud of what you are doing to **"Create a Campus of Distinction"!**

**Philip M. Jones, Associate Vice Chancellor**

*(Continued from page 12)*

# Babies are Blessings

Congratulations to Craig Fox and his family in the birth of

Colby Mason Fox 8lbs. 7 oz. and  
Lillyanne Macy Fox 7lbs. 3 oz.  
Born at 12:15 pm, 1/15/08



# PERSONNEL PIPELINE

## What is the GED?

The GED is the equivalent of a high school diploma for people who did not finish high school. In North Carolina the letters “GED” stand for General Education Development. In order to get a GED, you have to take and pass the GED test.

## Why Should I Consider Getting My GED?

There are many personal reasons why people believe that it is important to earn a high school diploma through the GED process. Some common reasons are:

- ☞ Allows people to prove what they know
- ☞ The pride of achievement
- ☞ Opportunity for growth
- ☞ Credential holders serve as an encouragement for others in their family and the community

## Is it hard to pass the GED test?

It depends on how long you stayed in school, how well you can read and do math, your ability to think critically, and how much you study for the test.

## What do I have to do to pass the GED test?

The GED testing program is offered by all 58 community colleges in North Carolina. Upon attaining minimum standard scores of 410 on each of the 5 tests and a total score of 2250, a high school diploma equivalency is awarded to

the student by the State Board of the Community College System. The GED test consists of five tests (Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics).

## How can I find out more about getting my GED?

To find out more about the GED process and how you can get started, contact Denise Brown-Hart in Facilities Management Personnel at ext. 7-2152.

~ ~ ~

*Hashime Wright  
Rosilyn Douglas  
Rhonda Renwick*

Listed above are Facilities Management employees who have exhausted all of their annual leave and have been approved for Voluntary Shared Leave.

If you would like to donate leave to any of these employees, please use the Shared Leave Donation Form attached to this notice and submit to Marcia Henderson – FM Personnel, extension 7-2936, Facilities Management/ Campus Police Building.

Your generosity in sharing leave will be greatly appreciated.



## \*FRIENDLY REMINDER\*

Compensatory time earned for the second quarter Employee Awards Program (October - December) must be used within 90 days of receipt (*by April 30, 2008*).

If you do not use it, you will lose it!

# HEALTH & SAFETY ZONE

## A Laughing Matter

Everyone enjoys a good laugh. Why? The human body has a strong physical response to laughter – muscles in the face and body stretch, blood pressure and pulse rise and fall, and we breathe faster – which transports more oxygen through the body. Research shows laughter also strengthens the immune system, reduces food cravings and increases one's threshold for pain. While preschool kids laugh up to 400 times a day, adults laugh a dismal 17 times per day on average. Here are a few reasons to fight for a few extra laughs each day.



Samuel Moore,  
General Services

### Balance Hormones

Laughter boosts the body's good hormones like endorphins and neuro-transmitters and reduces stress hormones like cortisol, epinephrine, adrenaline and dopamine. Breath by breath, laughter builds the immune system by boosting the number of antibody-producing cells and enhancing the effectiveness of T-cells.



### Improve Heart Health

Like exercise, a long bout of heavy laughter can burn calories and provide a physical and emotional release. A laughter workout tightens the abs, diaphragm and shoulders, and can even improve heart health. In a study from the University of Maryland School of Medicine, researchers compared the effects of watch-

ing funny versus stressful films. Movies that elicited laughter caused blood vessels to relax and increased blood flow, which can help reduce the risk of cardiovascular disease.

### Keep Perspective

A positive outlook can do wonders for your health. If you can look at tough situations as a challenge rather than a threat and take the focus off your anger, guilt, stress and negativity, even if only for a few moments, you'll have the perspective you need to make the most of hard times.

### Make Social Connections

Laughter is contagious. Not only can a good belly laugh improve your health, it can improve the health of those around you. Sharing a laugh builds strong social bonds and a mutual sense of community.

Researchers are becoming more and more confident that positive emotional states are beneficial to health. So add some funny movies, comedy shows and good conversation with friends to your lifestyle.



Jessica Deal, Maintenance and Operations

Try the lighthearted approach to life's frustrations: Worry less, laugh more – no prescription necessary.

Source: *To Your Health*  
February 2008 (Vol. 02, Issue 02)



### Sign on a company bulletin board:

"This firm requires no physical fitness program. Everyone gets enough exercise jumping to conclusions, flying off the handle, and dodging responsibility."

# HEALTH & SAFETY ZONE

## OSHA Offers Tips to Protect Employees During Cold Weather



Some areas of the nation have already experienced the harsh, sometimes damaging effects of winter. With the cold weather upon us, OSHA is encouraging employers and employees to take necessary precautions to prevent and treat cold-related health problems. Employees who work outside – such as in construction, and agriculture – are especially vulnerable.

Exposure to freezing and cold temperatures for extended periods of time may cause serious health problems such as trench foot, frostbite and hypothermia. In extreme cases, including cold water submersion, exposure can lead to death. Danger signs include uncontrolled shivering, slurred speech, clumsy movements, fatigue and confused behavior. If these signs are observed, call immediately for emergency help.

OSHA's Cold Stress Card provides a reference guide and recommendations to combat and prevent many cold weather-related illnesses and injuries. Available in English and Spanish, this laminated card is **free** to employers, employees and the public. Tips on how to protect employees include:

- Recognize the environmental and workplace conditions that may be dangerous.
- Learn the signs and symptoms of cold-induced illnesses and injuries and what to do to help employees.
- Train employees about cold-induced illnesses and injuries.
- Encourage employees to wear proper clothing for cold, wet and windy conditions, including layers that can be adjusted to changing conditions.

- Be sure that employees in extremely cold conditions take frequent, short breaks in warm dry shelters to allow their bodies to warm up.
- Try to schedule work for the warmest part of the day.
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm.
- Use the buddy system: Work in pairs so that one employee can recognize danger signs.
- Drink warm, sweet beverages (sugar water, sports-type drinks) and avoid drinks with caffeine (coffee, tea, sodas or hot chocolate) or alcohol.
- Eat warm, high-calorie foods such as hot pasta dishes.
- Remember that employees increase their risks when they take certain medications, are in poor physical condition or suffer from illnesses such as diabetes, hypertension or cardiovascular disease.



For free copies of OSHA's Cold Stress Card in [English](#) or [Spanish](#), go to OSHA's website, [www.osha.gov](http://www.osha.gov), or call 202-693-1888.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthful workplace for their employees. OSHA's role is to assure the safety and health of America's working men and women by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health. For more information, visit [www.osha.gov](http://www.osha.gov).

Source: Trade News Release—Jan. 9, 2008  
Contact: Office of Communications  
Phone: (202) 693-1999

## COMMUNICATION CORNER



### Effective E-mail

#### How to Communicate Powerfully by E-mail

When you're trying to locate some information in an e-mail someone sent you a few weeks back, what helps you find it quickly? If the sender included the information you want in a long message covering lots of points, the chances are it will take you time to find it. Worse, if the sender is someone you communicate with regularly, and he or she just pressed *Reply* to a previous message about a different point, the heading of the mail you need won't actually be related to the information you want.

There are a few simple rules to ensure that your emails are read in the first place and stay useful to the recipient.

#### Subject Lines are Headlines

The headline in a newspaper does two things: It grabs your attention and informs you what the article is about so you can decide whether you want to read further. Email subject lines need to do the same thing. Use the subject line to inform the receiver of EXACTLY what the email is about in a few well-chosen words.

Of course, just as it would be ridiculous to publish a newspaper without headlines, never leave the subject line blank.

#### Make One Point per Email

The beauty of email, compared with letters, is that it doesn't cost any more to send several mails than it does to send one. So, if you need to communicate with someone about several matters, it is suggested to write a separate email on each subject. That way your correspondent can reply to each one in the appropriate time-frame. One

topic might only require a short reply that he or she can make straight away. Another topic might require more research. By writing separate emails, you get clearer answers.

As with traditional business letters, the email should be clear and concise, with the purpose of the email detailed in the very first paragraph. Sentences should be kept short and to the point.

#### Specify the Response You Want

Make sure to include any call to action you desire, such as a phone call or follow-up appointment. Then, make sure you include your contact information. The easier you make it for someone else to respond, the more likely they are to do so.

#### Be a Good Correspondent

If a lengthy response is required to an email, but you don't have the time to pull together the information now, send a holding reply saying you have received the message and indicate when you will respond fully. Always set your Out of Office agent when you are going to be away from your email for a day or more.

#### Internal Email

Internal email should be checked regularly throughout the working day and returned in a much quicker manner as it often involves timely projects, immediate updates, meeting notes, and so on.

Finally, remember e-mails are written forms of communication that can be printed out and viewed by others than those originally intended for. Always use your spell checker, and avoid slang.



For more information on communication visit [www.mindtools.com](http://www.mindtools.com)

# HAPPY BIRTHDAY!

## *February, March, April*

Feb - 01	Garst, John	Zone 1	Mar - 01	Lavoie, Andy	General Services
Feb - 02	Starcher, Beverly	Housekeeping	Mar - 02	Gray, Robert	General Services
Feb - 04	Faison, John H.	FIS	Mar - 04	Peoples, Bonnie	Housekeeping
Feb - 04	Harrison, Savararia	Housekeeping	Mar - 04	Ross, Jeff	Design
Feb - 05	Parks, Joyce R.	Housekeeping	Mar - 05	Green, Delores	Housekeeping
Feb - 06	Moose, Chris	HVAC	Mar - 06	Elston, Marisa	Design
Feb - 07	Freshcorn, Kelly	Recycling	Mar - 06	Herrington, Rob	General Services
Feb - 08	Clemons, Candis	Housekeeping	Mar - 06	Lezama, Nelly	Housekeeping
Feb - 08	Smith, Tim	General Services	Mar - 07	Howell, Larry	Maintenance & Ops
Feb - 09	Mackey, Marvin	Electrical	Mar - 09	Kohan, Michele	Housekeeping
Feb - 09	Poplawski, David	Grounds	Mar - 11	Plott, Stephen	Grounds
Feb - 11	Goodridge, Regina	Housekeeping	Mar - 12	Bennett, Henry	Recycling
Feb - 13	Craig, Huey	Housekeeping	Mar - 12	Chastain, Jack	Capital
Feb - 15	Franz, Peter	Planning	Mar - 14	Ussery, Robert	Housekeeping
Feb - 17	Smith, Dwight	Housekeeping	Mar - 15	Crainshaw, Pete	HVAC
Feb - 18	Brown-Hart, Denise	Business Office	Mar - 15	McKinney, Chris	Electrical
Feb - 19	Paterniti, Mark	HVAC	Mar - 15	Vick, Dorothy	Capital
Feb - 20	Gibbs, Joe	Zone 2	Mar - 15	Ward, Wade	Zone 2
Feb - 20	Jones, David	Planning	Mar - 17	Brown, Michael	Housekeeping
Feb - 21	Harris, Catherine	Housekeeping	Mar - 17	Edwards, Walter	Recycling
Feb - 22	Mayfield, Valerie	Housekeeping	Mar - 18	Godfrey, John	Electrical
Feb - 23	Burt, Steve	Design	Mar - 19	Williams, Kennedy	Housekeeping
Feb - 23	Ceallaigh, Sherry	Capital	Mar - 21	Castor, Reid	HVAC
Feb - 23	Jones, Conrad	Housekeeping	Mar - 21	Johnson, Norm	Capital
Feb - 23	Sparks, Tom	Capital	Mar - 21	Tucker, Ted	HVAC
Feb - 24	McDuffie, Kerry	Housekeeping	Mar - 22	Love, David	Design
Feb - 24	Milone, Frank	Grounds	Mar - 22	Steele, Darrell	Housekeeping
Feb - 26	Bohling, Richard	General Services	Mar - 23	Smith, G. David	HVAC
Feb - 27	Winder, Jennifer	Housekeeping	Mar - 24	Peabody, Rich	Grounds
Feb - 28	Buchanan, William	HVAC	Mar - 26	Baquero-Vasquez, Gladys	Housekeeping
			Mar - 26	Heck, John	General Services
			Mar - 27	Simuel, Pauline	Housekeeping
			Mar - 29	White, Lucille	Recycling
			Mar - 31	Klemmer, Michael	Grounds

*Today is the best day of your life. Live life to the fullest!*

Apr - 06	Hannah, Lakisha	Housekeeping	Apr - 18	Cochran, Joey	Grounds
Apr - 06	Kraus, Charles	Zone 2	Apr - 18	Singletery, Velton	Housekeeping
Apr - 07	Gurganus, Eugene	General Services	Apr - 19	Brindle, Jerry	General Services
Apr - 08	Necaise, Ralph	Grounds	Apr - 21	Murray, Robert	Grounds
Apr - 09	Hartsell, Jack	Electrical	Apr - 21	Skor, A David	General Services
Apr - 12	Tarlton, John	Preventive Maint	Apr - 22	Thompson, Adam	General Services
Apr - 13	Doyle, Johnny	Housekeeping	Apr - 23	Barden, John	Automotive
Apr - 14	Hanna, Sam	Design	Apr - 24	Adams, Bill	General Services
Apr - 14	Leahew, Joseph	Grounds	Apr - 25	Chirino, Herminio	Grounds
Apr - 16	Stacey, Jontavis	Housekeeping	Apr - 25	Smith, Mary	Housekeeping
Apr - 17	Martin, Chris	Grounds	Apr - 26	Fake, Mac	Design
Apr - 17	Miller, George	Housekeeping	Apr - 26	Joline, Wilfride	Housekeeping
Apr - 17	Poston, Billy	HVAC	Apr - 27	Camp, Mike	Electrical
Apr - 17	Renwick, John	General Services	Apr - 29	Cranford, Ken	Preventive Maint
			Apr - 30	Blakeney, Horace	Housekeeping

## Personal Success

By: Beverly Imes  
Associate Vice Chancellor's Office

I am your constant companion.  
I am your greatest helper or your heaviest burden.  
I will push you onward or drag you down to failure.  
I am completely at your command.  
Half the things you do, you might just as well turn over  
to me,  
And I will be able to do them quickly and correctly.  
I am easily managed; you must merely be firm with  
me.  
Show me exactly how you want something done,  
And after a few lessons I will do it automatically.  
I am the servant of all great men.  
And, alas, of all failures as well.  
Those who are great, I have made great.  
Those who are failures, I have made failures.  
I am not a machine, though I work with all the preci-  
sion of a machine.  
Plus, the intelligence of a man.  
You may run me for profit, or run me for ruin;  
It makes no difference to me.  
Take me, train me, be firm with me  
And I will put the world at your feet.  
Be easy with me, and I will destroy you.  
Who am I?

### I am HABIT!

Author Unknown



As we continue in this new year, remember the results we have at the end of every day is based on our habits. If we have good habits, we will obtain good results. If we have great habits, we will obtain great

results. If we have bad habits, well, you get the picture. Therefore, to ensure 2008 is a year of excellent results, begin today to monitor your daily activities and see what type of habits you have.

If you need some assistance, go to this link [www.fcprofiles.com/focus](http://www.fcprofiles.com/focus) and take the FOCUS pre-assessment by FranklinCovey. This will let you know where you are. Apply the suggestions at the end of the assessment and then a month later take the post-assessment to see how your results change. It is good to know where we are and what we need to do to enhance our lives, but it means nothing if we do not take the necessary steps to bring those enhancements into fruition.

Begin slowly but surely making adjustments where and as needed to become the person you want to become and live the lifestyle you want to live.

There are five areas of our lives: Spiritual, Mental/Educational, Physical, Social/Emotional, and Financial/Professional. Tackle one area at a time with small steps. Before you know it, you will be making leaps and bounds. It all begins with a decision to do it!

### *Congratulations!*

*Today is the first day of your new life!*

### **ALL EMPLOYEES MEETINGS**

#### **FIRST SHIFT**

April 18 at 10:00 AM

CONE CENTER, McKNIGHT HALL

#### **SECOND & THIRD SHIFT MEETING**

April 24 at 10:30 PM

Cameron Applied Research Center Room 101

*Facilities Focus* is a [communication tool](#) for the benefit and enjoyment of all Facilities Management employees. Your ideas are welcomed and appreciated for future issues.

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Others made contributions, but names were not given at the time of printing. Please provide the names and we will gladly list the names in the next issue. **Thank you!!**

Please look online for the newsletter at: <http://fmbld02.uncc.edu/AVC/Newsletter/default.asp?link=Issue24.pdf>