



*All Employees Meetings  
April 18, 2017  
Fiscal Year 2017 Third Quarter Employee Recognition*



# Agenda

Staff Council Update – Penny Stevens

Parking and Transportation Services News – Nancy Smith

Learning and Development – Clyde Derberry

Employee Recognition – Phil Jones

Breakout Sessions for BES&R and FO

Please turn off or silence your phones and radios. Thank you



# Penny Stevens

## Staff Council President



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# UNC Charlotte Staff Council



**“The great thing in this world, is not so much where we are,  
but in which direction we are moving.”  
Oliver Wendell Holmes Sr.**

# Purpose

- ▶ Established to create and provide harmonious working environment for all Staff at UNC Charlotte.
  - ▶ The Council, as delegated by the Chancellor, has the authority and responsibility to bring matters of general staff concern to the administration.
  - ▶ We represent all staff, both EHRA and SHRA.
  - ▶ The Council functions with an Executive Board and Area Representatives in 20 areas that cover all departments/units of the University
  - ▶ Our representatives and officers are active across the University campus.
- 

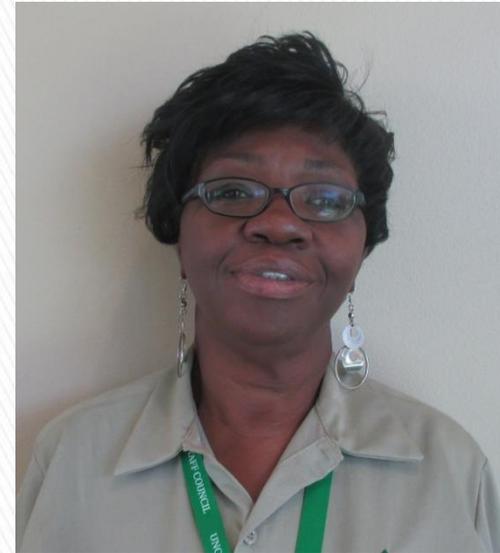
# Your Area Representatives

- ▶ Building Environmental Services (BES)



Katherine Humphries

- ▶ Building Environmental Services (BES)



Virgie Fewell

# Your Area Representatives

- ▶ Facilities Operations  
Lock Shop



Ronnie Bell (15A)

- ▶ Facilities Operations  
Zone 4



Derrick Massey (15A)

# Your Area Representatives

- ▶ Facilities Operations Zone 2



Dwight Nealey (15B)

Dennis Kowalski (15B)

# Area Representative

Your Area Rep will send you email communications regarding Staff Council info and events.

You can attend our monthly meetings.

2<sup>nd</sup> Wednesday of the month, 9:00am (check with your Area Rep for location)

You can serve on committees. This is a great way to get involved and meet new people.

# Committees

- Education and Events Committee
- Staff Relations/Current Issues
- Operational Support

# Accomplishments

## Proud Moments

- 3<sup>rd</sup> tuition free class
- Text book dollars
- Parking rate increase freeze

## Successful Staff Events & Awards

- Fall Festival
- Chili Cook Off
- Homecoming Office Decorating Contest
- Golden Nugget Award

## Collaborate with other Departments

- Blood Drive (Health and Wellness)
- Safety Day (Police and Public Safety, Risk Management Safety and Security, and Health and Wellness)

# Recent Events and Issues

- Electronic car parking
- Chartwells
- Staff Regulations

# UNC Staff Assembly

- Elected body of representatives of the staff of the 17 campuses in the University of North Carolina system.
- Established in 2006, by President Erskine Bowles, to address system-wide issues and act as an advisory group to the President.
- The Staff Assembly works to improve communication, understanding, and morale throughout the system, and to increase efficiency and productivity in campus operations.
- Annual Chancellor's Cup Tournament to support the Janet B. Royster Memorial Staff Scholarship Fund  
<http://www.uncchancellorscup.com/>



# 2015–2016 Executive Board



Chair – Penny Stevens  
Vice Chair – Celeste Corpening  
Treasurer – Joanne Kendrach  
Secretary – Pam Erickson  
Communications Officer – Dave Frantzreb

# Check Us Out



Visit us on the web!  
<http://stafforg.uncc.edu>

# Thank you

For your continuous support  
of staff council and our events!

# Nancy Smith

## Parking and Transportation Services



Parking and Transportation Services  
Division of Business Affairs

Home  
Contact Us

Keyword / Search

Home	Parking	Transportation	FAQs	Contact	Tips and Changes
	PERMITS	VISITOR PARKING	PARKING MAP		
	CITATIONS	FOOTBALL PARKING			
	CAMPUS SHUTTLE	NEXTRIDE APP	CAR SHARING		
	SAFERIDE	CARPOOL MATCHING			

### Parking and Transportation Services Office

Call Center: 704-687-0161  
Hours: Monday 5:00 AM continuously through Friday 10:00 PM

[pats@unc.edu](mailto:pats@unc.edu)  
Office Hours: Mon-Fri, 7:30 AM – 5:00 PM  
[View map](#)

### Important Parking Information

Permits are required to park anytime the University is open. If you do not have a permit, you must pay to park in a visitor area. Please have a current valid permit properly displayed on your vehicle or park in a Visitor deck or in a

### Tweets by @UNCCparking

**UNCC Parking** @UNCCparking  
No CATS shuttle service Fri 4/14 (no class-Spring wknd). Saferide ADA and Evening service will be on regular schedule. #uncc  
13 Apr

**UNCC Parking** @UNCCparking  
Expect high demand for visitor parking in Cone & Union decks Fri. 4/7, 10AM-2PM, due to Education Career Fair. #unccharlotte  
06 Apr

# *In Memory*



## **Wilbur "Chip" Lawrence** **Facilities Operations**

Facilities Management family member 2003 - 2017



Learning and Development  
Clyde Derberry

Join us for the Seventh Annual

# FM SAFETY FAIR

W E D N E S D A Y , M A Y 3 , 2 0 1 7



# Learning & Development News

- EPA 608 Certification
- Maintenance & Reliability Management (3 year diploma program)
- NICET certification in process (Fire Systems)
- Pump Maintenance & Repair class (May 8-9)
- SRAPPA Supervisor Toolkit workshop ( August 7-11)



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# Safety Update

- 10 Accidents
- 0 Minor incidents
- 4 Near Miss incidents reported

# FM Safety Slogan Contest

- Our 9<sup>th</sup> annual slogan contest
- Entry deadline is May 31<sup>st</sup>
- Grainger is this year's sponsor



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# New FM Training Records System

- How to enter a training record
  - ✓ Select Learning & Development icon on FM “intranet” page
  - ✓ Select area/department for record entry
  - ✓ Follow instructions on the page to enter training information (name, topic or training hours, etc.)

<http://facilities.uncc.edu/facilities-management-intranet>



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# RECOGNITION

*“Safety is our Norm”*

2016-2017 Safety Slogan

*Safe Teams of  
the Quarter*

*Building Environmental Services, Facilities Operations, and Recycling*

Center City Building	Automotive	Zone 2
EPIC (Energy Production & Infrastructure Center)	FCAP	Zone 3
Grigg	Fire Systems	Zone 4
Kennedy	Grounds – Playing Fields	Zone 5
Library	Renovations	Zone 7
McEniry	Steam Plant	
North Area Floor Crew	Utilities (BAS)	
Recycling		
South Area Floor Crew		
Woodward		



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# Safe Teams – Third Shift



Pictured left to right are Diana Parks (BES Floor Crew South Area), Billy Poston (Steam Plant), and Tameria Rankin (North Area Floor Crew)

# Armetta Davis, Facilities Operations

Employee of the Quarter  
January - March 2017



*This award is presented to an individual with exceptional performance above and beyond expected duties, exhibits outstanding customer service, and demonstrates creativity and initiative that results in outstanding measurable outcomes over the course of the quarter. Recipients for this award will be submitted for recognition under the Governor's Award for Excellence Program.*

# Team of the Quarter Learning and Development Team

Clyde Derberry (Facilities Business Office), Sandy Mullins (Facilities Operations), and Solomon T. Franklin (Building Environmental Services)



# Individual and Team Awards for Excellence

The submissions must meet at least one of the following criteria to be eligible for the employee of the quarter award.

## Customer Service

Staff member provided customers with service or assistance far beyond what is normally expected or required of the job. (Details of the event should be listed)

## Collaboration

Individual or team exhibited outstanding performance effort, initiative, or creativity that involved reaching across unit or department lines to fellow FM team members or other UNC Charlotte staff to produce positive change. (Details of the event should be listed)

## Innovation

Event or activity generated a novel, creative or valuable idea used to develop new or improved processes, methods, systems, products, or services that improved or made FM or UNC Charlotte a better place to work. (Details of the event should be listed)

If the nomination does not meet any of these criteria, the nominee receives an applause card signed by Phil Jones acknowledging recognition of doing their job well. Employee will receive the card prior to the All Employees Meeting. All who receive applause cards for the quarter will be noted on a slide during the All Employees Meeting.



# Individual Award for Excellence

## Armetta Davis, Facilities Operations

I would like to nominate Armetta for an Award of Excellence. Armetta went above and beyond the call of duty when helping me organize UNCC's site support of the first NC State Energy Office Existing Building Commissioning seminar; by handling invitations, room selection/reservation, as well as event day final details.

She was focused and patient even when information or details were absent; by always finding a way past obstacles. The seminar was scheduled in January, but due to the snow event, it was postponed at the last minute. On top of that, Armetta was in California dealing with a family issue but without batting an eye, she handled the postponement of the event from California. She made sure everyone was notified of the change, cancelled reservations along with many other little details.

UNCC collaborated with the NC DEQ Utility Savings Initiative to hold this event, and Armetta was asked if she could handle the registration using Event Brite. Armetta mentioned she had never used Event Brite before, but was very willing to learn. In a short amount of time, she became adept, composing and sending out the original invite and then the postponement due to weather, as well as rescheduling, and sending reminders. She also provided the NCDEQ with a list of attendees/registrations in excel as the event day approached to aid in food planning. In short, anything we asked Armetta to do, she did with grace and skill, and made many suggestions to make the event a success.

On the day of the event, DEQ arrived with coolers of drinks and boxes of snacks. Not only did Armetta arrange for temporary parking at the back of the Storrs building for unloading but also she found a cart and helped them bring in the refreshments. Although the tables were already arranged and covered with tablecloths, she went the extra step by finding some attractive baskets for the snacks, making everything look very professional. When it came to our attention that no nametags were available, she quickly found some stick-on labels and Sharpie pens. She even brought her laptop home to ensure that we had a computer for the presentation.

To make it easy for attendees to find the meeting location, Armetta made signs leading the way from the Parking Deck to the event site. When the event was over, she folded the tablecloths (at least 20!) and returned the room to order. Her service was above and beyond throughout this project, and exemplified outstanding collaboration with the meeting planning team (DEQ and UNCC Facilities) by providing excellent customer service to the team and 36 meeting attendees. She met all of the needs along the way up to and including the event with innovation. Even after the event, she was still thinking of others, by taking the leftover snacks to the student interns, putting the snacks to good use!

Nominated by: Mike Herran, Utilities Manager

# Individual Award for Excellence

## Stan Gant, Facilities Operations

We were working in Moore Hall with performance fire repairing a six-inch fire sprinkler riser performance fire was draining the riser back down after they discovered a leak at the Victaulic coupling so when one of the sprinkler guys started to take the vic back off it was then that the water pressure was trapped with air. in the line. But it was too late then the vic was pulled apart and water was spraying everywhere.

It was then, Stan, jumped in front of the network rack to shield it from getting wet and destroyed. That was very quick thinking and he saved a lot of damage to the network. Stan looked like he just took a swim in the river, but he was glad to save the University thousands of dollars. Now that is a team player. Thanks Stan Gant.

Nominated by: Willie Clark and Dennis Campbell, Facilities Operations

# Team Award for Excellence

## Clyde Derberry, Solomon T. Franklin, and Sandy Mullins

In December of 2015, the FM and EH&S Safety Training Task Force was formed to: “Determine how to: best integrate and deliver safety training to all FM employees and build a cohesive team and program that will enable us to achieve our strategic objectives and improve our safety statistics.”

Lee Snodgrass was named Chairperson. Clyde Derberry, Solomon Franklin, and Sandy Mullins were asked to serve on this task force due to the training roles and expertise each brought to the table. After conducting a needs assessment and gap analysis, the team determined that one of the key deliverables for FM was to develop an accurate way to fill out the EH&S recordkeeping workbook and relay information to EH&S. Up until this point, this was a manual and labor intense process. As training, program development and education coordinators, they were further tasked with working in collaboration with EH&S staff to improve the system make it easier to manage, and provide accurate and up to date training information required.

The team was to systematize safety training compliance, create a scheduling, notification, and record keeping system, and figure out how to make training records available for ongoing analysis, reporting, and continuous improvement. In December of 2016, after countless hours of diligent and collaborative effort, the team introduced a system using Google calendar, sheets, and forms to schedule, conduct, record, and report on FM training. The digitized system gives access through the University supported relationship with Google as a Google campus. The system coordinates the scheduling of key training topics, simplifies the reporting of training, makes recorded training transparent and accessible, creates a training transcript for each FM employee, and minimizes the manual aspects of keeping accurate and up to date training records.

The new system was approved by FM Upper Management in January 2017 and is set to go live in March 2017. This team delivered so much more than was asked for and exemplified the meaning of teamwork throughout the entire process. They brought people together around common goals, created and improved relationships with EH&S and represented FM in the most positive manner possible.

While the system itself is enough to warrant a team excellence award, the goodwill generated during the process will greatly benefit FM in unseen yet very real ways for years to come. As their supervisors, it is without hesitation that we nominate Clyde, Solomon, and Sandy for an FM Team Award for excellence.

Nominated by: Lee Snodgrass, Brian Guns, and Melanie Witherspoon



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# We Applaud You

## INDIVIDUALS:

**Facilities Operations:** Armetta Davis

**Fire Controls Group:** Stan Gant

**Zone 5:** James Harris

**Zone 5:** Mike Watt

## TEAMS:

**Learning and Development Team:** Clyde Derberry, Solomon Franklin, and Sandy Mullins

**Building Environmental Services Team:** Luz Gomez Ramirez and Aida Jimenez

**Renovations Team:** Mike Watt and Nicholas Gray

**Renovations Team:** James Williams, Robert Braun, Mike Camp, Pete Crainshaw, Jim Krupa, Steven Reis, Michael Rogers, and Stan Gant

**You Deserve A  
Round of Applause**



# Special Recognition

## UNC Charlotte Employees of the Year



Brent Offenberger, Zone 7  
Safety and Heroism



Gary Edwards, Grounds  
Devotion to Duty

# Special Recognition

## UNC Charlotte Employee of the Year

### Nominees from Facilities Management

#### **Community & Public Service**

- Christopher Facente

#### **Devotion to Duty**

- Larry Blomberg
- Gary Edwards

#### **Innovation**

- Bart Davis
- Stanley Gant
- Laurie Manderino
- James Revis

#### **Safety & Heroism**

- Brent Offenberger

*All nominees were acknowledged during the  
2017 Staff Recognition Luncheon  
on March 22, 2017*

# Special Recognition

## UNC Charlotte Twenty Year Club



Sherby Price, Building Environmental Services  
Candis Robinson, Building Environmental Services (not pictured)  
Tommie Stafford, Building Environmental Services  
Peter Franz, Capital Projects  
Noella Paquette, Facilities Business Office  
Henry Bennett, Recycling  
Bob Fitzgerald, Zone 6

# Special Recognition

- **Laurie Manderino**, Facilities Planning, passed the Project Management Professional (PMP) Exam
- **Mike Jones**, Facilities Operations – Zone 6, received his Associate in Applied Science in Air Conditioning, Heating and Refrigeration Technology



# Congratulations to Virgil Torrence, Grounds Chancellor's Inaugural Fishing Derby Session 1: Most Fish



# New Hires

## January – March 2017

### **Space Management**

Newman Hui, Space Surveyor

### **Central Operations**

Patrick Hinman, Preventive Maintenance Technician

### **Facilities Operations**

Vivian Cherry, Administrative Support Associate

### **Grounds**

Timothy Wilson, Grounds Services Tech, Central Campus

Nelson Austin, Grounds Services Tech, Central Campus

Anthony Gasparini, Grounds Services Tech, Central Campus

### **Renovations**

Josue Guzman, FM Building Trades

### **FO-Zone 2**

Thomas Mullis, FM Tech Mechanical Trades

### **Building Environmental Services**

Elina Hoyle, Bldg. Environmental Technician, Colvard

Robert Marrero, Bldg. Environmental Technician, CHHS

Mildred O'Neal, Bldg. Environmental Technician, EPIC

Joyce Patterson, Bldg. Environmental Technician, Woodward

### **Center City**

Connie Worley, Bldg. Environmental Technician, Center City



# New Hires – Third Shift January – March 2017

## Building Environmental Services

Randall Biggerstaff, Bldg. Environmental Technician, BES South (Night Shift)

Michael Galloway, Bldg. Environmental Technician, BES South (Night Shift)



# Promotions

## January – March 2017

### Fire Controls Group

Jeffrey Michel, Electronics Specialist, Fire Controls



## Random Photos ~ All Employees Meeting





# UPCOMING EVENTS

# Earth Day Festival Wednesday, April 19 Belk Plaza 10:00 a.m. ~ 2:00 p.m.



*April is...*



**ASAP**  
American Society of  
Administrative Professionals  
[www.asaporg.com](http://www.asaporg.com)

**FASTTRACK**  
Community, insights and education for today's admin.

**apc**  
Administrative  
Professionals  
Conference



**ADMINISTRATIVE  
PROFESSIONALS DAY**  
WEDNESDAY 26 APRIL 2017

# Facilities Management Spring Fellowship May 25

10:00 a.m. ~ 1:30 p.m.

Location: Hauser Alumni Pavilion

**No Fee to Attend**

Lunch \$2.50 per plate – **due May 8**

See your representative or supervisor for other details



**Kick Ball at 10:00 a.m.**

**See your representative to sign up**



Bring your  
dollars for  
the  
dunk tank

**SRAPPA Conference**  
**October 25-28, 2017**

**Hosted at Westin Hotel Charlotte**

Visit <http://www.srappa2017.com/>

# Light Rail Update

