Vol. LIII Issue L March 2016

EMORY UNIVERSITY | Campus Services
Division of Business and Administration

Newsbeat

Highlights and Headlines from in and around Campus Services

Campus Services rolls out the E-Screens Project

In an effort to enhance communications throughout our organization, Campus Services (CS) has completed Phase I of the Electronic Communication Screens (E-Screens) project. E-screens are televisions that display communications regarding safety initiatives, upcoming CS events, Emory events and initiatives, important deadlines and HR updates.

Above: CS Building B E-Screen

Phase I of the E-screen project, included adding 13 screens in locations across campus. Screens are located in the following locations:

**Briarcliff Building B Lobby*
**CS Building B Break Room*
**CS Building C Lobby*
**Chemistry Building/FM Zone B Break Room*
**Clairmont Campus FM Break Room*
**Clairmont Parking Office Break Room*
**Exterior Service Building E*
**North Decatur Building Public Safety Office*
**Oxford Campus FM Building Room*
**Oxford Campus Public Safety Office*
**Psychology Building BRS Break Room*
**Rollins Building BRS Break Room*
**Tarbutton/Anthropology Breezeway*

CS departments are encouraged to submit information to be displayed on the screens including organizational and professional accomplishments or awards, organizational messages and updates and important initiatives that will impact the Emory community. If you would like to provide information or submit slides to be shown on the E-screens, please send them to cscommunications@emory.edu.

We are encouraging CS employees to monitor E-screens in your area for any technical or safety issues. Additionally, we are open to receiving valuable feedback regarding the E-screens. Please contact **Traci May** or **Shervon Lewis** with any comments.

Additional locations will be added in more areas over the next few months. Stay tuned for Phase II of the E-Screen Project!

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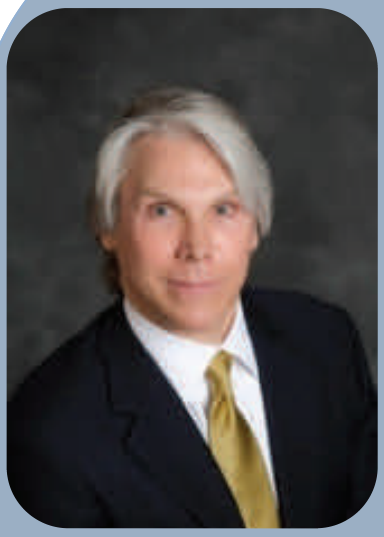


Leadership Team Spotlight
Spotlight on: Charlie Andrews
AVP of Planning, Design & Construction

Good to Great

Over the past five years a lot has been written about organizations moving their performance from "Good to Great". It all started with a book written by Jim Collins in which he laid out, in some detail, how to get this done. My purpose today is not to rehash the Jim Collins book but to ask simply what moving from good to great would mean for each and every one of us in Campus Services.

First, obviously we are assuming that we are all starting at "Good". If this isn't true; a serious self-assessment is in order, but for the sake of argument let's all assume we are all currently considered "good" in the jobs we perform every day. So if this is true, what would it take be considered great at what we do every day?

Suspend any thinking that good is enough or that good enough is OK. How do we move to great? Is it attitude? Is it gratitude? Is it desire? Is something else needed -- like more money? Is it a different job? What would do it for you? In Jim Collins' book he says "People are not your most important asset. The right people are." I think he is suggesting that we ask ourselves if we are in the right job, are we happy with what we are asked to do every day. I would say if you are not happy coming to work every day you will never be able to move to being great at what you do.

So let's assume that we are all happy, what else does it take? An emphasis on exceptional leadership? Innovation? Creativity? Trust? All of these? A combination of some but not others? Or is it personal to each of us based on own motivation, work ethic, life experience and internal moral compass? What motivates me is most likely different from motivates you. So with an organization as large and diverse as Campus Services how do we all move in the same direction toward greatness?

I suspect the answer lies in sharing a common vision for who we are and what we do. Matthew Early touched on it in our recently held town hall meeting when he gave the example of a 1960's US Presidents being told by a front line employee at NASA that he was working to put a man on the moon. The story of why we are here and who we serve is critical for all of us to understand. To be a part of something larger than my self helps motivate me. To know that great life changing medical discoveries are made here and that I, in my small way, contribute to that inspires me. What inspires you? What moves you from Good to Great?

Charlie Andrews

Oxford Public Safety Utilizes Full-time Dispatching Service

Over the course of the past year the Emory Public Safety Department (EPSD) has been working diligently with the Oxford College administration and with Library and Information Technology Services (LITS) to enhance our communications capabilities with the members of the Oxford campus community.

Since February 29, 2016, the Emory Public Safety Communications Center, located on the Atlanta Campus, began answering all telephone requests for emergency and non-emergency police services at the Oxford Campus.

Police Officers will continue to be present on the Oxford campus on a 24-7 basis. The implementation of a new radio system has allowed EPSD the opportunity to utilize the Emory Public Safety Communications Center, which is staffed 24-7, to answer calls to the Oxford emergency number (770-784-8377) and dispatch officers to respond to those requests for service. EPSD's Communications Officers will guide the caller to obtain the appropriate response for Police/Fire/Medical emergencies and non-emergency service requests. Listed below are common frequently asked questions (FAQs) regarding the Oxford dispatching:

FAQs:

1. Is the number to call for police services at the Oxford Campus going to change?
No, the number will not change. You will use the same number you have always used to request services from the police staff at the Oxford Campus.

2. What phone number do I call to obtain police services at the Oxford Campus?
You would need to call 770-784-8377.

3. What is changing in this process?
Emory Public Safety Communications Officers located on Emory's Atlanta campus will now answer the Oxford campus emergency phone line and radio dispatch the on-duty Oxford Campus police officer to respond to the service request. This service will operate 24-7.

4. Why is this change being made?
This change allows us to continue placing customer service as our priority while utilizing technological enhancements to provide the most professional and efficient response to your request for service.

Above: The Oxford Public Safety Department

CS HIGHLIGHTS

Surplus Property Store has new hours & New Website

Above: James Harper and Milton Thomas

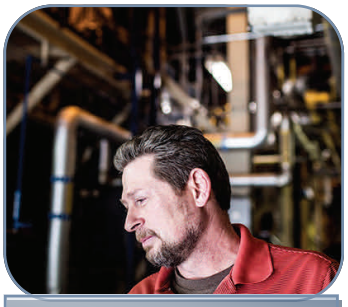
Emory's Surplus Property Store has new hours. As of March 2, the store is now open Monday, Wednesday and Friday from 10:00am to 2:00pm. "Spend your lunch hour with us, and get a great deal," say **Milton Thomas,** Staging Supervisor, and **James Harper**, Administrative Assistant, who run the store.

The new Surplus Property Store website also launched at the beginning of March. Features of the new site include the following:

- enhanced photographs of surplus items
- the capacity to make departmental surplus purchases online and create a surplus delivery work order
- a more user-friendly interface

The Surplus Property Store is located at 1256 Briarcliff Road, Building B and can be reached at 404-727-0545. Check out the great things the Surplus Property Store is doing in the Emory Report: http://news.emory.edu/stories/2016/02/er_profile_surplus_property/campus.html?utm_source=ebulletin&utm_medium=email&utm_campaign=Emory_Report_EB_010316

FM Plant Operations Spotlight



Above: Jody DiCarlo

The Facilities Management (FM) Plant Operations was recently profiled in the February 25th edition of the Emory Report. **Jody DiCarlo,** Plant Operations Manager, explained how the steam plant works to warm and humidify offices, classrooms and residence halls; sterilize equipment in Emory's hospital and clinics; keep temperature-controlled research in check; and assist with food preparation and sanitation in campus kitchens.

This spring, Plant Operations will begin the decommissioning and replacing of one of its boilers, which will be disassembled in April to make way for a new boiler arriving this summer.

Click below to access article to read about the amazing things Plant Operations are doing: http://news.emory.edu/stories/2016/02/er_steam_plant/campus.html

HR HEADLINES

Your key to healthy living in 2016 can begin with Emory's incentives!

Learn more about yourself and your health by first taking Aetna's new Compass online health risk assessment (HRA). Compass is available online at www.aetna.com. Once completed, you then have the opportunity to maintain or improve your health and wellbeing by completing one or more of these activities:

- Journeys Online Programs (new)
- Colorectal Cancer Screening (new)
- Healthy Lifestyle Coaching
- Annual Check-up/Preventive Exam
- In Touch℠ Care

You can earn up to $500 (depending on individual eligibility). And, if you have a spouse or same-sex domestic partner covered by Emory's medical plan, she or he can also earn up to $500.

Visit www.hr.emory.edu/incentives to learn more about your 2016 incentives

HealthyEmory

Awareness & Prevention are Key!

- Emory's health plan covers 100% of the cost for your screening.
- Ask your doctor which screening is right for you.
- Be physically active—Move More!
- Eat more fruits, vegetables, and whole grains.

Having a healthy lifestyle can help!

To schedule a colorectal cancer screening at Emory, call (404)778-3184 and select Option 2.

First Quarter CS Service Awards

Donald Beasley, FM Staging	**25 years**
Willie Rollie, Building & Residential Services	**25 years**
Lisa Davis, Building & Residential Services	**20 years**
Carlos Martin, FM Grounds	**20 years**
Anthony Menichini, Public Safety Department	**15 years**
Charles Hall, Building & Residential Services	**15 years**
Charles Powell, Building & Residential Services	**15 years**
Willie Binns, Building & Residential Services	**15 years**
Claire Wall, FM Exterior Services	**15 years**
Lee Spurlock, FM Preventative Maintenance	**15 years**
Johnny Jester, FM Zone E Maintenance	**15 years**
Eric Gayle, Public Safety Department	**10 years**
Sharon Pine, Fleet Services	**10 years**
Adele Clements, Transportation & Parking Services	**10 years**
Delores Brown, Building & Residential Services	**10 years**
Chris Fox, FM Engineering Services	**10 years**
Rickey Tumey, FM Engineering Services	**10 years**
Derrick Bromelle, FM Grounds	**10 years**
Colin Edwards, FM Zone E Maintenance	**10 years**
Kimberly Lane, Transportation & Parking Services	**5 years**
Margaret Albert, Building & Residential Services	**5 years**
Dionna Hickson, Building & Residential Services	**5 years**
Toni Samples, Building & Residential Services	**5 years**
Darren Edwards, Building & Residential Services	**5 years**
Kathy Nolley, Building & Residential Services	**5 years**
Jose Murueta, FM Grounds	**5 years**
Casey Cooksey, FM Zone F Maintenance	**5years**

Congratulations on your continuous years of service. We appreciate you!

Supervisors,
If you have not picked up your direct reports' award, please see Kelli Howell-Robinson.

Campus Services Open Positions

~submitted by Kelli Howell-Robinson, Human Resources
Posted as of 3/2/2016

Department	Job Title	Job Requisition ID	Positions open
BRS	Custodian (PT)	56191BR	1
BRS	Supv, Custodial	58426BR	2
BRS - Oxford	Custodian	58622BR	1
CS Information Technology	Applications Dev/Analyst, Sr	54916BR	1
Energy Services	Director, Utilities	57620BR	1
EPSD	Police Dispatcher	59601BR	1
EPSD	Chief Of Police	59542BR	1
FM Oxford	Sr. Maintenance Mechanic	57600BR	1
Grounds	Landscaper	58765BR	1
Grounds	Landscaper	48345BR	1
HVAC	Supv, HVAC	53620BR	1
HVAC	HVAC Mechanic, Sr	57617BR	2
HVAC	HVAC Mechanic	59779BR	1
HVAC	Controls System Oper/Tech 1	59780BR	1
PDC	Interior Designer, Sr	58673BR	1
PDC	Campus Planner	58674BR	1
Plant Operations	Plant Operator	53999BR	1
Plant Operations	Plant Operator, Sr	54000BR	1
Preventive Maintenance	Supv, Preventive Maintenance	60021BR	1
Preventive Maintenance	Maintenance Mechanic	57618BR	1
Preventive Maintenance	Sr. Maintenance Mechanic	58238BR	1
Recycling	Recycling & Waste Specialist	57569BR	1
Steam Plant	Steam Distribution Mech.	46100BR	1
Steam Plant	Steam Distribution Mechanic, Sr	53249BR	1
Steam Plant	Specialist, Water Chiller	54189BR	1
Zone B Maint	Maintenance Mechanic	59404BR	1
Zone D	Plumber Pipefitter, Sr	58049BR	1
Zone E Maint	Maintenance Mechanic	39362BR	2
Zone F & Zone H	Maintenance Mechanic	56898BR	2

All applications need to be submitted electronically at http://www.hr.emory.edu/careers/index.html

Learning & Organizational Development
General Enrollment Class Offerings:
February 2016 – June 2016

All sessions held at 1599 Clifton Road, unless otherwise noted.
This is a partial listing of classes. Please browse the catalog at: https://elmprod.emory.edu

General Enrollment

We have several courses offered for your professional development needs.

Civil Treatment for Employees
Thurs, March 10th, 8:30 am – 12:30 pm, $60
Wed, June 15th, 8:30 am – 12:30 pm, $60

Communicating with Impact
Thurs, February 18th, 8:30 am – 12:30 pm, $60
Thurs, May 5th, 8:30 am – 12:30 pm, $60

Crucial Conversations
Day 1 - Tues, February 2nd, 8:30 am – 5:00 pm
Day 2 - Tues, February 16th 8:30 am – 5:00 pm
$275 (for both days)

Day 1 - Tues, March 15th, 8:30 am – 5:00 pm
Day 2 - Tues, March 29th, 8:30 am – 5:00 pm
$275 (for both days)

Developing Yourself and Others
Thurs, March 17th, 8:30 am – 12:30 pm, $60
Tues, June 21st, 8:30 am – 12:30 pm, $60

Fantastic Service Behaviors
Thurs, February 4th, 8:30 am – 12:30 pm, Free
Wed, April 27th, 8:30 am – 12:30 pm, Free

Feedback Essentials
Thurs, February 25th, 9:30 am – 11:30 am, Free
Wed, April 27th, 9:30 am – 11:30 am, Free

Increasing Personal Effectiveness (IPE)
Day 1 - Thurs, April 28th, 8:30 am – 5:00 pm
Day 2 - Thurs, May 5th, 8:30 am – 5:00 pm
$200 (for both days)

Navigating Beyond Conflict
Tues, March 1st, 8:30 am – 12:30 pm, $60
Tues, June 14th, 8:30 am – 12:30pm, $60

Presentation Skills
Thurs, March 2nd , 8:30 am – 5:00 pm, Free
Thurs, June 1st , 8:30 am – 5:00 pm, Free

Project Management
Thurs, March 31st, 8:30 am – 5:00 pm, Free
Thurs, June 30th, 8:30 am – 5:00 pm, Free

Situational Leadership
Tues, March 1st, 8:30 am – 5:00 pm, $125
Wed, June 29th, 8:30 am – 5:00 pm, $125

Strategies for Influencing Others
Wed, March 30th, 8:30 am – 12:30 pm, $60
Wed, June 29th, 8:30 am – 12:30 pm, $60

EMORY LEARNING SERVICES HUMAN RESOURCES

NEW

Campus Services Walking Group!

Step outside and enjoy the beautiful weather

Walk alone or with colleagues!

MEET:

Building C
FM Parking Lot
(301 FM Drive)

DESTINATION:

Kaminski Park

WHEN:

Tuesdays & Thursdays at Noon

Contact:
Shervon Lewis (404-727-1543)
CS Wellness Champion

HealthyEmory

Let's get moving!

Fact: Walking is one of the most basic forms of movement and can be a powerful protector against illness and disease.

Campus Services
2016 ANNUAL SUMMER PICNIC
FRIDAY JUNE 10
SAVE THE DATE
11:00 AM- 3:00 PM KAMINSKY PARK
LOOK FOR MORE INFORMATION COMING SOON

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2			5
6	7	8	9	10	11 Rickey Ray's Retirement Party	12
13 Daylight Savings Time Begins	14	15	16 New Employee Orientation	17 St Patrick's Day	18	19
20 Palm Sunday Spring Begins	21	22	23 BRIDGES: Leadership Meeting	24 PATHWAY Kickoff	25 Good Friday	26
27 Easter	28	29	30 PATHWAY Session	31		

CALENDAR KEY:
- Training
- Committee Meetings
- Sessions for Leaders
- Holidays/Special Events
- Other Meetings

EMPLOYEE UPDATE - MARCH

Welcome - New Hires

Kevin Bryant...*Project Manager*...PDC
Caprice Holt....*Custodian*....BRS, Oxford
Stevie Austin....*Custodian*....BRS, Oxford
Latoia Swinger....*Custodian*....BRS, Oxford
Reggie Pilgrim.....*Locksmith, Sr*....FM Security Shop
Euel Haun....*Access Control Technician*....FM Security Shop
David Horne.....*Heavy Equipment Operator*....FM Waste Mgt.
Chris Redding....*Special Event/Moving Specialist I*....FM Staging
Trey Headrick....*Specialist, Commissioning*....FM Engineering Services
Jonathan Henderson.....*Applications Developer/Analyst*....CS IT

Congratulations - New Titles

Jermaine Jernigan..... *Turf Care Specialist*.....FM Grounds