

# Newsbeat

**Highlights and Headlines  
from in and around  
Campus Services**

## CS Employees Participate in Development Programs



Above left to right: Shervon Lewis, Victor Jackson and Bonnie Miller

Every Fall, Emory's Learning & Organizational Development Department accepts applications for the developmental programs for all faculty and staff. These programs foster professional growth, help retain talent, and enhance community and connectivity among Emory departments. Led by a recognized "Learning Elite" training team, these programs help employees develop into more productive employees and stronger leaders

This year, a number of Campus Services (CS) employees enrolled in the learning programs that were offered. **Victor Jackson**, Zone D Supervisor, **Shervon Lewis**, Program Coordinator, **Bonnie Miller**, Financial Analyst, Senior, **Karen Salisbury**, Chief of Staff, and **Sean Williams**, Police Sergeant, enrolled in the Mentor Emory Program. The Mentor Emory Program teams employees up with a mentor or mentee from another department and promotes coaching, supporting , and developing your partner. "I learned so much from my Mentor," said Shervon Lewis. "she provided me with the tools I need to develop my professional growth and challenged me to excel in my career."

**Luetrell Langston**, Building & Residential Supervisor, **Josh Majors**, Recycling/Waste and Document Management Supervisor, **Frankie Parker**, Steam Plant Supervisor, and **Velma Williams-Parks**, Building & Residential Supervisor, participated in the Supervisor Development Program . This program allowed them to explore their leadership capabilities while working for positive transformation by fostering openness and diversity of thought, experience and culture. **Thomas Manns**, Police Lieutenant , enrolled in the Manager Development Program. It focused on developing managers who are capable of shaping the future of the organization and being distinctive for its ethical commitment by setting standards followed by other employees. **Wanda McMullen**, Program Coordinator, participated in the Administrative Professional Program. It focused on developing and refining skills that are key to their ability to perform their current jobs, and promoting awareness of one's own personality, values, work styles and strengths.

### INSIDE THIS ISSUE:

- Leadership Spotlight
- CS Highlights
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- CS Open Positions
- Wellness Corner
- America Recycles
- Upcoming Events

Every CS employee that participated enjoyed investing their time in these programs that helped them become stronger leaders and employees. We are proud of the effort and work that they put in to becoming more proficient in their roles.



Above left to right: Frankie Parker, Wanda McMullen, Velma Williams-Parks, Luetrell Langston and Thomas Manns



## LEADERSHIP TEAM SPOTLIGHT

### SPOTLIGHT ON: DEBBIE MOYERS

### AVP OF CAMPUS SERVICES ADMINISTRATION

#### CATCHING FLIES

In the senior staff meeting a few weeks ago, I was reminded that it was my turn to write, yet one more time, the Leadership Spotlight article for the November edition of the Newsbeat. Since I have transitioned into a new role in preparation for my upcoming retirement, it was suggested I write about the one thing I have learned that I would want to leave as a parting message to all CS employees. Thinking about this over the last week or so I would say at the end of the day it's most important to remember ..... "You catch more flies with sugar than you do with vinegar."

The story behind this goes back to my first year at Emory. I was eager, aggressive, somewhat impatient, and wanted to do a great job. One day while standing in my boss's office lamenting that I could not get the information I needed from one of her peers, the Vice-President suddenly walked in. He immediately joined in the conversation and quickly became tuned-in to my frustration. As we continued talking, my solution was to just go down the hall and tell the bane of my existence that I needed this information NOW. That's when the Vice President said, "Debbie, always remember you catch more flies with sugar than you do with vinegar."

As I paused to think about what he was saying to me, I realized that this old adage really had a lot of meaning. It's what our mother's taught us as children, it's the golden rule, it's being respectful of one another, it's building trust, it's having compassion for others and the list goes on and on. In today's world it's the Core Values we share in Campus Services.

So as I write this, my last article, my sage advice to you based on my twenty-plus years of experience at Emory, in which I have grown older and I hope much wiser, is:

- Have patience; anxiety and stress will kill you.
- Listen more; talk less; if you're always talking others know what you're thinking and you may not always be right.
- Be flexible; no problem is too big to solve when two people meet in the middle.
- There are always two sides to every story, with some truth in both.
- You don't have all the answers, but that's o.k., no one does.
- Say what you'll do and do what you say.
- Set a good example; somebody is always watching you.
- Be kind, please and thank you are powerful words.
- Everyday won't be a great day at work, but there's always tomorrow.

But most important of all remember....."You catch more flies with sugar than you do with vinegar."

*Debbie Moyers*

# CS HIGHLIGHTS

## NEW SUPERVISOR



Above: Tonja Jones

We are pleased to announce that **Tonja Jones** is the new Campus Services (CS) Procurement Supervisor. She joined CS in March in the role of Senior Procurement Specialist.

Tonja began her Procurement career over 15 years ago and worked in various industries such as automotive, fasteners, construction and electrical. She is a member of the National Association of Educational Procurement (NAEP).

Tonja is excited about her new role . She will be focusing on ensuring ongoing excellence within the Procurement department, and developing new initiatives to enhance the customer experience.

We are excited to have Tonja in her new role. Please congratulate her when you see her.

## NEW MANAGER



Above: Paul Reeves

Campus Services (CS) is excited to welcome **Paul Reeves** as the new Manager of Business Operations in CS Finance & Business Operations. Prior to coming to Emory, he was a Senior Manager at Standard Parking for almost four years where he helped manage Emory's visitor parking services. Paul brings 10 years experience in customer service, operations, logistics and analytics to Campus Services.

Paul will be responsible for analyzing transportation and parking processes and procedures, as well as overseeing the various communication mediums utilized by the department. "It is a gift to work for an institution that is leading the push towards a better tomorrow," said Paul. "Emory is a wonderful place to work and I am proud to be a part of such an amazing team."

We are excited to have Paul on our team. Please make sure you give him a warm welcome!

# CS HIGHLIGHTS

## EPD VOLUNTEERS WITH THE CLIFTON SCHOOL



On Friday, August 29, 2014, Emory Police Department (EPD) Officer Ryan Andrews and Officer Karimah Fanning participated in a midday baseball game with the children attending the Clifton School on the Clairmont Campus. Officers Andrews and Fanning served as pitchers for the game as well as coaches when the children went up to bat. The Clifton School staff assisted the children running around the bases.

The children had a wonderful time on this beautiful day. The Clifton School was grateful that the officers took time out of their day to promote such a fun and healthy activity for the children. Fun was had by all.

Campus Services is proud of EPD for their continuous efforts to be ambassadors in the community. Officer Andrews and Officer Fanning's generosity made us proud!

## CS Holiday Party

**Friday, December 12th  
Night Shift 3:00am-5:00am  
Day Shift 11:00am-2:00pm  
Cox Hall Ballroom**

# Third Quarter CS Service Awards



<b>Ruby Childers, FM Roads &amp; Grounds</b>	<b>25 years</b>
<b>Brenda Reed, Finance Department</b>	<b>25 years</b>
<b>Teretha Todd, Building &amp; Residential Services</b>	<b>25 years</b>
<b>Peggy Burns, Work Management Group</b>	<b>20 years</b>
<b>Yvonne Hall, Building &amp; Residential Services</b>	<b>20 years</b>
<b>Clyde Renaud, Building &amp; Residential Services</b>	<b>20 years</b>
<b>Gary Wills, Building &amp; Residential Services</b>	<b>20 years</b>
<b>Arlene Jackson, Building &amp; Residential Services</b>	<b>15 years</b>
<b>Sharon Jackson, Building &amp; Residential Services</b>	<b>15 years</b>
<b>James Johnson, Planning , Design &amp; Construction</b>	<b>15 years</b>
<b>Redzep Kastrat, Building &amp; Residential Services</b>	<b>15 years</b>
<b>Bobby Langham, FM Recycling</b>	<b>15 years</b>
<b>Candido Lara, FM Roads &amp; Grounds</b>	<b>15 years</b>
<b>Joni Sheridan, Emory Police Department</b>	<b>15 years</b>
<b>Israel Vega, FM Roads &amp; Grounds</b>	<b>15 years</b>
<b>Hitachi Blake, FM HVAC Operations</b>	<b>10 years</b>
<b>Nadir Hailey, FM Steam Plant</b>	<b>10 years</b>
<b>Bobby Jones, Building &amp; Residential Services</b>	<b>10 years</b>
<b>Barifaa Kponi, Emory Police Department</b>	<b>10 years</b>
<b>Robert Lewis, Emory Police Department</b>	<b>10 years</b>
<b>Jocelyn Mckinstry, Emory Police Department</b>	<b>10 years</b>

**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.**

*~submitted by CS HR*

# HR HEADLINES

## Important Information Regarding Title IX Policies & Procedures

As fall semester is fully underway, I write to ask you to focus your attention on Emory's Title IX efforts and to take an active role in the essential work of creating and maintaining a campus free of discrimination, harassment and sexual misconduct. To do this, each person in the community must understand what it takes to be responsible and caring members, by knowing what conduct is prohibited, how to report suspected sexual misconduct, and where to turn for help and support.

In this correspondence, you are provided with links to the updated policies, Policy 1.3 Equal Opportunity and Discriminatory Harassment Policy <http://policies.emory.edu/1.3>, Ethics and Conduct, Emory University Faculty Handbook 12.1, <http://provost.emory.edu/faculty/handbook/> and Policy 8.2 Sexual Misconduct, <http://policies.emory.edu/8.2>. These Emory University Title IX documents will provide important information. A list of frequently asked questions [LINK to pdf](#) will provide guidance for reporting Title IX cases.

All of this information is located on the Office of Equity and Inclusion's website at [www.equityandinclusion.emory.edu](http://www.equityandinclusion.emory.edu). It is important that you review these documents and fully understand Emory University's policies related to Title IX (Sexual Misconduct) and Title VII (Discrimination and Harassment). In the coming months, you will also be receiving information regarding essential Title IX training opportunities for all members of the Emory community.

Title IX is one of the university's top priorities. Our goal is to transform the culture on our campus into one that is absent of sexual assault and harassment. We must all take personal responsibility for creating a safe and inclusive Emory. If you have any questions, please do not hesitate to contact Lynell Cadray in the Office of Equity and Inclusion at [lynell.cadray@emory.edu](mailto:lynell.cadray@emory.edu).

# CAMPUS SERVICES OPEN POSITIONS

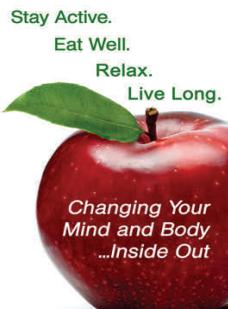
~submitted by Kelli Howell-Robinson, Human Resources

Posted as of 11/5/2014

Department	Job Title	Job Requisition ID	Positions open
BRS	Custodian	32167BR	1
BRS	Custodian, Sr	35707BR	1
BRS	Supv, Custodial	35711BR	1
BRS	Supv, Custodial	40937BR	3
BRS	Custodian, Sr (PT)	40939BR	1
BRS	Custodian, Sr	41892BR	6
BRS	Custodian	45806BR	4
BRS	Custodian	48260BR	4
BRS	Custodian, Sr	48261BR	3
Central Admin.	Financial Analyst, Sr	37440BR	1
Controls Shop	Controls System Oper/Tech II	46855BR	1
CS/IT	Business Operations Specialist	44200BR	1
CS/IT	Operating System Analysyt/Admin	46632BR	1
EPD	Police Dispatcher	46347BR	1
EPD: Oxford	Police Officer	47916BR	1
Grounds	Landscaper	35571BR	1
Grounds	Landscaper	48345BR	1
Grounds	Turf Care Specialist	47924BR	1
Human Resources	HR Associate, Sr	46879BR	1
HVAC	Sr. HVAC Mechanic	46854BR	1
Oxford	Landscaper	39834BR	1
Parking Svcs	Enforcement Officer	44053BR	3
Parking Svcs	Coord, Parking Ofc Operations	46630BR	1
PDC	Financial Analyst, Sr	47891BR	1
PDC	Project Mgr, Campus Plng	48032BR	2
PDC	Dir, Interiors/Space Planning	47637BR	1
Steam Plant	Steam Distribution Mech.	46100BR	1
Steam Plant	Steam Distribution Mech., Sr	46102BR	1
Zone C Maint	Maintenance Mechanic	45456BR	1
Zone D	Maintenance Mechanic, Sr	45906BR	1
Zone D Maint & Pipe Services	Plumber Pipefitter, Sr	45188BR	2
Zone E Maint	Maintenance Mechanic	39362BR	2
Zone F Maint	Maintenance Mechanic, Sr	44483BR	1
Zone H & Zone B	Maintenance Mechanic	47638BR	2

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

# Wellness Corner



## FEATURED RECIPE MAPLE-ROASTED SWEET POTATOES



### What You Need

2 pound small sweet potatoes, peeled & cut into 1-inch wedges  
1 tablespoon vegetable oil  
1/2 teaspoon finely grated lemon zest  
1 tablespoon pure maple syrup  
Kosher salt and freshly ground pepper  
Sea salt and freshly grated nutmeg, to sate, for serving

### Make It

Preheat the oven to 350 degrees. Coat a 9-inch baking dish with olive oil. Spread the potatoes in the dish in an even layer; drizzle. Preheat the oven to 425 degrees F. Toss the sweet potatoes on a large, foil-lined rimmed baking sheet with the oil; season, to taste, with salt and pepper. Roast the potatoes for 20 minutes.

Remove the pan from the oven and toss the potatoes with the syrup.

Back in the oven, roast, tossing twice, until the potatoes are beginning to brown and are tender, about 15 minutes more. To serve, sprinkle warm potatoes with freshly grated lemon zest, sea salt, and nutmeg to taste.

**ENJOY!**

## HEALTHY LIVING SPOTLIGHT 2014 Flu Vaccines

In order to be protected against seasonal influenza, you must get a flu shot each and every year. The 2014-2015 vaccine will protect against three different flu virus strains: influenza A (H1N1) virus, influenza A (H3N2) virus, and influenza B virus. Circulating flu viruses change every year, and therefore so must the vaccine used to prevent them. Even if you got your flu shot last year, you should be vaccinated again this year. For answers to frequently asked questions about influenza, flu shots and the 2014-2015 vaccine, visit the CDC flu website at [www.cdc.gov/flu](http://www.cdc.gov/flu).

Emory Faculty and staff have several options for getting a flu vaccine this year:

- **Kroger Pharmacy.** Once again, benefits-eligible employees will have the option of downloading a voucher to receive a flu shot free of charge at a Kroger Pharmacy. You can download your voucher beginning **October 6** at [www.fsap.emory.edu/flu](http://www.fsap.emory.edu/flu). Non-benefits eligible employees can download a coupon to receive a flu shot at a discounted price of \$24. Take your voucher (or coupon) and a photo ID to a Kroger Pharmacy between now and January 31, 2015. No appointment necessary! Find your nearest Kroger Pharmacy at [www.kroger.com](http://www.kroger.com) or call 1.800.KROGERS.
- **Other Pharmacies.** Several local pharmacies offer flu shots (CVS, Walgreens, etc.). This year, employees (and covered dependents) on the Aetna POS or HSA Medical Plans can get a free flu shot at any pharmacy that accepts Express Scripts (prescription drug plan). You will need to present your prescription drug card (Medco/Express Scripts). You can get your flu vaccine at any time.
- **Your doctor's office as part of your preventive exam.** For employees covered under one of Emory's medical plans (POS or HSA), you can get a flu shot as part of your preventive exam at no charge (EPN or In-network doctors only). Preventive exams are covered at 100% (which means there is no charge to you). However, if you have already had your preventive exam this year and make an appointment for a flu shot, you may be charged for the visit. The medical plan will only cover one preventive exam per year.



*"Give to the world the best you have and the best will come back to you.  
~Madeline Bridges*

# AMERICA RECYCLES @EMORY



## NOV 1-30 BUILDING RECYCLING COMPETITION

Prize awarded to the building with the greatest increase in total recycling.

November 2013 totals will be compared to November 2014 and building with the greatest increase will receive \$3,000 to outfit their space with new recycling equipment. Competitions will be underway for Emory and Oxford campuses.

### Did you know?

Few and Evans will be the first Residence Halls to begin collecting food waste for composting. Student volunteers will support outfitting, outreach and education.

#### E-WASTE MIXED MEDIA SHREDDING EVENT

Bring your confidential documents, hard drives, old floppies, CD/DVDs for confidential shredding. E-waste will also collected.

NOV 10-14  
Briarcliff Building A lobby  
7 am to 5 pm  
Monday – Friday

### AMERICA RECYCLES WEEK ONGOING EVENTS

Compost bins added on Cox Hall Bridge this month. Look for new dark brown containers marked for "Food Waste and Organics" collections beside the current black and green outdoor trash and recycling containers.

The premiere of "Recycling Superstars" a new recycling training video for Building and Residential Services starring BRS and Emory Recycles employees .

Dining at Oxford College will be implementing composting in the student cafeteria and the Ox Grill.



## VETERANS DAY EVENTS



**November 11 & 13, 2014**

Provides the Emory Community the opportunity to:

- ❖ Meet and greet local military and veterans
- ❖ Support our community's veterans at a ceremony saluting the flag

### Schedule of Events

- Tuesday, November 11
  - 10:45 AM @ the Emory Quad, our community's veterans salute the flag with a special word from campus leadership and alumni
- Thursday, November 13
  - 4:15 PM @ Goizueta Business School room 130, an address by Mr. Tom Beaty, Emory alumnus and founder of the Witness to War Foundation, meet and greet to follow
  - 5:00 PM @ the Goizueta Business School commons, a care package drive to support troops overseas

Support Emory's vets by joining us for these special events sponsored by the Emory Veteran's Association, Employee Council, Student Government Association, and the Emory Alumni Association



Employee Council

# CS Moves



Come as you are, no need to change clothes!  
We will be mixing it up, so all suggestions are welcome!

## Let's Keep It Moving!



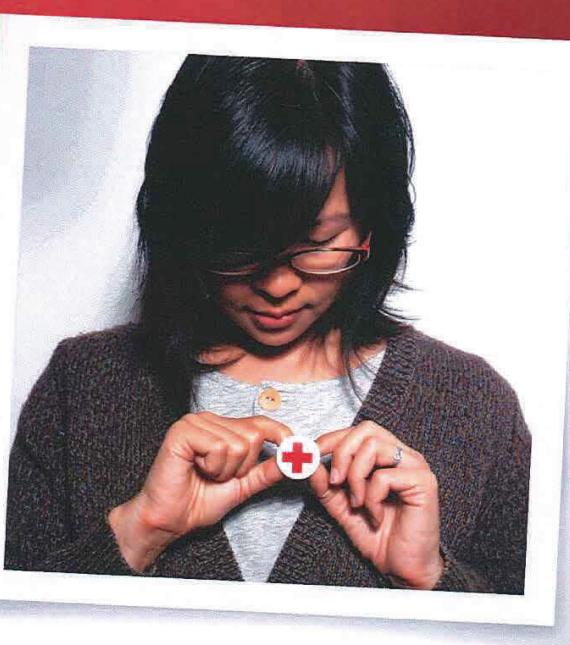
place: CS Training Room B  
time: Every Thursday at Noon  
contact: Shervon Lewis, (404) 727-1543

what we do:  
3 or 4 mile walk with Leslie Sansone  
Hip Hop Abs, Thighs, and Legs  
with Shaun T  
and Zumba!



American  
Red Cross

Give blood.  
Change a life.  
Be proud.



## Emory Campus Services

### BLOOD DRIVE

Friday, December 5, 2014  
8:00am to 1:00pm  
Training Room

For an appointment,  
log on to [redcrossblood.org](http://redcrossblood.org)  
and enter sponsor code: emory

[redcrossblood.org](http://redcrossblood.org) | 1-800-RED CROSS | 1-800-733-2767

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## 2015 Unsung Heroines Awards



**Now accepting nominations for the  
2015 Unsung Heroines Awards!  
Deadline: December 5, 2014**

Do you know a woman who has demonstrated extraordinary dedication to the issues that affect women at Emory or in the larger community, but whose efforts have not received accolades or formal recognition. Help us honor and celebrate a woman you know by writing a letter no longer than three double-spaced pages telling us how she has fulfilled one or more of the following criteria:

- Done significant community service work in the promotion of safety, justice, and equity for girls and women.
- Trailblazer in male-dominated environments.
- Taken substantial risks to challenge sexism.
- Served as role model or mentor for girls or women.

Please email your nomination letter to *cwe@emory.edu*.  
Use Subject line: Unsung Heroines Nomination/Category.  
The nomination categories are Undergraduate, Graduate, Faculty, Staff, Administrator, Alumni.



Please join Campus Services in  
donating new, unwrapped toys to the  
Marine's Toys For Tots Foundation.

**DONATION DATES:**  
**MON, NOVEMBER 17 – WED, DECEMBER 10**

**Donation Locations:** Each Building & Zone has a  
donation box with the coordinator's name on it

**Awards:** The areas with the most gifts & the  
highest percentage of participants will be  
recognized at the CS Holiday Party!

**Be a Toys For Tots  
Champion!**



For more information, contact  
Avril Occilien-Similien 404-712-9091  
or Traci May 404-712-2465





## Help a Neighbor in Need

**Bring a non-perishable food donation between  
October 16 and November 15  
& help make a difference in the Emory community.**

**SEVERAL DROP OFF LOCATIONS AROUND CAMPUS:  
COX HALL, THE DUC, WOODPEC, ADMISSIONS BUILDING,  
RICH BUILDING, WHITEHEAD, SCHOOL OF MEDICINE,  
THE SAAC, BURLINGTON RD BUILDING, PSYCHOLOGY BUILDING**

ALL DONATIONS ARE  
BEING MADE TO THE

ATLANTA  
COMMUNITY  
FOOD BANK

sodexo  
QUALITY OF LIFE SERVICES

IS A PROUD SUPPORTER OF

stop  
hunger

EMORY  
ATHLETICS

1  
staff,  
voice,  
emory

EMORY  
UNIVERSITY

Dining  
Campus Life

**"When you practice gratefulness,  
there is a sense of respect towards  
others.**

# November

~Dalai Lama

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 <b>Election Day</b> 	5	6	7 Walks with Matthew	8
9	10	11 Intermediate Outlook <b>Veteran's Day</b> 	12 Intermediate Outlook Timecard Adjustment System Training	13 <b>CS Moves</b> Timecard Adjustment System Training	14 Walks with Matthew Intermediate Outlook -Oxford Timecard Adjustment System Training	15
16	17 Timecard Adjustment System Training	18 Intermediate Outlook Timecard Adjustment System Training	19 Intermediate Outlook	20 <b>CS Moves</b> Timecard Adjustment System Training	21 Timecard Adjustment System Training	22
23	24 Timecard Adjustment System Training	25	26	27 <b>Thanksgiving</b> 	28 <b>University Closed</b>	29
30	<b>EMPLOYEE UPDATE - NOVEMBER</b>					

**CALENDAR KEY:**

- █ Training
- █ Committee Meetings
- █ Sessions for Supervisors
- █ Holidays/Special Events
- █ Other Meetings



## Welcome - New Hires

Qalonda Butler ....Custodian.....BRS

Eric Estrich....Recycling Waste Specialist..... Recycling/Waste Mgmt.

Angela Ellison ....Custodian.....BRS

Benise Gresham ....Custodian.....BRS

Toney Griffin ....Custodian, Sr.....BRS

Joshua Griswold...Landscape...Grounds Dept.

David Howell.....Community Service Officer....EPD

Brian Knox ....Supervisor.....BRS

Danny Lee ....Custodian.....BRS

Gregory Lott ....Custodian.....BRS

Alexander Mawson.....Police Officer....EPD

James McCalla.....Special Event/Moving Specialist I..... Staging Dept.

Sharon Pryor ....Custodian.....BRS

Abel Reynoso....Recycling Waste Specialist.....Recycling/Waste Mgmt.

Derick Ritchie.....Police Officer....EPD

Kevin Smith.....EMS Service Coordinator....EPD

Robert Toreson.....Enforcement Officer...Parking Office

## Congratulations - New Titles

Clinton Sledge ....Crew Leader.....Grounds Dept.

Isaias Lopez....Crew Leader.....Grounds Dept.

Tonja Jones .....Supervisor, Procurement.....Procurement Dept.

Timothy Scoggins .....Maintenance Mechanic, Sr. ....ZHM

Edgar Avila .....Maintenance Mechanic, Sr. ....ZBM

Jose Aguilar .....Maintenance Mechanic, Sr. ....ZBMPage 16