



# Newsbeat

Highlights and Headlines  
from in and around  
Campus Services

## Campus Services Website Update

Campus Services (CS) recently updated its website which now includes a redesigned Facilities Management (FM) site, a new Customer Relations site and an updated Finance and Business Operations (FBO) site. All departments now have up to date information on their pages.

The Facilities Management site has an updated Guide to Services link that list definitions of all the services they provide. Detailed information about all FM departments is included along with the contact information for each leader in the respective departments. Assistant Director of Human Resources, **Avril Occilien-Similien** was instrumental in the design of the FM site. "We wanted the FM site to reflect every aspect of what they do and specifics how to contact someone in FM if there are questions or concerns," said Avril.

The Customer Relations site was recently added to reflect the Work Management Group (WMG) and Procurement Shop in conjunction with the Vice President's Office. **Ashley Cobette**, Executive Assistant to the Vice President, felt there needed to be representation on the website of the newest department. "We felt that we needed a site for everyone to see how our WMG and Procurement Shop provide the support and overall experience in supporting our internal and external clients," she explained. Work request and request forms are also included on these pages.



### INSIDE THIS ISSUE:

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The FBO site was updated to combine the previous departments of Campus Services Administration and Transportation and Parking Services (TPS). The **CS SELECT** link to submit nominations can be found on this site. The TPS link will redirect you to an additional site with updated information on all of the TPS services.

Congratulations to Avril and Ashley on their hard work in updating the CS website. Avril was the previous manager of the CS website, but as of February 2015, Ashley is the new CS website manager. If you have any questions or comments about the website, please contact Ashley. Check out the updated CS website at: [www.campserv.emory.edu](http://www.campserv.emory.edu).



## LEADERSHIP TEAM SPOTLIGHT

### SPOTLIGHT ON: TODD KERZIE

#### AVP OF FACILITIES MANAGEMENT

On March 1, I celebrated my second anniversary with Emory University and Campus Services. I feel truly blessed to have the opportunity to lead the Facilities Management team and to work with such a diverse organization as Campus Services. I am having a blast and love coming to work every day! As some of you may be aware, I am currently participating in Emory's Excellence Through Leadership (ETL) program. Through that program, we have been studying leadership diversity so I have been thinking quite a bit about the unique skills and approaches within our workforce and how that diversity of thinking and style is aligned with the Campus Services mission, vision, and values.

Through my work in the ETL program, not only have I had the opportunity to learn various leadership styles from my classmates but also through class exercises and self-discovery I have a renewed awareness of my leadership strengths and areas requiring development. Over these last 24 months, I have realized that when leading, supervising, or managing such a diverse organization one must apply various leadership styles. "Different Strokes for different folks," or situational leadership, is an understanding that there is no one "best" style of leadership, and that the most successful leaders are the ones who can adapt their style to a given situation.

For example, when I first arrived to Campus Services, I used a directive leadership approach drawing on my experience from organizations I previously led. The **directing** leadership style involves embracing a challenging situation and applying specific knowledge and experience to right the organization. A directing-type manager establishes clear goals and objectives for the organization but allows staff members some latitude as to the process used to meet the goals. Since I did not know the organization as well as those who had been here for years, I set the expectations but did not necessarily direct how to accomplish them. **Coaching** is situational leadership that is more "hands-on" and is most beneficial when the employee displays weaknesses that need improvement or indicates a desire to improve. I have used this effectively in assisting employees during "one on one" sessions providing options for the employee to consider in handling certain situations. The **delegating** style places more of the responsibility on the shoulders of the workers as opposed to the managers. This style is most effective with an experienced staff that can work independently. It also allows for maximum creativity in how employees choose to go about accomplishing a task. This was best exemplified during our inclement weather response when we set up our teams, provided guidance, but then relied on the teams and the individuals who make up the teams to do the right thing, the right way, and for the right reason. The leader plays more of a motivational role in the **supporting** style. Their main function is to attempt to instill confidence and empower the employees so they eventually become more self-sufficient and productive. Although there is no one right way to lead, I believe all leaders should strive to be more supportive in providing the employees with the tools and resources needed and trust they will exceed the expectations of our customers.

As we continue to develop our organization according to our Mission, Vision, and Values as the provider of choice and exceeding our customer's expectation, I would challenge all to consider situational leadership and apply it within our diverse organization. Our workforce is our strongest asset and they deserve the best leadership; which is dependent on the situation.

*Todd Kerzie*

## HAPPY RETIREMENT & THANK YOU FOR YOUR YEARS OF SERVICE



*Above left to right: James Beaver and Merle Reed*

This past January, Campus Services (CS) celebrated the retirement of two of its employees. **James Beaver**, HVAC Mechanic Lead, retired after fifteen years of continuous service. **Merle Reed**, Supervisor of the Electrical Shop, retired after 47 years of service.

James Beaver began his career with Emory University in December 1999 in the Facilities Management Department. He was a dedicated worker in the HVAC shop. During his years in CS, James worked on numerous in-house projects that saved the university thousands of dollars. He was always looking for the best way to be cost effective. James always provided outstanding service to all of his customers and was highly respected on his team.

Merle Reed joined Emory University in June 1966, working at the warehouse delivering supplies. After leaving to go to Army Basic Training, he returned to Emory in May 1970. It was then Merle began his work as an electrician. He was responsible for street and security lighting along with the high voltage system campus wide. Merle's calm demeanor and willingness to help in all areas that made him a great leader.

When James was asked what were his plans once he retired, he smiled and said, "Spend time with the grandkids and head to the beach." Merle didn't hesitate when asked what his plans were. "Spend time with this lovely lady," he said while looking at his wife who was in attendance at the retirement celebration.

James and Merle's hard work will greatly be missed here at Emory. We wish them a wonderful retirement and thank them for their dedication to Emory.



*Above, left t: Merle with his supervisor Jody Dicarlo Above, center: Chris Pritchett, James Beaver Matthew Early, Merle Reed and Jody Dicarlo Above, right : HVAC Supervisor Chris Pritchett and James Beaver*



## HAPPY RETIREMENT & THANK YOU FOR YOUR YEARS OF SERVICE



*Above: John "Tom" Moody*

**John T. Moody**, Plaster/Drywall Finisher, retired from Emory University in January 2015 after 20 years of continuous service. Tom, as he was called, began his career with Emory in January 1995 and spent his entire career in the Paint Shop.

Tom's love for painting began when he was 14 years old. He enjoyed bringing beauty to the buildings that he maintained. He felt the campus was so lovely and was proud to add the final touch. Tom also utilized training classes that Campus Services (CS) offered. He enjoyed participating in the computer classes that were offered whenever he could. He was also known for his sense of humor. He loved making people laugh or making people smile to brighten their day.

Tom said he would miss his team and the people at Emory. "Emory is a wonderful place to work" said Tom. "People treat you with such kindness and respect." His Paint Shop team presented him with a personalized plaque at his retirement party to show him their appreciation for all his contributions to their department. When asked about his plans after retirement, Tom shrugged and said, "I guess I'll get some rest now!"

Tom's strong work ethic and positive attitude made him a joy to work with. We are grateful for his time in CS, and he will truly be missed.



*Above, left t: Paint Shop Supervisor, Glen Brown, Tom and O&M Director, Chris Jackman Above, center: Matthew Earley and Tom Above, right : Tom and Glen during his farewell speech*

# CS HIGHLIGHTS

## NEW SUPERVISOR



*Above: Mikell Payton*

Campus Services (CS) is excited to welcome **Mikell Payton** as a new night shift Supervisor of Building and Residential Services. Mikell joined Emory in December 2014, and is a Clark Atlanta graduate with experience in Project Management, Human Resources, and managing employees. She has also had her own event planning company and clothing boutique prior to joining CS.

Mikell is happy to be working on our team. "Emory is recognized around the world, and I am proud to tell everyone that I am a part of that family," she said. Mikell expressed her excitement in being with a company where she can learn and grow from so many others.

We are thrilled to have Mikell on our team. Please make sure you give her a warm welcome if you see her!

## HAPPY BIRTHDAY!



*Above: Chief Craig Watson about to blow out his 'donut cakes'.*

How do you honor someone in law enforcement that has dedicated their career to the safety of others? With Krispy Kreme donuts of course!!!

On January 6, the Senior Leadership team took time to celebrate the birthday of **Craig Watson**, Chief of Police, in Conference Room A. They surprised him with 'Donut Cakes'! His actual birthday was December 29, but anyone who knows Craig can honestly say that it is never too late to have Krispy Kreme donuts.

Thanks to the Senior Leadership team for taking time to celebrate someone who does so much for so many in the Emory community.



# CS SELECT AWARDS

Congratulations to all our recipients. Keep up the good work!

EMPLOYEE	SELECT LETTER AWARDED	RECOGNIZED FOR:
Nancy Bayly	E (Exceeds Expectations)	Quickly stepped in to mobilize an emergency repair at a retaining wall while keeping a great attitude.
Charles Beck	S (Solution Based Idea)	Diligently worked to re-establish air pressure while repairs were being made to an air compressor.
Eric Estrich	T (Teamwork)	Showing initiative by increasing recycling efforts at the Briarcliff greenhouses to keep them from deteriorating.
Percy Alexander	T (Teamwork)	Showing initiative by increasing recycling efforts at the Briarcliff greenhouses to keep them from deteriorating.
Kelli Howell-Robinson	E (Exceeds Expectations) & T (Teamwork)	Attentively updating job description and coordinating with Central HR during the E&U reorganization.



~submitted by CS HR

# HR HEADLINES

## EMPLOYEE RELATIONS UPDATE



*Above: Betsy Hames*

Effective April 6, Betsy Hames will be resigning as the Director of Employee Relations in the Central Human Resources (HR) Department. Betsy has accepted the position of Chief HR Officer for the School of Medicine at Duke University. Since joining the Employee Relations team Betsy has been a positive influence and supporter in finding ways to prevent and resolve Employee Relations problems within the departments she supports. Betsy is a strong communicator and has taken her responsibilities seriously in all of her interactions with employees. She has been an advocate for all employees and navigated working with all levels within Emory. We wish her the best in her new endeavor.

Although there will be an upcoming change in the Central HR office, please remember that CS Human Resources is still your first point of contact for all of your HR needs.

## NEW CS BENEFITS SPECIALIST



*Above: Rita Calderon*

Velma has been in the role of Senior Benefits Specialist for almost four years supporting CS employees. She recently transitioned to the role of Benefits Analyst in the Human Resources - Benefits Department. We congratulate her on her new role.

Effective March 1, Campus Services (CS) new Senior Benefits Specialist is Rita Calderon. Rita will assist CS employees with their benefit needs and questions. Rita brings over 15 years of experience with Emory University and Emory Healthcare to the position. Several years of her previous experience has been as a Senior Benefits Specialist in the Emory University Benefits Department serving other departments.

CS would like to welcome Rita to her role in addressing all of CS employees benefit needs. She is located at 1599 Clifton Road on the first floor. Rita can contact her at 404-727-7627 or [rita.calderon@emory.edu](mailto:rita.calderon@emory.edu).

# HR HEADLINES

## TOBACCO FREE EMORY ENFORCEMENT BEGINS

Emory continues to promote a tobacco-free environment as [Campus Life](#), [Campus Services](#), and [Human Resources](#) team up to substantially strengthen deterrence and enforcement measures, beginning this spring semester. At the same time, the university continues to emphasize respect for smokers as members of the Emory community and offers support for those who want to quit.



Although tobacco use at Emory has become increasingly rare since it was prohibited by the Official University [Policy 4.113](#), Tobacco-Free Environment, implemented [Jan. 1, 2012](#), incidents of abuse are still reported. Additional strategies are being employed to eliminate abuse, including additional signage to increase awareness, as well as expanded patrols by student and staff tobacco-use monitors.

Monitors document tobacco abuse. Per the university's Tobacco-Free Environment Policy, "Repeated violations of this policy may result in disciplinary action under the Student Code of Conduct, Emory Human Resources Policies and Procedures, or other applicable Emory regulations or policies. Emory visitors are expected to comply with Emory's tobacco free environment."

The university urges tobacco users to remember that tobacco use is harmful not only to themselves but to the entire community. Secondhand smoke contributes to poor indoor and outdoor air quality and aggravates a number of medical conditions.

Research also shows that secondhand smoke is known to cause disease, and individuals exposed to secondhand smoke have a higher risk of illnesses related to tobacco use, including increased mortality. In addition, cigarettes not completely snuffed out can cause fires, and discarded cigarette butts project a negative image of the university.

All state schools in Georgia are now required to be tobacco-free. More than [1,400 campuses are smoke-free](#) in the United States, and nearly two-thirds are fully tobacco-free. With a growing number of workplaces nationwide also tobacco-free, now is a great time for students who use tobacco to quit. Emory offers a range of resources to [support students](#), including free or low-cost cessation options. The university also provides [resources for employees](#) who want to quit.

All members of the Emory community are encouraged to help promote a tobacco-free campus. Materials to support [policy enforcement](#) are available online, including videos, sample scripts, and an anonymous reporting process.

To learn more, please visit [tobaccofree.emory.edu](http://tobaccofree.emory.edu) or email [tobaccofree@emory.edu](mailto:tobaccofree@emory.edu).



# CAMPUS SERVICES OPEN POSITIONS

~submitted by Kelli Howell-Robinson, Human Resources  
Posted as of 3/02/2015

Department	Job Title	Job Requisition ID	Positions open
BRS	Supervisor, Custodial	48876BR	3
EPD	Police Officer	47916BR	1
EPD	Coord, Fire Safety	48590BR	1
Grounds	Landscaper	48345BR	2
Grounds	Turf Care Specialist	47924BR	1
Grounds	Crew Leader	49511BR	1
Human Resources	HR Associate, SR	46879BR	1
HVAC	Mgr, HVAC	49160BR	1
Oxford	Landscaper	49210BR	1
Paint Shop	Plaster/Drywall Finisher	48728BR	1
Parking Services	Enforcement Officer	44053BR	2
Pipe Services	Supv, Pipe Services	49483BR	1
Security Systems	Locksmith, Sr	48874BR	1
Security Systems	Access Control Tech	48772BR	1
Staging	Special Event/Moving Specialist I	48748BR	2
Steam Plant	Steam Distribution Mech.	46100BR	1
Steam Plant	Plant Operator	4818BR	1
Steam Plant	Mgr, Plant Maint	49161BR	1
Zone C Maint	Maintenance Mechanic	45456BR	1
Zone E Maint	Maintenance Mechanic	39362BR	2
Zone H, Zone F & Zone B	Maintenance Mechanic	47638BR	4

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



MARCH 1 - MARCH 31, 2015

## surplus property sale

# MARCH MADNESS

it's not just basketball!

reuse  
recycle  
repurpose



also available: shelving,  
tables, file cabinets and more

WHERE: Surplus Property is  
located at Briardiff Property  
1257 Briardiff Road, Building B.  
Park in Lot "J". Hours are Tues. and  
Thurs. 8:30-11:30 and 1:00-3:00.

visit us here:  
[goo.gl/B87Kxc](http://goo.gl/B87Kxc)

(intranet only site)

TERMS OF SALE:  
While supplies last. Sale to faculty,  
staff and students only. All sales  
final. Check or money order.

Surplus Property contacts:  
Milton Thomas 404.727.7484 James Harper 404.727.0545

EMORY.  
RECYCLES





# TAKE THE WORKPLACE FLEXIBILTLY SURVEY

flexible schedules • compressed work weeks  
telecommuting • shift swapping

Are you working a flexible schedule? Are you able to  
telecommute or swap shifts with a co-worker?  
Take the survey and let us know.

The information you provide on the survey is  
confidential.

Watch for a special email invitation from the Office of  
Institutional Research on Monday, March 2, 2015.

**DEADLINE TO COMPLETE THE SURVEY:**

**March 13, 5:00 pm**



EMORY  
UNIVERSITY

WorkLife Resource Center



# Wellness Corner

Stay Active.  
Eat Well.  
Relax.  
Live Long.



## FEATURED RECIPE

### SPRING GREEN SOUP



#### What You Need

- 1 medium onion, halved and sliced
- 1 tablespoon cooking oil
- 3 cups reduced-sodium chicken broth
- 1/2 teaspoon freshly ground black pepper
- 12 ounces Yukon gold potatoes, quartered
- 3 cups sliced fresh mushrooms
- 2 tablespoons butter
- 3 cups fresh spinach leaves
- 3 cups fresh arugula leaves
- 2 cups fresh Italian (flat-leaf) parsley leaves and tender stems
- Fresh arugula

#### Make It

In 3-quart saucepan cook onion in hot oil over medium heat for 5 minutes. Add broth, pepper. Bring to boiling. Add potatoes and return to boiling; reduce heat. Simmer, covered, for 10 minutes.

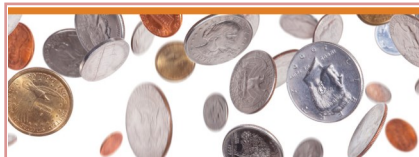
Meanwhile, in a large skillet cook mushrooms in hot butter over medium heat for 6 to 8 minutes or until tender and liquid has evaporated; set aside.

Remove saucepan from heat. Blend onion-potato mixture until almost smooth. Add spinach, the 3 cups arugula, and the parsley. Return to heat. Bring to boiling; remove from heat. Blend puree soup again until nearly smooth and flecks of green remain. Serve immediately topped with sautéed mushrooms and additional fresh arugula.

**ENJOY!**

## HEALTHY LIVING SPOTLIGHT

### 2015 Health Incentives



Earning your incentives makes perfect  
**health cents**

To encourage you to take an active role in your health, Emory provides financial incentives for healthy behavior. You can begin earning your 2015 incentives by taking Aetna's Online Health Assessment.

The online health assessment will only take about 15 minutes to complete and it will provide you with a quick snapshot of your overall health as well as some ideas for improvement. By participating, you will receive a **\$25 gift card** from Aetna! To take the assessment, simply go to [www.aetna.com](http://www.aetna.com) and log in. For a quick, step-by-step demo, [click here](#).

The health assessment is the gateway to all the other medical plan incentives you can earn in 2015. Once you've completed it, you'll then be eligible for:

- ♦ Healthy Lifestyle Coaching: earn \$100
- ♦ Annual Checkup (preventive exam): earn \$100
- ♦ Disease Management: earn \$200

The above incentives will be applied to your medical plan and help offset your medical costs. If you're enrolled in the HSA Plan, the incentives will be a contribution to your HSA. If you're enrolled in the POS Plan, your incentives will be a credit against your deductible or co-insurance. Also remember that if you have a spouse or same sex domestic partner who is covered on your medical plan, he/she is also eligible to earn the \$25 gift card and the other incentives.

Earning your incentives makes perfect "health cents" – get started today by taking your health assessment! More information is available at [www.hr.emory.edu/incentives](http://www.hr.emory.edu/incentives).



*"Running is one of the best solutions to clear a mind."  
~Sasha Azevedo*



# CS Maves



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!



# Grief & Loss Support Group

This **6-session** support group will provide information and support regarding the grief process, including the stages and emotional process of grief. Participants will have the opportunity to share personal challenges and learn new strategies for coping and creating meaning in life after the loss of a loved one.

**March 5 – April 9, 2015\***

**Thursdays from 4:00 p.m. – 5:30 p.m.**

**Location: Faculty Staff Assistance Program  
The Emory Wellness Center  
1762 Clifton Rd., Suite 1100  
Conference Room**

*\*All participants must contact FSAP at 404-727-4328 no later than **2/25/15** to schedule a screening appointment prior to joining the group. This group will include a maximum of 8 members and is open to all Emory Healthcare and Emory University employees.*





# Transforming Your Anger and Conflict

***Does unresolved conflict or anger cause you problems at home or at work? If so, this group may be for you.***

This **weekly, eight-session skills group** will provide practical information on the nature of anger and conflict, as well as healthy, effective strategies for responding to anger-triggering situations and resolving conflict.

**March 10 – April 28, 2015\***  
**Tuesdays from 12:00pm – 1:00pm**

**Faculty Staff Assistance Program  
1762 Clifton Rd, Suite 1100  
Atlanta, GA 30322**

***\* All prospective participants must contact FSAP at 404-727-4328 by Monday, March 2 to schedule a screening appointment prior to joining the group. Open to all Emory University and Emory Healthcare employees.***







# March

*“If you don’t like something,  
change it. If you can’t change  
it, change your attitude.”*

*~Maya Angelou*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 EHSO Safety Training	4	5 EHSO Safety Training	6	7
8 Daylight Savings Time	9	10	11	12 CS Moves EHSO Safety Training	13	14
15	16 EHSO Safety Training	17 EHSO Safety Training St Patrick’s Day 	18	19 CS Moves EHSO Safety Training	20 First Day of Spring 	21
22	23	24	25	26 CS Moves	27	28
29 Palm Sunday	30	31				

## EMPLOYEE UPDATE - MARCH






### Welcome - New Hires

**Melissa Tomlinson**.....Custodian, Sr.....BRS  
**Rebecca Davis**.....CAD Technician....CS IT  
**Yamen G. El-Alam**.....Business Operations Specialist....CS IT  
**Sarah Morris Hodge**.....Senior Interior Design.....Interior Design  
**Michael Garrett**.....Recycling Waste Specialist.....Recycling Dept.  
**Joshua Brown**....Landscaper....Grounds  
**Stephen Nesmith**.....Senior Procurement Specialist...Procurement  
**Jamarcus T. Williams**.....Police Dispatcher....EPD  
**Xavier Nixon**.....Police Officer....EPD  
**Shontrail Hughes**.....Financial Analyst, Sr.....Finance Operations  
**Nicole A. Isaacs**.....Coordinator, Parking Office....Parking Office

### Congratulations - New Titles

**Eric Alexander**....Supervisor... Electrical Shop  
**Ricky Stafford**...Maintenance Mechanic...ZHM

CALENDAR KEY:

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

