



Newsbeat

Highlights and Headlines
from in and around
Campus Services

DONNA MATTHEWS - EMPLOYEE OF THE YEAR

Congratulations are in order for Building & Residential Services Supervisor, **Donna Matthews**, on her 2011 Employee of the Year win!

Donna started her career with Emory University in 1988 as a Custodial Worker. She was promoted to Supervisor in 1997. She was the Employee of the First Quarter.

As stated by her nominator, **Dee Sneed**, Assistant Director of Building & Residential Services, "Every morning she begins her conversations with me with a smile and ends by saying "if you need anything, just call!" I think this is what I appreciate most--Donna's willingness to give freely of her time!" Donna is known around Campus Services for her calm, quiet, yet gentle demeanor. Dee adds, "I was so excited when Donna's name was announced as Employee of the Year. She is a dynamic person and a perfect example of the Employee of the Year."



Donna is known for always being a team player and going above and beyond the call of duty. **Cecil King**, Director of Building & Residential Services said, "Donna is an all around exemplary employee and just an outstanding person ." She also feels that Donna always includes and acknowledges her staff in everything. "She is always friendly in her communications to others and she always has a smile on her face." Donna's main philosophy in our organization is that no one is a stranger.

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When Donna's named was announced as Employee of the Year, she was shocked. She smiled and laughed as she gave hugs to everyone on her way to accept the award. "It is an honor to be chosen Employee of the Year. This is the ice cream with the cake for me." Donna would like to send a special thank you to Dee Sneed and everybody in Campus Services.

Congratulations on being the Employee of the Year, Donna! Your hard work and fantastic attitude make you most deserving of this award! Thanks for setting the standard for employees here in Campus Services.



LEADERSHIP TEAM SPOTLIGHT

SPOTLIGHT ON: JEN FABRICK

UNIVERSITY ARCHITECT

Looking for Something Upbeat, Positive and Real

“2012” as a written number looks so “future” to me. Time has brought us forward to this date so quickly after 9/11. So much change has happened in our lives in the last ten years. Don’t you wonder what the next ten will bring?

Or, maybe you’d rather not. Maybe you’re hardened and numbed; ready to just go along with the flow. You call it a Zen approach. It’s OK; you could do just that and survive. You could sit around and listen to all those news items about civil rebellions, science discoveries, religious posturing, and climate oddities. You could continue your comfortable life routines and stay in your techno groove.

But, in 2022 (an even more bizarre date), ten years from now, what will you look back at with a smile in your heart? What memory would make you feel wholeness? What achievement would make you proud? What stories will you have to share?

The effort required to direct your life story is so personal, so fraught with opportunities for success and failure, so difficult to verbalize and communicate, and is so requiring of making change. And changes require a different kind of energy, one we tend to reserve for times of need. We often retreat from using this transformative energy because we just don’t have the time. And, as we all know, time is always of the essence. In other words, there is always something more comfortable that we just have to do (work, cook, movies, sports, shop) than to think about your life direction. But then, how about ten years from now?

You owe it to yourself, as an individual, to take the time to consider making one change in your life. Think through one thing that ten years from now will cause you to smile and feel good; one thing that requires a new energy. Take the risk, it really is a very small risk, and decide on one thing that will grow you as a person. Take the time to be you.

Jen Fabrick



CUSTODIAL ERGONOMICS

Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the working population. Here at Emory, we have a high incidence of sprains/strains among Building and Residential Services Custodial Staff. As both an Environmental Health & Safety Office (EHSO) employee as well as a Master of Public Health (MPH) candidate at Rollins School of Public Health, I am working to determine the reason for recurring sprains/strains and to identify solutions to rectify the problem for my Capstone Project. Assistance is being provided by Tiffany Dothard, Safety Coordinator and Carol Wilkins-Hall, Assistant Director, General Safety & Industrial Hygiene of EHSO. The project is a 3-phase process which includes surveys, ergonomic assessments, and implementation of stretching exercises along with other recommendations.

The anonymous voluntary surveys were completed in June, 2011 by the majority of the custodians on all 3 shifts. The surveys were utilized to gain information on demographics, occurrence of past injuries, and body locations where the injuries occurred. Of the approximate 350 custodians, 240 volunteered to participate in the survey. From the 240 volunteers, twenty people were randomly selected to participate in videotaped ergonomic assessments. The assessments began in July, 2011 and were completed in September 2011. The assessments were approximately 1 hour long, and are currently being analyzed for the following tasks:

- Waste Handling (Trash, Recycling, Etc.)
- Mopping & Sweeping
- Vacuuming
- Floor buffing/polishing
- Cleaning restrooms
- General Cleaning (Office, Laboratories, Kitchens)
- Miscellaneous Tasks (i.e. Stairs, Detail Work)

Daily stretching exercises are being considered as one solution to aid in the reduction of sprains/strains. This project is being performed in conjunction with the development of Emory University's Ergonomics Program. Further information on the Ergonomics Program will be provided the near future. I appreciate Cecil King, Director of Building Services, and the Custodial Staff for participating in this project. Hopefully, this will lead to an overall reduction in injuries and workers compensation costs as well as a boost in employee morale and more efficient productivity.

Shanari Carter
Safety & Industrial Hygiene Specialist, EHSO
MPH in Environmental Health Candidate, 2012, Emory University



Freedom From Smoking

Campus Services 8-Session Freedom From Smoking Class

This American Lung Association program is an 8-week session designed to avoid the usual pitfalls associated with quitting smoking. The Freedom From Smoking behavior modification format provides strategies for tracking personal habits, developing coping strategies, and practicing in a supportive environment with others who are experiencing the same feelings and challenges.

Mondays*–February 13–March 26, 2012

11:30 am–1:00 p.m.

**Campus Services, Building B
Training Room**

- An additional meeting will be held on Wednesday, March 7
Please discuss your time to attend this class with your supervisor.

Open to all Emory faculty, staff, and students free of charge.

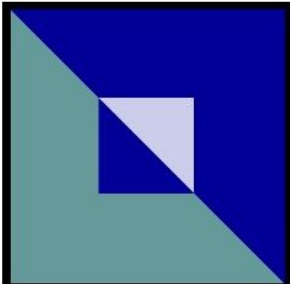
**To more information or to register for this class, please contact the
FSAP at 404-727-4328.**



Faculty Staff Assistance Program
The Emory Wellness Center
1762 Clifton Road, NE, Suite P 1100
Atlanta, GA 30322
(404) 727-4328 or (404) 727-WELL
www.fsap.emory.edu

Click this link for additional information: <http://fsap.emory.edu/health/wellnesscourses/tobacco.html>

~submitted by Melissa Morgan, FSAP



Update from the Building & Residential Services Work-life Balance Restructure

Congratulations are in order to the entire team – top to bottom – who worked tirelessly to investigate, design and implement a reorganization of Building and Residential Services. Not only will these changes enhance the positive work experience for all, but it will also improve service and productivity. Ten new supervisors were recruited from the team leads and frontline staff within B&RS through an interview panel process. Participation on the panel included a supervisor and a manager from FM, two CSAB members, and a representative from Central Human Resources.

Congratulations are in order for the ten new supervisors:

- ◇ Day Shift – Rita Foster
- ◇ Evening Shift – Donnie Coleman and Jimmie Vincent
- ◇ Night Shift – Timothy Barber, Antonio Beasley, Brenda Earley, Ewart Jack, Willie Rollie, Beverly Walker, and Frank Williamson



A full list of the supervisors, contact information, and the buildings they will be responsible for are listed on the shared drive. Click on the Facilities Management folder and then the Building & Residential Services folder.

A training and mentoring program for all B&RS supervisors is being developed to ensure consistency within our operation as well as addressing the concerns expressed in the feedback sessions from all levels of B&RS. These programs are scheduled to kick off in January 2012.

A huge thank you goes to all B&RS employees who participated in the feedback sessions used to develop the new work-life balance restructure, to CSA and BRS Leadership Team for their assistance in helping to design the new restructure. Additional thanks to the entire Interview Panel team for your contribution to this effort.

The new year brings change and renewal, and we are excited for both through the reorganization of Building and Residential Services!

~submitted by Cecil King, Bldg & Residential Services



What is the CS SELECT Program?

Beginning January 1, 2012, the CS Select Program will be the *new* employee recognition program. Employees are nominated by their colleagues and peers in recognition of superior job performance, and prizes will be awarded for each qualifying letter of SELECT that an employee receives.

The CS SELECT Employee meets at least one of the following criteria:

S = *Has contributed a SOLUTION-BASED IDEA*

E = *Consistently EXCEEDS EXPECTATIONS*

L = *Exhibits LEADERSHIP*

E = *Displays exemplary ETHICAL behavior at all times*

C = *Exhibits excellent CUSTOMER SERVICE skills*

T = *Is a TEAM PLAYER*

AWARDS

1 letter = Thank You Note

2 letters = Wristband

3 letters = Tervis Tumbler

4 letters = Baseball Cap

5 letters = Polo Shirt

6 letters = 1 day off / Nominated for Employee of the Year

Employee of the Year: eligible IF all six criteria are met within one calendar year

- *Recognized at Holiday Party; presentation by Supervisor/AVP/VP*
- *Personalized plaque*
- *2 days off*
- *Additional award TBA*

Are you *SELECT*?

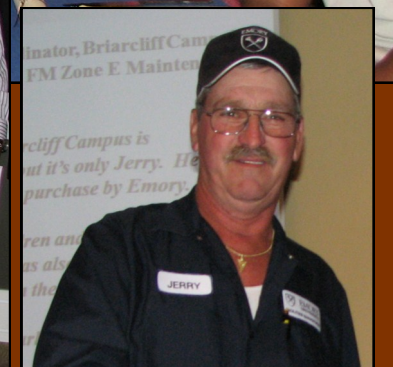
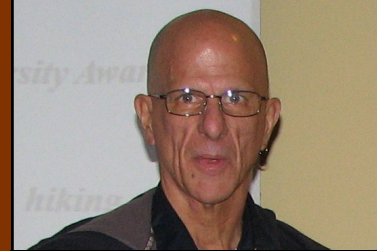
CAMPUS SERVICES OPEN POSITIONS

~submitted by Kelli Howell-Robinson, Human Resources

Department	Job Title	Job Requisition ID	Positions open
Bldg & Res	Custodian, Sr	24683BR	6
Bldg & Res	Custodian	24686BR	4
Bldg & Res	Custodian (Reg PT)	24687BR	4
Bldg & Res	Custodian (Housing)	24231BR	1
EPD	Police Officer	25325BR	3
EPD	Mgr., Police Communications	25830BR	1
Grounds	Landscaper	24680BR	1
Grounds	Landscaper	25493BR	1
Grounds	PT Landscaper	22018BR	1
Parking/Trans	Mgr., Enforcement Officer	25925BR	1
Parking/Trans	Enforcement Officer	24475BR	1
Planning Design & Construction	Senior Interior Designer	25197BR	1
Steam Plant	Steam Plant Mechanic	24220BR	1
Zone E Maint.	Maintenance Mechanic	23322BR	1
Zone E Maint.	Maintenance Mechanic	25496BR	1

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

2011 SERVICE AWARDS LUNCHEON



Taking Charge: Women and Leadership at Emory

What do women in higher education need to know in order to succeed?

An exciting program called **"Taking Charge: Women and Leadership at Emory"** will answer this question. Taught by leaders from across campus, "Taking Charge" is based upon some of the best practices of the HERS Institute for Women in Higher Education. Emory/HERS alumnae and some of Emory's most senior leaders will share what they've learned from their own experiences and facilitate networking among Emory women interested in issues related to higher education and professional development.

"Taking Charge" will resume **with new programs** in December 2011. It is free of charge and open to all women of the Emory community. For more information, please contact Katherine Brokaw at kbrokaw@emory.edu.



Four sessions of "Taking Charge" will meet during the 2011-12 academic year in conjunction with monthly meetings of the President's Commission on the Status of Women (PCSW).

Fall Semester

1st Session: December 15, 2011 (4:30 PM-6 PM)

"Structures & Cultures of the University"

Featured Speaker: Dr. Rosemary Magee

Spring Semester

2nd Session: January 19, 2012 (4:30 PM- 6 PM)

"It Takes a Village; Collaboration & Coalitions"

3rd Session: March 15, 2012 (4:30 PM- 6 PM)

"The Future of Emory; Dollars and Sense"

Featured Speaker: Mr. Mike Mandl

4th Session: April 19, 2012 (4:30 PM -6 PM)

"How to Get Where You're Going; Careers, Networks, Mentors and Goals "

Location for all sessions: Jones Room, Woodruff Library

CS HIGHLIGHTS

EMORY IS NOW TOBACCO FREE

As a reminder, Emory became a tobacco-free campus on January 1, 2012.

We now join over 580 other U.S. colleges and universities and more than 2,800 hospitals and healthcare institutions that have made the conscious decision to eliminate the use of tobacco campus-wide. As a result, our campus will transform into a healthier, cleaner environment that truly supports the overall wellness of our students, faculty, staff, patients and visitors.

- **TOBACCO-FREE ENVIRONMENT POLICY:** The use or sale of tobacco is now prohibited on Emory owned or leased property and at Emory-sponsored or sanctioned events. The new policy is available on the University Policy web site: [Policy 4.113](#) and [Policy 8.10](#).
- **TEMPORARY SMOKING ZONES;** From January through August of 2012, there will be 14 temporary smoking zones located on Emory University and Emory Healthcare campuses. For a map of smoking zone locations, go to: http://www.tobaccofree.emory.edu/policy/coverage_area.html. **COMMUNITY ENFORCEMENT:** We, as members of the Emory community, all have the responsibility to let others know about our new, tobacco-free policy. For more information on enforcement and tips for approaching smokers, go to: <http://www.tobaccofree.emory.edu/enforcement/index.html>

Thank you for your continued support and assistance with a successful transition to a tobacco-free Emory! And, best wishes for a healthy new year.

Tobacco-Free Emory Task Force

Click this link for additional information: <http://fsap.emory.edu/health/wellnesscourses/tobacco.html>



TOYS FOR TOTS CAMPAIGN

We would like to thank everyone who was able to participate in the 2011 Toys for Tots Campaign! Campus Services teamed up with Marine's Foundation Toys for Tots Campaign to collect **890 toys**. A very special "Thank You" goes out to all the Building Coordinators who helped collect toys for their areas. Congratulations goes out to Exterior Services (Building Coordinators, Robert Jaynes & Milton Thomas) for collecting the most toys, and Zone E (Building Coordinator, Kenneth House) for collecting the highest percentage of toys. We appreciate everyone who donated to this worthy cause. Thank you again!




2011 CS HOLIDAY PARTY








January

"Faith is taking the first step even when you don't see the whole staircase."

~Martin Luther King Jr.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day 	2 New Year's Day University Closed	3	4 EUH Expansion Meeting	5 FM Supervisor's Meeting	6	7
8	9	10 CSAB Meeting	11	12	13	14
15	16 Martin Luther King Jr. Holiday University Closed 	17	18 EUH Project Meeting	19 BRS Supervisor's Meeting	20	21
22	23	24	25	26	27	28
29	30	31 CS Blood Drive 				

CALENDAR KEY:

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



EMPLOYEE UPDATE - JANUARY

Welcome - New Hires

Ebony Simmons Custodian, Bldg and Residential Services
Keyshawn Walters, Custodian, Bldg and Residential Services
Emmanuel Williams Access Control Tech., Security System Shop
James Gourley HVAC Mechanic, Oxford Maintenance
Samuel Whitworth Sr. Enforcement Officer, Parking Dept.
Fredrick Brightwell Enforcement Officer, Parking Dept.
Samantha Thomas Asst. Director, Trans/Parking, Trans/Parking Dept.
Brian Woodard Enforcement Officer, Parking Dept.
Arshapalla Brown, Police Dispatcher, EPD

Congratulations - On the Spot Awards

Donald Crawford, Michael Keener, Kenneth Rome

Congratulations - New Titles

Darwin Miller, Senior Custodian Bldg & Res Dept.
Forrest Hancock, Senior Custodian Bldg & Res Dept.
Ewart Jack, Supervisor, Custodial Bldg & Res Dept.
Jimmie Vincent, Supervisor, Custodial Bldg & Res Dept.
Donnie Coleman Sr., Supervisor, Custodial Bldg & Res Dept.
Frank Williamson, Supervisor, Custodial Bldg & Res Dept.
Rhoda Harris, Program Admin. Assistant Bldg & Res Dept.
Brenda Burnett, Sr. Secretary Bldg & Res Dept.
Suzetta Lockleer, Sr. Secretary Bldg & Res Dept.
David Fitzgerald Jr., Crew Leader Grounds Dept.
Jose Murueta, Trades Worker, Sr., Roads and Hardscape
Corey Long, Coordinator, Project (Facilities) PDC Dept.
Robin Mitchell, Coordinator, Contracts PDC Dept.
Danny Childers, Sr. Maintenance Mechanic Preventive Maint.
Franklyn Jamieson, Controls System Oper/Tech 1 Controls Shop