



Newsbeat

Highlights and Headlines
from in and around
Campus Services

EPD CROWNED SOFTBALL CHAMPIONS AT THE CS PICNIC

On Friday, June 22, 2012, Campus Services hosted its annual CS Picnic. The picnic was a great event this year. There was softball, great food, table games, and co-workers having fun. All CS departments came out and had a great time. It was great to see employees from all shifts enjoying themselves and mingling with each other. The Associate Vice Presidents (AVPs) served the food this year along the Picnic Committee members. Fun was had by all.



EPD with the Championship Trophy after beating Grounds 4-3 in the final game.

Emory Police Department defeated Team Grounds, 4-3 in an exciting game. This year CS saw an increase to seven teams that participated in the softball tournament. EPD, Team Grounds, Team Oxford, Team TPS, Team PDC, FM Team I, and FM Team II played in games starting at 9:00am. All teams did a wonderful job and we had many close games. We had the largest crowd in years watching the games throughout the day, and cheering for their teams despite the heat. It was a great tournament and we are proud of all the teams that came out and played. Kudos to these teams for all their hard work practicing for this tournament.

A special "Thank You" goes out to the 2012 CS Picnic Committee members for all their hard work and dedication. They did a wonderful job making sure the event was enjoyable. The committee members were: Ashley Cobette, Donald Crawford, Mark Kimbrough, Shervon



2012 CS Picnic Committee

Lewis, Jonathan Milton, Tamika Reese, Rita Tyler, Steven Walker. The CS Picnic Committee would like to thank their volunteers: Anita Cunningham, Marion Reese, and Phyllis Reese for helping everything run smoothly. They did a marvelous job. We can't wait until next year!

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LEADERSHIP TEAM SPOTLIGHT

SPOTLIGHT ON: BILL CASTLE

AVP OF FACILITIES MANAGEMENT

“One moment, please...?”

I just returned from a senior leadership retreat and it was anything but a retreat! We reviewed results from the Campus Services employee survey, presented progress on our FY12 goals, and passionately discussed our ideas for FY13 goals. We were very budget conscious--met at a staff member's residence, did not stay overnight, and did not indulge in lavish lunches or alcoholic beverages. We rolled up our sleeves, put on our thinking caps, and engaged in hard work. I left convinced that we have anchored FY13 goals which will enable

us to significantly improve the way we collect and use information, communicate with our Emory colleagues and ourselves, deliver and receive training, annually evaluate our teams, and balance our work, life, and health. I also realized that CS is busy this summer with implementing routine work schedules in FM, PD&C projects, the evaluation process, transitioning shops, etc. A lot of great stuff is going on!

In the midst of all this, there are two fundamental concepts I think we need to consider...

The first is to not lose sight of our purpose. Our purpose is to ensure this place called Emory is “a destination university”. Our role is to ensure this place is designed, protected, and maintained so that folks who are tops in their fields want to come here. Our jobs, as routine and sometimes thankless as they may seem, are at the core of making this vision a reality.

The second and perhaps the most important concept is that of rest, which includes play. During the summer, we are usually engaged in many activities, but we should learn to schedule down time- even time away from technology. If you dare, when scheduling some get-away time, leave your techno-gadgets behind. Learn how to play again.

Part of the CS Vision map reminds us to set aside time for reflection, renewal, and fun. This is why we have picnics and holiday parties. It's also important to carve out those moments away from the workday too. We don't need to wait for our extended vacation to enjoy some down time. We can take time on the weekends to rest and relax so we are refreshed and renewed on Monday. Take a nap, walk the dog, read a book, throw the ball with your kid, your significant other, or friend. Take time away from electronic devices (TV, Smart Phones, computers, Game box), go outside and get fresh air. Go to a pool, ride a bike, or take a walk.

During the workday, make time to take a walk or engage in other exercise. Eat well. Go to bed early. Set aside time to rest, relax, and get out each day. If you are struggling with what it means to relax and to engage in play, ask yourself these questions:

- What activity makes you laugh?
- What activity makes you forget about the time?
- What activity makes you feel creative?
- What activity makes you feel joyfully connected to those who you love most?

Discover the answers to those questions and take a moment every day, a day every week, and a week every six months, and commit yourself to resting and having fun. Don't let stress get the best of you. Believe it or not, your life may depend on it.

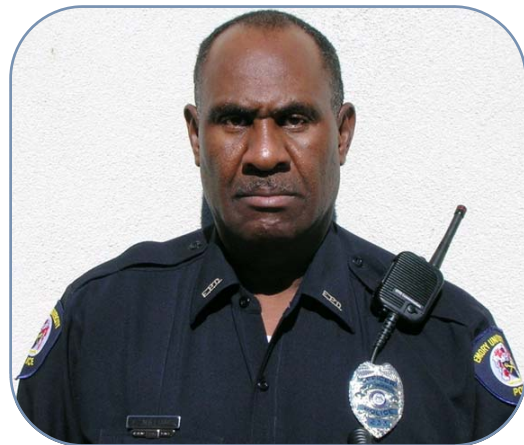
Bill Castle

HAPPY RETIREMENT & THANK YOU FOR YOUR YEARS OF SERVICE

Eugene Williams began his career with Emory University in 1994 as a Security Officer for Oxford College after a 28 year Tour of Duty in the United States Army. During the 1995-1996 academic year at Oxford College, the Campus Security Department was upgraded into a division of the Emory University Police Department. Officer Williams was sent to Police Academy, where he became a certified Peace Officer for the State of Georgia.

Officer Williams has always been a loyal team worker and is very dependable. He would volunteer to work extra details as needed. He also conveyed a favorable image of EPD because he always took pride in his appearance with pressed uniforms and polished shoes. Officer Williams always went out of his way to greet visitors. On many occasions, he would provide alumni or visitors a tour of the campus buildings when the campus was not open for business. He always brought a smile to colleagues at Oxford with his friendly and teasing personality.

Officer Williams has been very valuable to the Oxford campus and is a great example of what makes Oxford College Emory's best kept secret, "A special place to live, work, and serve". Congratulations on your retirement and may your future years be blessed indeed.



*Left Picture: Officer Williams (right) receiving his retirement award from Chief Craig Watson (left).
Right picture: Officer Williams' retirement picture.*

CS HIGHLIGHTS

PREVENTATIVE MAINTENANCE HEROES

Two CS employees recently helped a student camper visiting the Emory campus. At 3:30 am on June 18, 2012, the Preventative Maintenance (PM) shop got a call from Emory Police Department asking for tools because a 14 year old boy had gotten a metal washer caught on his finger. The doctor on the scene tried to remove the washer, but nothing worked. Two PM employees, Tyrone Wilburn and Kevin Parks, showed up to the scene with their tools in an effort to help the doctor remove the washer. Their efforts to remove the washer were not working, so they went back to their shop to get a few more tools. Once they returned, they tried even harder and it worked. The camper was checked out at Emory Hospital and released to his very grateful mother.

Campus Services is so proud of our PM heroes. Tyrone and Kevin showed they were willing to go above and beyond to help the camper in any way they could. Their hard work and diligence paid off, and we are so grateful to have employees like them!

~submitted by Rickey Ray, Preventive Maintenance



Kevin Parks



Tyrone Wilburn

We Want To Hear From You!

Do you have an idea on how we can improve Campus Services for the benefit of employees, customers, or the University as a whole? We would love to hear your ideas!

Send your submissions to:

CSsuggestionbox@emory.edu

Submissions will be reviewed by the Senior Leadership Team, and those ideas enacted will have a nomination submitted to the CS Select Committee

*This mailbox can only accept incoming mail from an emory.edu email address



~submitted by Ashley Cobette, Office of the VP of Campus Services

HR HEADLINES



PERFORMANCE EVALUATIONS

It's that time of year again....time to think about preparing annual performance evaluations.

Performance Review Period

Tuesday, May 15, 2012 to

Friday, July 13, 2012

The **Annual Performance Feedback** period opens today **Tuesday, May 15, 2012 and will close EOB Friday, July 13, 2012**. For those of you using a paper feedback form, the Self-Assessment and Annual Feedback and Development forms are located on the <S:\Human Resources Public\New Feedback & Development>. For those using Sonar6, please be sure to enter the detail and weighting for each performance goal being rated. **A separate tip sheet will be sent to you to assist you through this rating process.**

Regardless of the feedback document (paper or Sonar6) as in years past, we are asking that you:

- Complete a feedback and development form on employees who have been employed **6+ months**
- Encourage your direct reports to complete a **self – assessment**
- Provide employees a **date by which you wish to receive** the self- assessment
- **Incorporate** information from the self-assessments into the annual feedback and development document
- Provide **specific examples** to support the ratings for each performance factor/goal/competency
- **Submit** self-assessments and annual Feedback and Development Discussion forms to CS-HR **by close EOB Friday, July 13, 2012 (separate instructions for Sonar6 will be included on tip sheet)**
- Prepare a **Performance Improvement Plan (PIP)** for any employee rated Needs Improvement or Unsatisfactory

Individual units will deliver completed evaluations to CSHR by close of business **July 13th**.

~submitted by Jackie Owen, Human Resources

CENTRAL HR CHANGES

Karen Gardner, Director of Employee Relations, has replaced Randall Cumbaa, Manager OD & Employee Relations, as our Central HR Employee Relations contact effective July 1, 2012. Randall Cumbaa transferred to Central HR Learning Services.

Although new to this position, Karen has been with Emory University for several years. Karen worked in Emory's School of Medicine as the Senior Human Resources Associate. Prior to Emory, she worked for Turner Broadcasting Systems in their Human Resources functions.

CS would like to welcome Karen to the Central HR office. We also would like to thank Randall for all his support over the years. We wish him the best in his new position.

Although there has been a change for CS in the Central HR office, please remember that CS Human Resources is still your first point of contact for all of your HR needs.

~submitted by Jackie Owen, Human Resources

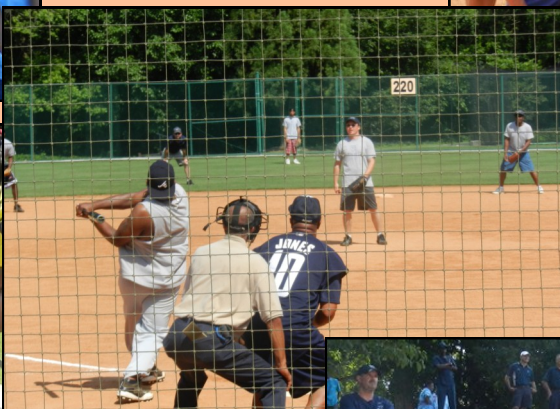
CAMPUS SERVICES OPEN POSITIONS

~submitted by Kelli Howell-Robinson, Human Resources

Department	Job Title	Job Requisition ID	Positions open
Bldg & Res	Supervisor, Custodial Services	29815BR	1
Bldg & Res	Custodian, Senior	29031BR	2
Bldg & Res	Custodian (Housing)	27052BR	1
Bldg & Res	Custodian, Senior	27721BR	2
Bldg & Res	Custodian	24686BR	1
Bldg & Res	Custodian (Reg PT)	24687BR	4
CAD	CAD Tech	29699BR	1
CS IT	Business Operations Specialist	28703BR	1
EPD	Police Officer	28851BR	1
Grounds	Landscaper	24680BR	1
Grounds	Landscaper	29670BR	1
HVAC	Sr. HVAC Mechanic	29335BR	2
Oxford	Police Officer	29616BR	1
Oxford Maint.	Painter	27669BR	1
Security Systems	Access Control Tech	29333BR	1
Zone B Maint	Supervisor, Facilities	29779BR	1
Zone E Maint.	Maintenance Mechanic	25496BR	1
Zone H Maint	Maintenance Mechanic	28791BR	1

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

2012 CS PICNIC





EMORY®

RECYCLES

Grant Program Awards Recycling Containers to Emory University – Emory Recycles *Keep America Beautiful and Coca-Cola Partner to Fill Need for Recycling Bins in Public Spaces*



May, 2012 —Emory Recycles at Emory University will get a boost to their recycling efforts this summer thanks to a significant grant made possible by The Coca-Cola Foundation. Emory Recycles will receive a total of **1,584 recycling bins** designed specifically for placement at Emory University.

"Through our partnership with Keep America Beautiful, the Coca-Cola Bin Grant Program supports local community recycling efforts across the United States," said Lori George Billingsley, Vice President of Community Relations for Coca-Cola Refreshments. "We are pleased that these bins being placed at Emory University will provide additional opportunities for people to recycle."

Recipients were chosen by Keep America Beautiful based on a number of criteria including level of need, recycling experience and the ability of applicants to sustain their program in the future.

About Keep America Beautiful, Inc.

Keep America Beautiful, Inc., established in 1953, is the nation's largest volunteer-based community action and education organization. With a network of more than 1,200 affiliate and participating organizations, Keep America Beautiful forms public-private partnerships and programs that engage individuals to take greater responsibility for improving their community environments. For more information, visit www.kab.org.

About The Coca-Cola Company

[The Coca-Cola Company](http://www.thecoca-colacompany.com) (NYSE: KO) is the world's largest beverage company, refreshing consumers with more than 500 sparkling and still brands. Led by Coca-Cola, the world's most valuable brand, our Company's portfolio features 15 billion dollar brands including Diet Coke, Fanta, Sprite, Coca-Cola Zero, Vitaminwater, Powerade, Minute Maid, Simply, Georgia and Del Valle. Globally, we are the No. 1 provider of sparkling beverages, ready-to-drink coffees, and juices and juice drinks. Through the world's largest beverage distribution system, consumers in more than 200 countries enjoy our beverages at a rate of 1.7 billion servings a day. With an enduring commitment to building sustainable communities, our Company is focused on initiatives that reduce our environmental footprint, support active, healthy living, create a safe, inclusive work environment for our associates, and enhance the economic development of the communities where we operate. Together with our bottling partners, we rank among the world's top 10 private employers with more than 700,000 system employees. For more information, please visit www.thecoca-colacompany.com or follow us on Twitter at twitter.com/CocaColaCo.

~submitted by Deena Keeler, Auxiliary Services

Transportation Referendum

Tired of
Traffic?

- Enhanced/expanded transit
- Roadway/interchange improvements
- Better, safer bike and pedestrian access
- Reduced traffic congestion
- Improved quality of life
 - less stress and commute time
 - more family time
- Less pollution and better air quality



1% sales tax for 10 years to fund
priority transportation projects
throughout 10 counties in the
metro Atlanta region



@EmoryTiredofTraffic



@TiredofTraffic



Vote July 31

emory.edu/tiredoftraffic

Emory's **Don't Dump It – Donate It** program collected 20,700 pounds of clothing, furniture, small household items, and food to the following organizations in 2012.

American Kidney Fund

The American Kidney Fund leads the nation in providing charitable assistance to dialysis patients who need help with the costs associated with treating kidney failure. In 2011, nearly 90,000 people—almost 1 out of every 4 dialysis patients in the United States received assistance from the American Kidney Fund for health insurance premiums and other treatment related expenses.

Bread of Life Ministries

Bread of Life Ministries supports the needs of impoverished families in the Atlanta area by providing clothing, furniture, household items, and food to Americans in need.

International Refugee Council

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 22 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home.



The Haven House

The Haven House is a facility that provides safe haven for battered women and children in the McDonough area. Collected donations were sold to provide funds for the this organization.



DON'T DUMP IT
Donate It
THANK YOU FOR YOUR DONATION



Thank You for Your Donations!

~submitted by Deena Keeler, Auxiliary Services

Wellness Corner

Stay Active.
Eat Well.
Relax.
Live Long.



SPOTLIGHTING EMPLOYEES THAT PRACTICE & PROMOTE HEALTHY LIVING

FEATURED RECIPE

SUMMER SQUASH PIZZA



What You Need

- 1 ready-to-use baked pizza crust (12 inch)
- 2 large plum tomatoes, sliced
- 3 Tbsp. KRAFT Tuscan House Italian Dressing, divided
- 1 zucchini, thinly sliced
- 1 yellow squash, thinly sliced
- 1-1/2 cups KRAFT Shredded Mozzarella Cheese
- 1/4 cup KRAFT Grated Parmesan Cheese
- 2 Tbsp. chopped fresh basil

Make It

HEAT oven to 450°F.

PLACE pizza crust on baking sheet. Arrange tomatoes over crust; brush with 1 Tbsp. dressing.

HEAT remaining dressing in large skillet on medium-high heat. Add zucchini and yellow squash; cook and stir 4 to 5 min. or until crisp-tender. Arrange over tomatoes; top with cheeses.

BAKE 10 to 12 min. or until crust is golden brown and mozzarella is melted. Sprinkle with basil.

HEALTHY LIVING SPOTLIGHT

SPOTLIGHT ON ROBIN A. MITCHELL



Robin is an avid runner who started to get serious about working out three years ago. She had been active her whole life, but once she had her daughter, balancing family responsibilities and finding time for herself was difficult. Then one day she walked up the stairs to her building and was winded. She knew that something needed to change. She made a commitment to use her membership at Woodruff PE Center rather than saying “maybe next month”. There were many months of running on the treadmill, using the elliptical machines and stationary bike. She started meeting more people and was invited to join different running groups. As she got stronger and faster, she started to wonder what to do next.

With some encouragement from a coworker, she signed up for the Atlanta Track Club’s Women’s 5K. It was a wonderful experience and the first of many races. Since then, she’s done several 5K’s, 10K’s and a Half Marathon last fall. Races give her something to work towards so that she doesn’t become complacent or get into a workout rut. The Atlanta Track Club has a “Bunny” award (AKA Energizer Bunny) for members that complete all 15 Grand Prix races. This month, she will finish the 9th race in the series. She’s also running in the Peachtree Road Race.

Robin admits she is not very good at staying still and is proud of the way Campus Services encourages healthy living. She states, “There are so many staff members that swim, play soccer at Candler field, Zumba, participate in walking groups, run, bike, and lift weights at the gym. Look around the room during a meeting, and you’ll notice more water bottles than soda cans. This is an environment where we can stop making excuses and start working towards a healthy version of ourselves.”

Her favorite quote: “How fast does the average person run a mile? The average person doesn’t run a mile.” She often jokes and says, “I’m waiting to win the lottery so that I can run all over the world!”



Those who do not find time for exercise will have to find time for illness.
~ Edward Smith



★ Every Tuesday and Thursday !! ★

Time: Noon — 1 pm



**ARE YOU READY TO PARTY
YOURSELF INTO SHAPE?**

That's exactly what the Zumba® program is all about. It's an exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance fitness-party™ that's moving millions of people toward joy and health.

Get ready to ditch the workout and join the party!!!

**CS Training Room
Building B**

For Information Contact:
Shervon Lewis 404-727-1543




CS Moves

~submitted by Shervon Lewis, Training & Communications

Why **COMPLICATE** Life?

Wanna be understood?.....Explain
Have questions?.....Ask
Don't like something?.....Say it
Like something?.....State it
Want something?.....Ask for it






Nobody will know what's going in your Mind.....
It's better to express rather than to Expect.....
You already have the NO, Take the risk of getting the YES
We just have one life

July

"True independence and freedom can only exist in doing what's right."

~Brigham Young

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Independence Day 	5	6	7
8	9	10	11	12	13	14
15	16	17 FSAP- Men's Health Presentation Train the Assessor Training	18 Train the Assessor Training	19 BRS Supervisors Monthly Meeting	20 GA EPD Asbestos and Lead Awareness	21
22	23 BRS Supervisors Training - Employee Recognition	24 Electrical Safety Supervisor Training	25	26	27	28
29	30 BRS Supervisors Training - Recruitment	31				

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

EMPLOYEE UPDATE - JULY

Welcome - New Hires

Wayne Moore II, *Custodian*, Bldg & Residential Services
 Tamika Glover, *Sr. Custodian*, Bldg & Residential Services
 Shedrick Brown, *Custodian*, Bldg & Residential Services
 Nakeisha Roberts, *Custodian*, Bldg & Residential Services
 Wardrick Parks, *Sr. Custodian*, Bldg & Residential Services

Congratulations - New Titles

James Harper, *Program Administrative Assistant*, Recycling
 Isaías Lopez, *Turf Care Specialist*, Grounds

Feedback and story ideas are welcomed!

Please Contact

Training & Communications
 csccommunications@emory.edu