



Newsbeat

Highlights and Headlines
from in and around
Campus Services

Building & Residential Services Work-Life Balance Restructure Anniversary

It has been one year since Building and Residential Services (B&RS) implemented its Work-Life balance restructure. **Cecil King, Director of Building & Residential Services** stated, "I wanted to identify ways to create a better balance between the time our employees are spending at work versus time spent with friends and families. I gathered input from across all levels of Building and Residential Services in order to get ideas on how to create a better work life balance in B&RS."

The one year milestone has shown tremendous progress in B&RS. The most recognized success was allowing supervisors to work on one shift along with their direct reports. This allows for better communication and more coaching. Supervisors are now more available to help employees address any concerns and focus on team building. Supervisors can now better manage their employees and improve the service that Campus Services (CS) provides to its customers.

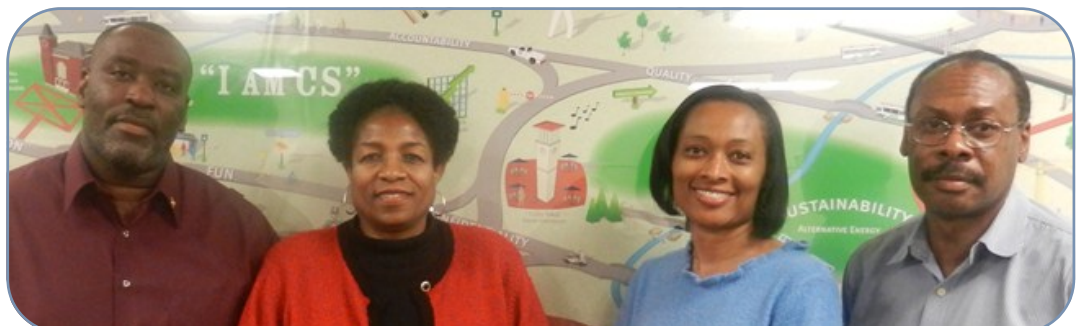
Also, as part of the restructure, a training program was also implemented for all of the B&RS supervisors during the spring and summer of this year. Supervisors attended sessions to help them become more knowledgeable in addressing employee concerns, while effectively coaching and developing them. Supervisors were able to get feedback about how to effectively manage their direct reports and know that CS offers a support system for them.

As with any major restructure, there have been challenges that have been and continue to be addressed. Cecil recently stated, "I believe that there is still room for improvement in communication. I am looking for better communication when shifts are changing so that nothing gets dropped during this time." She said these challenges will continue to be addressed so that a positive work experience can be had by everyone involved.

A special thank you goes out to Cecil and her team of Assistant Directors, James Davis, Herman Howard, and Dee Sneed. Their hard work and dedication during this process and been incredible. They have done amazing job helping supervisors and front line staff transition into the Work-Life balance restructure. Great job everyone!

INSIDE THIS ISSUE:

Leadership Spotlight
Autumn Landscaping
CS Highlights
HR Headlines
CS Open Positions
Emory Recycles
Wellness Corner
Upcoming Events



Left to right: Assistant Director, James Davis; Director, Cecil King; Assistant Director, Dee Sneed; and Assistant Director Herman Howard



LEADERSHIP TEAM SPOTLIGHT

SPOTLIGHT ON: LISA UNDERWOOD

AVP OF TRANSPORTATION & PARKING SERVICES

My daughter recently had an interesting customer service experience that ended up being a great illustration of the complexities and nuances of providing service to customers. My daughter purchased a new iPhone from a third party cell service provider last week. To provide context to the story, I need to share that she had been saving for a long time for this phone and was very (very) excited that she could finally afford it! Sadly when she got it home and took it out of the box she noticed that there was a very small cosmetic problem with the screen and did what most customers would do, she returned to the store where

she purchased the phone to request an exchange because she knew they offered a 30-day guarantee.

The manager at the third party cell provider first tried to convince my daughter that the cosmetic damage to the screen was minor and tried to talk her into keeping it. When she didn't go for it, his next move was to share that they were actually out of stock and by the time they received additional stock to replace it she would probably be out of her 30-day satisfaction guaranteed period. He then suggested that she leave his store and drive across town to the Apple store to request an exchange.

At the Apple store, my daughter launched the same story. The Apple employee immediately agreed with her and assured her that Apple wanted her to be 100% happy with and excited about her phone. He apologized for her inconvenience; the device should have been in perfect condition when it was sold to her and of course they would exchange it for her immediately.

As she was telling me this story, I was immediately struck by the contrast of these two approaches to the exact same problem. Company A offered excuses, Company B offered solutions. Company A had an approach we actually see too frequently, they didn't seem interested in delighting their customer, they seemed interested in pushing her out the door. In contrast, company B saw the situation as an opportunity to blow their customer's socks off and create customer loyalty. They were obviously interested in going beyond customer satisfaction and into the world of customer delight. Customer service...we hear about it a lot, we know it is important, we know we want to continually improve it. But what is "exceptional" customer service? Is it a destination we reach? Or is it more of a constantly evolving state? Or perhaps we should view it more as a continuum, horrible customer service on one end, exceptional customer service on the other, and most of us sitting somewhere in the middle.

As an organization, If we asked our customers, I wonder where they would place us along this continuum? Are we doing the minimum to basically satisfy them, fulfilling the transactional obligation? Or are we blowing their socks off and developing more of a customer relationship? Customer service is important to our organization, so important that several of our goals this year are tied to customer service. Creating "knock your socks off" customer service within each department of Campus Services is important because the service we provide our customers is directly connected to Emory being a great place and being a destination university. We want to attract the best and brightest students, the most talented faculty and staff. For Emory to meet these goals, we need buildings that look great, are clean and well maintained, grounds that are beautiful and well kept, a safe environment, and clean, well maintained, and secure pedestrian and vehicular access to campus. Let's ask ourselves, are we offering excuses to our customers or are we offering solutions and let's challenge ourselves to blow their socks off!

Lisa Underwood

AUTUMN LANDSCAPING WITH BOB SIMON

Cooler weather means it's time to get out in the yard to do some fall planting and pruning. Autumn not only provides pleasant working conditions, it's also the proper time for several important landscaping activities.

Trees are usually the largest element in the landscape and make the biggest visual impact. When leaves fall from deciduous trees the branching structure is exposed, making pruning needs more visible and accessible. This is the time to identify and remove any storm damaged, dead, broken, structurally weakened or misdirected limbs. For limbs larger than 1 inch in diameter use a saw and follow the "3 cut rule":



1. Starting about 1 inch off the trunk, cut the underside of the limb approximately 1/4 of the way through the limb.
2. Approximately 1/2 to 1 inch further from the trunk than the first undercut, begin the second cut from the top of the limb all the way through. This keeps the bark from tearing on the underside when the branch falls.
3. The third cut is made closer to the trunk than the first cut-through the branch's collar, (or the area where the branch swells out and attaches to the trunk or larger branch). Remember to make clean cuts. Never cut limbs flush or flat against the trunk and never paint or coat with any type of sealant.

Once larger limbs have been removed, move to smaller limbs that need touching up or removal for a more pleasing shape. Use a set of loppers and then hand pruners as you move down in limb size.

I can't stress enough the safety factors involved with tree pruning. Tree limbs can be very heavy and can damage your home, vehicles, family, pets, and other plants. If you have major tree work or removals please contact a reputable tree contractor/arborist to assist you.

As shrubs approach winter dormancy, autumn is the time to get the past summer's growth under control. Similar to tree pruning, assess the overall shape and size desired. Create better air movement by selectively removing limbs and opening the interior. Remember, shrubs need to be pruned smaller now to accommodate for spring growth. This is also a good time to rejuvenate a shrub's growth by pruning severely. Keep in mind when pruning flowering shrubs (i.e.: azaleas, forsythia, hydrangea, etc.) pruning now for shape can affect or eliminate next year's flowering. When pruning flowering shrubs, prune spring bloomers after they bloom and summer bloomers before they bloom.

Fall is also an ideal time for planting trees, shrubs perennials and annuals. Start by evaluating the locations for planting and select plants that will thrive in that microclimate. Pay particular attention to the light in the area (does it receive morning sun, afternoon sun, shade, etc.) and assess the soil conditions for proper drainage. Decide on how large of a plant you want at its mature size. Remember, those cute little 1-gallon plants in the nursery may be 30 feet wide some day! The tags on the plants at the nursery provide lots of good information about light requirements, height and width of the plants.

When planting entire beds, as opposed to multiple smaller beds, I recommend tilling in soil amendments such as *Natures Helper* to amend the entire bed. If the plant is in a bucket or pot remove the plant and loosen the roots that have grown into the pot. Dig the hole twice the width of the pot and set the plant inside. Always leave the plant a little higher than the surrounding ground. Leave 1/2 to 1 inch of black potting soil *above* existing soil level and do not put soil on top of this. Be sure to break up the soil and lightly tap around the plant. Water thoroughly immediately after planting, and continue to water daily for the first week. Then taper off as the plant becomes established.

Now you are ready for your fall landscaping experience. Enjoy the color of the trees-it is short lived, and enjoy the time you spend in your personal green space.



CS HIGHLIGHTS

Interior Designer places 2nd at National AUID Competition



Susan Carlyle, Interior Designer, Sr., received 2nd place in the national Association of University Interior Designer (AUID) competition. She was honored in the “Renovation Under \$50,000” category for her transformation of Dobbs Hall Parlor. Dobbs hall was built in 1917, and had never had a full renovation. On a tight , budget Susan was asked to renovate the room for less than \$50,000. Susan explained, “The beautiful paneling that surrounds the room and the stone fireplace had been covered by pink zolatone paint since the 90’s or before! We did not have the money to remove it and restore the wood, but I was able to paint it. “ She wanted to keep the design traditional. Susan selected paint colors, new lighting, carpet, and furnishing for the parlor. By removing the old window treatments, you could focus more on the beauty of the space. Susan also replaced the “bathroom fixtures”. This is a student space, so everything had to be durable – fabrics are high performance. The large ottoman was a custom designed by Susan for transformations to make for this space.

The results were amazing. Susan restored the beauty of Dobbs Parlor with her designs and new décor.

Congratulations on your achievement Susan. We are so that you were recognized for your hard work. Campus Services is extremely proud of you!



Top left: Susan Carlyle Left: Dobbs Parlor before the renovation Right: Dobbs Parlor after Susan’s renovation

Campus Services attends ACUHO-I/APPA Conference in New Mexico

On October 2-5, **Luetrell Langston** and **Velma Williams-Parks** were able to represent Emory University in Albuquerque, NM at The Association of College and University Housing Officers-International (ACUHO-I)/APPA Conference. ACUHO is the preeminent professional association that supports and promotes the collegiate residential experience. It creates value through education and network connections, while helping housing professionals meet the needs of dynamic campus environments. These ladies came away from the ACUHO_I/APPA Conference with many important takeaways for Building & Residential Services. Important points to apply to CS include:

- Build a stronger working relationship with Residence life and Housing by collaborating with RA’s, RHD’s in residence halls. Doing so builds a sense of community for the students and the staff.
- Team building. Share the importance of who we are and what we do. Build morale and job performance.
- Cleaning for health as well as appearance. Germs are invisible to the naked eye. Building should not only look good but be safe to live in.
- It’s important to rule with the 3 H’s to be an effective leader. 1. **HEAD** - be strong and lead the masses and not the few. 2. **HAND** - always lend a hand by letting your employees know that we just don’t sit in an office and dictate, but are visible and will stand beside them in the trenches when time gets rough. 3. **HEART** - take time to know your employees. They may have things going on that day, and a few words of encouragement may be all that’s needed.

The ladies both enjoyed the conference and the developmental classes that were offered. They look forward to applying their knowledge their departments.

~submitted by Luetrell Langston and Velma Williams-Parks, BRS

CS SELECT AWARDS



CS SELECT Awards from September 1, 2012 - October 31, 2012
Congratulations to all our recipients. Keep up the good work!

EMPLOYEE	SELECT LETTER AWARDED	RECOGNIZED FOR:
Deanna Beckett	E (Ethical) & C (Customer Service)	Showing initiative in reporting a lost wallet found and a bus stop, and making sure it went through the proper channels so that it was returned to its owner.
Marvin Winfrey	C (Customer Service) & T (Teamwork)	Assisting and coordinating the efforts of Operation I.D. for Emory students.

Congratulations to the CS SELECT Recipients on a job well done. A special "Thank You" goes out to all the nominators for utilizing this program to help bring recognition to our Campus Services organization.



HR HEADLINES



Campus Services Core Four Competencies

What are Competencies?

Competencies outline the behaviors necessary for successful execution of the responsibilities for a specified role.

Four Core Competencies for the Entire Organization

Building Trust

- Is widely trusted
- Keeps confidences; admits mistakes
- Doesn't misrepresent him/herself for personal gain

Customer Focus

- Dedicated to meeting the expectations and requirements of internal and external customers
- Acts with customers in mind and builds collaborative relationships
- Establishes and maintains effective relationships with customers and gains their trust and respect

Effective Communication

- Expresses ideas respectfully and shares information in a clear and concise manner
- Seeks feedback from others and follows-up to ensure understanding of both the message and its intent
- Listens attentively and exemplifies tact, courtesy and respect

Leveraging Diversity

- Respects the capabilities, insights, and ideas of all individuals
- Demonstrates the willingness to work effectively with diverse coworkers, customers and vendors
- Maintains and enhances the self-esteem of others during business and casual conversations

These core competencies will be a standard part of each employee's performance review. Each role in Campus Services will also have role-specific competencies in addition to the core four indicated above.

~submitted by CS HR



Volunteer with Emory Cares International Service Day

The Emory WorkLife Resource Center is proud to be a sponsor of the 10th annual Emory Cares International Service Day in Atlanta on Saturday, November 10th. The annual event is one of the signature programs of the Emory Alumni Association and has increased its volunteer participation each year since its creation in 2003.

The Emory Alumni Association partnered with Volunteer Emory in 2006, increasing the number of undergraduate and graduate student participants. The WorkLife Resource Center hopes to increase the number of faculty and staff participants by promoting the event directly to the faculty, and staff at Emory, and combining it as an opportunity for them to invite their families to join them and participate in National Family Volunteer Day, which is celebrated in November as well. Through Emory Cares, alumni chapters across the country and around the world coordinate and lead a wide range of service projects that benefit their local communities. Emory Cares is one of the University's most widely recognized means of furthering its mission of serving humanity.

A wide range of projects are available for Emory Cares volunteers, including: Send a Smile, the NAMES Project (AIDS Memorial Quilt), Volunteer! Decatur, outdoor projects in public parks and recreation areas, reading to the elderly, and many more.

Learn more about Emory Cares and connect with other volunteers through the Emory Cares Facebook page at www.facebook.com/emorycares, where you can receive real-time updates about service projects and participate in a photo challenge to "Capture Your Care."

Join the Emory community on Saturday, November 10 by signing up to participate in Emory Cares at www.alumni.emory.edu/emorycares. If you have questions about Emory Cares International Service Day, please contact Venus Miller at venus.miller@emory.edu.

~submitted by Jackie Owen, CS HR

CAMPUS SERVICES OPEN POSITIONS

~submitted by Kelli Howell-Robinson, Human Resources
Posted as of 10/31/2012

Department	Job Title	Job Requisition ID	Positions open
Bldg & Res	Supervisor, Custodial Services	29815BR	1
Bldg & Res	Custodian, Senior	31757BR	1
Bldg & Res	Custodian	32167BR	1
Bldg & Res	Custodian, Senior	29031BR	2
Bldg & Res	Custodian	24686BR	1
Controls Shop	Controls System Oper/Tech I	29921BR	1
EPD	Police Officer	28851BR	1
EPD	Community Service Officer	32569BR	1
Facilities Operation	Director, Operations & Maintenance	30992BR	1
Grounds	Landscaper	32334BR	1
HVAC	Sr. HVAC Mechanic	29335BR	2
Parking/Transportation	Assistant Director, Parking	30776BR	1
PD & C	Engineer, Electrical	32430BR	1
Security Systems	Access Control Tech	29333BR	1
Zone E Maintenance	Maintenance Mechanic	25496BR	1
Zone H Maintenance	Maintenance Mechanic	28791BR	1

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

Wellness Corner

Stay Active.
Eat Well.
Relax.
Live Long.



SPOTLIGHTING EMPLOYEES THAT PRACTICE & PROMOTE HEALTHY LIVING

FEATURED RECIPE

APPLE-BACON SWEET POTATOES



What You Need

1 large onion, chopped
4 slices OSCAR MAYER Lower Sodium Turkey Bacon (with sea salt), chopped
1-1/2 lb. sweet potatoes (2 large), peeled, cut into bite-size chunks
2 apples, chopped
1/2 cup apple juice
1 tsp. ground cinnamon
1/4 cup chopped PLANTERS Pecans

Make It

HEAT oven to 375°F.

COOK onions and bacon in large nonstick skillet on medium heat 7 to 8 min. or until onions are crisp-tender.

PLACE potatoes in 13x9-inch baking dish sprayed with cooking spray. Add apples, apple juice and cinnamon; mix lightly. Top with onion mixture; cover.

BAKE 40 min.; top with nuts. Bake 15 min. or until potatoes are tender and most the liquid is absorbed.

ENJOY!

HEALTHY LIVING SPOTLIGHT

SPOTLIGHT ON CHARLES ROSSIGNOL



Charles Rossignol has been riding bikes since he was a little boy. "The first bike I remember was a purple Schwinn "girls" bike that was a hand-me-down from my big sister," said Charles. His love for speeding on bikes caused many crashes and minor injuries. It was his mom who took him to buy his first BMX bike and he admits to putting thousands of miles on it riding all over Dunwoody.

After being more interested in cars in his teens, Charles returned to bike riding in college to get around campus. He then began mountain biking. A friend encouraged him to enter a local road race. He got left in the dust and crashed trying to catch up. "I still had fun though, and in addition to riding for fun, I started training on the road to get stronger. I soon realized that riding on the open road could be just as fun as mountain biking," said Charles. He entered a beginner's road race. "Road races often amble along at a manageable pace until the last several hundred meters, where everyone sprints furiously to the finish. I kept entering road races and won or placed often," he said. Pretty soon he progressed through the ranks to the top amateur category, where races are often mixed with the pros. By this time Charles was training 25 hours a week on top of his full time job. He often did well, but more often suffered mightily against the pros who did this for a living. Something had to change.

He attended a race at the local Velodrome, which is a banked cycling track like you see in the Olympics. Charles said, "I was fascinated by the speed and ferocity of the racing, and decided to give it a try. The races are shorter and reward top-end speed over endurance. This suited not only my natural strengths, but my time constraints as well. I could be competitive while training far fewer hours. Plus, it was more fun! Charles has won State and Regional championships, and competed against Olympians and International Pros.

Charles feels that cycling keeps him in great shape. He is the reigning State Champion for Master's track racing. Charles also starting coaching kid's track cycling this year. In his spare time, he enjoys home improvement projects (he's pretty handy with tools), auto repair, and spending time with family and friends.

Keep up the awesome work Charles. It's great to see you staying fit and having a great time! Campus Services is proud of you!



*"In order to change we must be sick and tired of being sick and tired."
~Author Unknown*

Campus Services Town Hall Meetings 2012

Questions & Answers

- Q. Due to the weather changing, can we (FM) wear our navy sweat shirts under our jackets while taking out trash to the dumpsters? I understand that we have a uniform policy, but the uniforms Emory supplies are not warm.
- A. The (FM) uniform policy is being written right now. The units have decided on the colors they want to use, and we are deciding on what style shirts we are actually going use. We should have something more on this in the next 30 days. Until the uniform policy has been completed and uniforms received, you may wear your sweatshirts under your jackets outdoors.

- Q. As we flush out our old culture and erase outdated paradigms, especially related to hiring, job requirements, and credentials; how do we stand on new replacement policies? Specifically, what is our forward policy on promotions? Where promotion is defined as the upward mobility and advancement for any individual who has demonstrated excellence in his or her current position, outside of applying for an open position on his or her own

- A. Going forward we will not promote solely based on length of service or time employed in a specific position. Applicants for any position must first and foremost be qualified to assume that position. It is our desire to see employees who have been successful in their current roles advance in their careers, however, they are still required to apply and be qualified for any open position that may be of interest. Our policy and responsibility to Campus Services and the University is to place the most qualified individuals in every position.

We will provide assistance in researching training opportunities for those who are interested (See Avril Occilien-Similien or Traci May). There are some outside training and skill building opportunities that may be funded through your benefits, and some that you may need to self-fund. When positioning yourself for advancement, taking personal ownership is key; whether it be participating in external training, finding a mentor who does what you want to do, or asking about leadership training.

- Q. What is the status of the searches for the AVP for Facilities Management, AVP for Planning Design and Construction, Senior Director for Energy Strategies and Utilities, and the Director for Operations and Maintenance?

Campus Services Town Hall Meetings 2012

Questions & Answers

- A. All searches are currently active. The AVP for Planning Design & Construction is a little farther along than the others because that is the first search we started.
- Q. How can we help protect the landscape and hardscape? We are seeing a lot of unnecessary damage due to golf carts, trucks and various pieces of equipment. Who will enforce the improper parking and driving on the landscape?
- A. Individual supervisors will be required to enforce proper procedures in regards to cart usage. Enforcement starts with supervisors all the way up to the Vice President. It is our expectation that if anyone sees a cart being driven improperly that they would stop the individual and remind them to stay off of the landscaping. We will continue to reinforce that everyone respects the work done across campus. Not just the work from Roads & Grounds, but from every Campus Services department. We will also send out communication through Fleet Services informing cart users to keep carts on the roads/sidewalks and not to cut across the grass.
- Q. Can we review an increase in shift differential pay? It has not been raised in 10 years.
- A. We would not be able to look at this before Fiscal Year 2014 as budgets for the current Fiscal Year have already been allocated. Changing the shift differential rate, however, is an issue that needs to be reviewed by Central HR. We will keep this issue on our radar by reviewing it with Central HR periodically.
- Q. Can we get lockers, refrigerators and more computers for the custodial staff?
- A. We are working on areas where we can put computers, and are still trying to work with customers on refrigerator usage. We do not own space in the building to place lockers. This year we will review locker space to see if there is an opportunity for us to obtain space. However, this does not guarantee that we will get the space. We are aware of the need and looking for solutions.
- Q. With all of the new construction on campus, what effect is that going to have on traffic?

Campus Services Town Hall Meetings 2012

Questions & Answers

- A. A study was conducted to review growth and traffic within the Clifton Corridor which showed the impact of new construction in the area to result in only a minor increase in traffic volume. However, with the most recent opening of Emory Point, we are hoping to see a slight decrease in traffic volume as most of the applicants are Emory and CDC employees.
- Q. What happens when departmental goals are set so high that we don't have enough staff to achieve them?
- A. Departmental goals in most cases do not directly affect your individual evaluation. Goals are established each year, and it is our intent to meet those goals every year. However, things may come up during the year that may prevent those goals from being completed in the established time frame. It is the responsibility of those overseeing the goal to notify the appropriate person of a need for adjustment in timelines and the reason why this adjustment is needed so that a resolution can be worked out. There are some departmental goals that may also be individual goals, but those would be discussed between the supervisor and the employee so that the employee is aware up front that they will be evaluated on them going into the review period. If the individual feels the goal will not be achieved due to extenuating circumstances, it is that individual's responsibility to bring it to their supervisor's attention early enough so there is time to review and discuss the contributing factors. If these factors are determined to be valid and acceptable, the timelines may be able to be adjusted.
- Q. Can we look into providing a cart with wheels for custodians that can be pushed outside of the buildings to make it easier for them to get materials around?
- A. Utility carts are located in one or more buildings in the 6 Housing custodial areas (Woodruff/Sorority Village; Longstreet-Means; Turman/Few; Complex/Alabama; Dobbs/Fraternity Row; Clairmont). These carts are used for the removal of trash and recycling from the residence halls; these carts can be used in other capacities by the custodial staff besides the removal of trash and recycling. If you need assistance locating one of these carts, please see your supervisor.

Campus Services Town Hall Meetings 2012

Questions & Answers

Q. What are we going to do about the windows at Hamilton Holmes? They were never cleaned by the contractor?

A. Our Planning Design & Construction team has looked into this issue. The windows were actually cleaned by the contractor prior to turnover, however, there is a lot of dust being created by the adjacent Freshman Phase V construction site which has apparently accumulated on the Hamilton Holmes windows. We will have the windows cleaned again once this is no longer an issue.

Q. The B&RS cart at Oxford has died, and we are in need of a new one.

A. We have sent a golf cart which may be used within the interior of campus until the street legal cart we have ordered for arrives.

There were a number of questions and concerns turned regarding protocol with supervisor/employee interactions and policy interpretations. These concerns will be addressed in upcoming supervisor meetings. If you feel you are being treated unfairly or a policy is being incorrectly enforced, you should take the issue through your chain of command or to CS Human Resources.



Veterans Day Events



Nov 8 & 12, 2012

Provides the Emory community the chance to:

- ✧ Meet and greet local military and veterans
- ✧ Support our veterans at the Annual Emory Flag Raising Ceremony
- ✧ Learn more about programs supporting wounded veterans

Schedule of Events

- Thursday, 8 NOV @ Goizueta Business School Auditorium (Rm 130)
 - 4:30 pm – Address by Dr. Wilson Felder, Director, William J. Hughes Technical Center
 - 5:00 pm – Reception with local military and veterans
- Monday, 12 NOV @ Flagpole in the Quad
 - 7:45 am - Flag Raising Ceremony

Support Emory Vets by joining us for these special events!

Speaker and Reception Sponsored by the Emory Veterans Association, the Goizueta Center for Ethics, and the Graduate Student Government Association

Flag Raising Ceremony Sponsored by the Emory Veteran's Association, Employee Council, College Council, College Republicans, Interfraternity Council, Intersorority Council, Student Government Association, Undergraduate Business Council, and Young Democrats

1 staff,
voice,
emory

 **EMORY** UNIVERSITY | Employee Council

BUILDING RECYCLING COMPETITION

FOR AMERICA RECYCLES DAY/WEEK/MONTH

NOVEMBER 1-30



Emory Recycles and the Office of Sustainability Initiatives will hold a recycling competition to determine which building has the greatest increase in recyclables by weight for the month of November 2012 compared to November 2011. The building winner will receive \$3,000 to spend on dedicated recycling equipment for their building. Buildings that have shared recycling collection areas will split the prize money between buildings.

PARTICIPATING BUILDINGS:

1462 Clifton Road
1599 Clifton Road
1641 – 1727 N. Decatur Rd.
1525 Clifton Road
1762 Clifton Road
Theme Houses
Fraternity Houses
Alabama Hall
Anthropology
Boisfeuillet Jones Center
Bowden Hall
Briarcliff Campus

Burlington Road Building
Callaway Memorial Center
Campus Services
Candler Library
Chemistry-Atwood/Emerson
Claudia Nance Rollins Bldg.
Clifton Towers
Cox Hall
Dobbs Hall
Dobbs University Center (DUC)
Emory Law
Emory Clinic Buildings – A/B

Emory-Children's Center
Evans and Few Halls
Grace Crum Rollins Bldg.
Goizueta Business School
and Foundation Center
Hillel Center
Luce Center
Math and Science
McTyeire Hall/Trimble Hall
Michael C. Carlos Hall
Michael C. Carlos Museum
Miller-Ward Alumni House
Modern Languages
North Decatur Building
Oxford Road Building
Psychology-PAIS
Rich Memorial Building

Robert W. Woodruff Library
O. Wayne Rollins Research Center
School of Medicine
School of Nursing
Candler School of Theology
Schwartz Center
Smith/Thomas/Hopkins/Harris
Sorority Village
Tarbuton Hall
Turman Hall
Visual Arts
White Hall/Administration
Whitehead Biomedical Research
Winship Cancer Institute
Woodruff Memorial Building
Woodruff P. E. Center
Woodruff Residential Center
Yerkes Primate Research Center

TIPS TO INCREASE RECYCLING:

Buy Recycled - The essence of recycling is the cyclical movement of materials through the system. Supporting recycling means feeding this loop by not only recycling, but also buying recycled products. We can now find high recycled content in everything from printer paper to office chairs.

Desk Side Recycling Bin - Making recycling convenient increases participation. Ensure your building is outfitted! Bins can be purchased through Emory Express – Staples.

Office Purge – Do some spring cleaning and let Emory Recycles help you clean out old filing cabinets. Carts can be ordered at cscsc@emory.edu to help move some unused paper from your buildings and build your recycling numbers. Just let us know how many you need.



sustainability
initiatives



@EmoryGreen

EMORY[®]
RECYCLES

QUESTIONS/HELP

Claire.Wall@emory.edu 404.712.8921
Deena.Keeler@emory.edu 404.727.9275

2012 SUSTAINABILITY DAY AMERICA RECYCLES

SUSTAINABILITY DAY

RECYCLE



E WASTE



SHRED



DONATE



THANKS TO THESE CAMPUS PARTNERS:

UNIVERSITY TECHNOLOGY
SERVICES

EMORY ATHLETICS

EMORY DINING

EMORY CATERING

ROLLINS SCHOOL OF
PUBLIC HEALTH

LITTLE BIRD BLUE

TRANSPORTATION AND
PARKING SERVICES

OCT. 24
11AM-2PM

Join us on Asbury Circle for "sustainable vegetarian chili and cornbread". Emory Recycles and Emory Dining will offer vegetarian chili and cornbread made with local and/or sustainable ingredients. This delicious fare will be served on all compostable wares. A demonstration on how and what to compost at Emory will be given. Emory Recycles and Emory Catering will promote the new Sustainable Catering Guide that supports Zero Waste Events at Emory University.

Little Bird Blue, the blue jean recycler, will be on-site to offer 'gently used designer blue jeans' for students, faculty and staff. Come trade in your old blues.

AMERICA RECYCLES DAY

NOV. 15

**COME JOIN US FOR AN ARD CELEBRATION ON ASBURY CIRCLE
WITH FOOD, BEVERAGES AND RECYCLING**

Styrofoam Recycling Emory Recycles will have containers for collecting and recycling your Styrofoam. (Please keep peanuts contained)

Blue Jean Recycling Little Blue Bird is back by popular demand. Trade those jeans up for the latest style. Let Little Bird Blue repurpose your old ones. (Ladies jeans only)

Tours of Emory Recycling Center Hop on one of our golf carts and let us show you the Emory Recycles program. Tours offered at 11:30 am and 12:30 pm

Mixed Media and Paper Shredding Event with UTS Bring your confidential documents, hard drives, floppies, CD's and DVD's to be securely shredded

AMERICA RECYCLES WEEK

NOV. 11-17

WEEK-LONG EVENTS—PLEASE PARTICIPATE!

Electronic Waste Recycling Boxes for collection of personal e-waste will be located in the lobby of Briarcliff Building A from 7 am-6 pm, November 11-17.

Building Recycling Competition Prize awarded to the building with the greatest increase of recyclables collected for the month of November. November 2011 totals will be compared to November 2012 and the building with the greatest increase in recyclables collected will receive \$3,000 for new recycling equipment.

Emory's Next Zero Waste Building The Grace Crum Rollins School of Public Health has made a commitment to be the next Zero Waste Building on campus. Compost collections will be added to each floor and in the bathrooms to support Emory Recycles Composting program.

CDC Shredding Event Paper Shredding Event held at the CDC's Clifton Campus for CDC employees.

Emory Athletics is partnering with Emory Recycles to provide better recycling containers for all athletic spaces. Look for the Emory Eagle's logo on their new equipment coming in November.

Parking Decks Waste Audit Join students as they sort and audit waste coming from our parking decks. Material will be collected for a week and sorted at the Emory Recycling Center. The waste audit will help efforts to expand recycling to the parking decks.

contacts

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EMORY.
RECYCLES



**sustainability
initiatives**

You are cordially invited to the

CAMPUS SERVICES HOLIDAY PARTY

**December 7, 2012
Cox Hall Dining Room**

Night Shift 3:00am-5:30am

Day Shift 11:00am-2:00pm

*Please R.S.V.P. by November 28 to
your supervisor.*






*There will be food, entertainment,
and lots of fun!*

November

"The best way to have a good idea is to have lots of ideas."

~Dr. Linus Pauling

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Electrical Motors	2 Electrical Motors	3
4 Daylight Saving Time 	5 Electrical Motors EOP Training	6 CSAB Meeting Election Day EOP Training	7 Electrical Motors EOP Training	8 Electrical Motors EOP Training	9 Electrical Motors EOP Training	10
11 Veteran's Day 	12 Electrical Motors	13 Electrical Motors EOP Training	14 Electrical Troubleshooting EOP Training	15 BRS Supervisors Monthly Meeting CDL Training	16 CDL Training	17
18	19	20	21	22 Thanksgiving 	23 University Closed	24
25	26	27 EOP Training	28 EOP Training	29 EOP Training	30	
EMPLOYEE UPDATE - NOVEMBER						

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

Welcome - New Hires

Bruce Anderson, *Custodian, Sr*, Bldg & Residential Services
 Dylan Green, *Custodian, Sr*, Bldg & Residential Services
 Cheno Milton, *Landscaper*, FM Grounds
 DeMario Waters, *Custodian*, Bldg & Residential Services

Congratulations - New Titles

Kaleb Mattingly, *Lead Groundskeeper*, Oxford College
 Darryl Miller, *Supervisor, Facilities*, FM Zone B
 Frank Stroupe, *Police Officer*, EPD
 Dalong Wang, *Applications Developer/Analyst, Sr*, CS/IT

Feedback and story ideas are welcomed!
 Please Contact
 Training & Communications
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