

Newsbeat

*Highlights and Headlines
from in and around
Campus Services*

Employee of the Quarter, Shervon Lewis!



Above: Shervon Lewis

On October 5, **Shervon Lewis**, Training and Communications Specialist, was selected the Employee of the Quarter Award-Fourth Quarter, and was recognized at the Quarterly Campus Services (CS) Select Breakfast.

Upon receiving her award, Shervon was absolutely delighted. She was nominated for the award for developing and implementing Shervon's Fruit Stand. With the help of the Operations & Maintenance Department (O&M), her fruit stand made its debut at the CS Picnic in June. Employees loved the idea of having fresh fruit offered at the picnic so much that long lines developed quickly.

After becoming the CS Wellness Champion in February, Shervon began to think of different ways to promote a healthier lifestyle within our department. "The idea of Shervon's Fruit Stand came from the Colorful Choices Challenge we had at Emory this past spring," she said. "When CS placed 19th out of over 70 teams, I realized many employees are eating plenty of fruits and vegetables but we don't offer enough of them at our events." Shervon's Fruit Stand offers a variety of free fruit and smoothies for employees wanting to eat healthier while maintaining lots of energy. "I wanted to create something that could be a staple at CS events and get employees excited about eating healthy when they know they have a choice," she smiled.

She also had some advice for employees hoping to be Employee of the Quarter. "Don't be afraid to act on things you care about. If there is something out there you feel can be created to make your job easier, or that will benefit your colleagues, go ahead and do what you can to make it happen. All they can say is no. But what if they say YES?!" she finished.

Shervon truly enjoys being part of the CS team and said she loves that "anywhere you go on campus that you are likely to see a member of our team, we have our hands on everything!"

We are grateful to Shervon for creating such an important and impactful project. We look forward to more healthy ideas and initiatives from her!

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LEADERSHIP TEAM SPOTLIGHT

SPOTLIGHT ON: KAREN SALISBURY

CHIEF OF STAFF/ DIRECTOR OF CUSTOMER RELATIONS AND SUPPORT



I am in transition, and so is Campus Services. These two circumstances are inextricably tied, yet separate in their perspective. On the one hand, after 32 years of service, I am retiring. On the other, November 1st marked the first day for the new Chief of Staff, Mary Clements. I am stepping back, and Mary is stepping forward. We both share excitement, a bit of awe, and a healthy dose of “what comes next? What will the future hold? How I will design my days? How will I ensure that what I do matters?”

I have had a favorite quote for many decades, and I think it is appropriate here: “Endings are Beginnings – Special Things.” It’s never the end, but always beginning anew. My husband Roger and I are in the process of selling our house – an ending, and searching for a new community, probably in Western North Carolina that we will soon call home – a beginning. A door closes and a new door opens up.

It is a new beginning for Mary as well, as successor in the position I’ve had here for almost 10 years. I see her qualities, the talent and compassion and leadership that she brings, and feel so good that she can stand right alongside where I have been and help transition Campus Services to the next level.

What I like the most about transitions is the wonder of what the future will hold. For a little while, I’ll get to observe Mary’s transition from the coveted “retiree” office in the lobby of Building A. I’ll be able to pay attention to how she thinks, what her questions are, how she observes what goes on around her, how she spends time getting to know everyone, how she pieces together solutions and resolutions, how she applies knowledge and nuance. And of course, these are the very same questions I’ll be asking myself. Can anyone ever really know what retirement will be? All my planning and reading, travel and activities to get me outside my comfort zone – I believe these will contribute to my successful transition into retirement.

I can’t wait to uncover passions in myself that I have not cultivated while I built my career. What makes this all so cool is that now I AM READY for it. I’ve made my peace with my decision to retire early, and am so thankful for the many blessings my career has afforded me. I’ve been able to serve Emory University in a variety of capacities – creating the university’s first Summer Conference Program; developing student leaders for over 20 years and watching them contribute their gifts in the world; managing Emory’s role in the 1996 Olympics.

These last 10 years in Campus Services have been the best years of my career. Developing relationships with hundreds of wonderful people, and helping to build the very best service organization on campus, quite possibly the best in the country. I have been encouraged and challenged by so many of you, and continued to push the boundaries of my skills and capabilities. Gosh, it’s been fun! Our transitions have intersected, I’m going one way, and Mary is going the other. With heightened anticipation, I am letting go and saying Thank You.

Karen Salisbury

I think we should be able to work for any supervisor when some overtime work is available.



That is a good suggestion. Perhaps once we get the full cohort of Area Managers and Leads in BRS that is something that could be coordinated. It would take some planning and technical support to make that work smoothly, but it is something that we can take look at.

I think it would be beneficial to have an instant coffee machine in our clock in area.

Being a coffee drinker myself, I can appreciate having a cup when you come in to start your shift. Aside from the expense and sanitation issues, there are 17 different clock-in areas, many without needed facilities to operate a coffee machine. During the school year, Kaldi's at the Depot is open till 2:00am, so you can still get a great cup of hot coffee on campus before you start your shift.

—Karen Salisbury

Can we have a mattress on all carts? Naps for everyone.

The suggestion / comment boxes were requested by the employees as a means of communication to the executive staff. This question appears to have been meant as a joke but I'll take this opportunity to address a current and sincere concern; employees sleeping on the job. No. Employees are authorized (2) 15 minute breaks and a 30 minute lunch. Although we do not direct what employees can or can't do on their breaks, trying to fix a mattress to a cleaning cart is not safe or an appropriate use of a cleaning cart. We encourage and promote healthy lifestyles so that when employees are at Emory for their shift, they are both mentally and physically alert and can perform their entire shift in a safe manner. If you find yourself falling asleep or needing to sleep, we suggest you visit FSAP or Occupational Health for suggestions on how to be more alert on the job. Furthermore, the *Emory Standards of Conduct Policy 4.62* specifically lists 'sleeping on the job' as one of the behaviors or conduct that Emory considers inappropriate and which could lead to disciplinary action up to and including an unpaid suspension or termination of employment without prior warning.

—Todd Kerzie

Please describe the process and policies around Emory Card replacement.

The Emory Card is a program operated by EmoryCard Services

EmoryCard Services
B Jones, First Level
(404) 727-6095 Opt. 2
emorycard@emory.edu or <http://emory.edu/emorycard>

Employees can obtain EmoryCard replacements by visiting the EmoryCard office. When replacing a card, be sure to bring a valid government issued photo ID such as your driver's license, state issued ID card, military ID, or passport.

The reasons a card needs to be replaced fall into three categories and the category determines who is responsible for paying any associated replacement fees:

Reason	Cost
Card has been lost or stolen	\$30 dollars for all replacements
Card stops working and no visible damage	Waived replacement charge if a card stop working due to normal usage.
Card stops working and has visible damage	\$30 dollar replacement fee if not caused by the employee's work but <u>may be paid by Campus Services if visible damage was caused as a result of use consistent with the employee's work.</u> If a department has agreed to pay the fees associated with the replacement, authorization must be provided to EmoryCard Services. Written documentation containing the employee's name and the smartkey number should be emailed by a supervisor with purchasing authority to EmoryCard Services at emorycard@emory.edu .

—Lisa Underwood

HAPPY RETIREMENT & THANK YOU FOR YOUR SERVICE



Above: Charlie Andrews, Mike Morris and Heath Miller

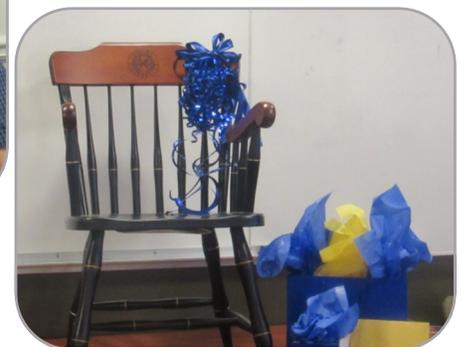
Michael “Mike” Morris began his career at Emory University in November 1994 in the Facilities Management (FM) Administration department as a Utilities Branch Manager. He retired from Campus Services (CS) in October 2016, as a Project Manager with over 21 years of continuous service.

Mike was known for his exceptional customer and listening skills. Keeping clients happy and always listening to their needs throughout each project was something that came natural to him. Mike stated that

every customer is very important and we have a responsibility to make sure they are always taken care of.

At his retirement party on September 27, Mike thanked all of CS for his great years. “I enjoyed being here because the Emory community makes it such a wonderful place to work,” he said. **Heath Miller**, Project Management Director, thanked him for always doing such an incredible job and complimented him on his amazing listening skills (his rabbit ears)!

Mike was a fantastic employee who did an outstanding job in CS. We wish him well on his move to Augusta and a very happy retirement.



Left to right: Mike cutting his retirement cake for all the guests. Al Herzog and Stuart Adler were among the many well wishers. Mike’s retirement chair and gifts.

CS HIGHLIGHTS

CS HOLDS IT'S FIRST PATHWAY GRADUATION

Campus Services (CS) would like to congratulate our 2016 PATHWAY: A Journey to Leadership Graduates! These 16 graduates completed a six month program that contained blended learning including a mentoring program. Each participant concluded the program with a 15 minute presentation of their lessons learned.

PATHWAY is a Campus Services (CS) Leadership Development program for non-supervisory staff who aspire to eventually move into leadership. Participants are high-potential candidates who are willing to challenge themselves to grow. The nomination process for the 2017 cohort will begin in January.

Thank you to our 2016 PATHWAY graduates for fostering an energetic and positive learning environment. We wish you the best of luck on continuing your journey to leadership!



Above, left to right: Colin Edwards, Johnny Perdue, Dannie Lockett, Henry Whiteside, Clay Sizemore, Malcolm Jones, Maurice Sheffield, Randy Simon, Ron Paschal, Jose Rodriguez, Derick Ritchie, Rick Colver, Stephen Sheldon, Eric Hines, Alex Mawson and Jason Martinez

EMORY OFFICERS ENGAGE IN THE COMMUNITY



Above: Emory Police Officers giving away milk and cookies to students.

Emory's Public Safety Department has two programs they provide for students so that they can greet and meet Emory officers at the Oxford College campus; Cookies at Candler and Coffee with a Cop.

The Cookies at Candler is an event where each department on Thursdays provide cookies and milk or cookies and coffee between the hours of 3:00PM and 4:00PM to the Oxford community. The Coffee and Cop program allows officers to meet with students and engage in conversation so that the officers and students may get to know one another.

The Public Safety department hosted these programs on Thursday, September 29, and Monday, October 3. They have scheduled four additional events before the end of the year.



Above: Oxford Police Officers

CS HIGHLIGHTS

NEW DIRECTOR: SARA LU



Above: Sara Lu

Campus Services is excited to announce the newest member of our team. On October 1, Sara Lu joined Campus Services as Director of Real Estate, leading the acquisition, disposition, development, leasing, and strategic planning of Emory's real property assets in support of enterprise wide real estate objectives and strategies.

Prior to joining Emory, Sara worked for Los Alamos National Laboratory as Senior Capital Project Manager, leading various design and construction efforts across 40 square miles of DOE-owned property and a portfolio containing more than 8 million square feet under roof. She has also served as owner's Project Manager for Genentech and U.S. General Services Administration Pacific Rim

Region, and as Design Manager for Eight Inc., a multi-disciplinary experience design firm.

Sara is a licensed Architect and a LEED Accredited Professional. An avid believer that design and investment are integrally connected, Sara is committed to shaping inspiring, lasting, and healthy built environments.

We are thrilled to welcome Sara to Campus Services. Her office will be located in the front of CS Building B. Please give her a warm welcome when you see her.

TRICK OR TREAT AT BRIARCLIFF

The Emory Surplus Property Store kicked off the \$10 Fall Fest on Halloween with some scary low prices!

Customers were invited to come in for some Halloween fun with tasty treats and an opportunity to take pictures with their favorite mask. With virtually everything \$10 or less, the customers couldn't help but to have a blast while saving huge on furniture, office equipment, and much more. The Emory

Surplus Property Store will be having this unbelievable promotion for the entire month of November.



Above: Emory employees wearing their favorite masks



Above: Emory employees shopping at the Surplus Property Store

CS HIGHLIGHTS

CHERYL ELLIOTT RECEIVES PRESIDENT'S AWARD OF MERIT



Above: Cheryl Elliott and ASIS President David Davis

On September 16, 2016 President David C. Davis of the ASIS International organization presented the President's Award of Merit to Public Safety Captain, **Cheryl D. Elliott**, CPP, PCI, for her demonstrated dedication to the field of security. While helping to advance the profession as a whole. She was selected as one of five national recipients. Cheryl received a plaque to acknowledge her volunteer leadership work on the Professional Certification Board for ASIS since 2010.

ASIS International is the leading organization for security professionals worldwide. ASIS is dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests, as well as specific security topics. ASIS also advocates the role and value of the security management profession to business, the media, government entities, and the public.

Campus Services is truly honored that Cheryl is being recognized for her relentless commitment to public safety. We are proud of her outstanding work. Congratulations Cheryl!

CS EMPLOYEES COMPLETE LOD PROGRAMS GRADUATION



Above, from left to right: Edgar Avila Perez, Raymond Pullins, Tonja Jones, Traci May, Patrick Stanford, Kevin Parks, Sondia Barner and April Lewis. Not pictured: Robin Mitchell and Jody Hayles

Central Human Resources Learning & Organizational Development (LOD) Programs held its annual graduation ceremony on Friday, September 23. This year, Campus Services (CS) cheered on ten program graduates from Essentials of Leadership at Emory, Aspiring Leaders at Emory and Mentor Emory. **Peter Barnes**, Interim Executive Vice President for Business and Administration, served as the keynote speaker.

LOD programs help employees focus on strengthening their skills while developing personally and professionally in support of Emory's mission. These programs have a strong curriculum that enhances a participant's learning experience. CS employees take advantage of these programs every year to help develop employees on every level.

CS is so proud of our 2016 LOD graduates for their hard work and dedication to completing their programs. If you are interested in participating in any of the 2017 LOD programs, please visit the LOD website: www.learningservices.emory.edu.

HONORING DAVID QIAN WITH A SAFETY COMMITMENT

Shortly after the tragic loss of one of Facilities Management (FM) B Zone's own, **David Qian**, FM Zone B Electrician, team member, **Andy Ewing**, brought the idea of wearing a helmet when working from an elevated platform (i.e. ladder, scaffolding, lift etc.) to the team's shop meeting. The team unanimously agreed it was a great idea noting the simple fact that David would not have suffered a fatal head injury had he been wearing head protection.

To honor David and to continue their commitment to each other to go home to their families at the end of the work day, FM B Zone Supervisor, **Darryl Miller** ensured the request was honored and ordered every member of the B Zone team a helmet.

In early spring a gink-go tree was planted in front of Emerson Hall as a memorial to David. This tree was donated by the Chemistry Department to reflect David's rich Chinese culture. The tree, like David, took root and began to grow in a short period of time into a permanent part of the zone as well as the department. As we pursue a safer Emory and continue to honor and remember David, a gink-go leaf is painted on each helmet. The leaf was designed and placed on each helmet by **David Banks**.



These are our recommended conditions for wearing head protection:

- ◇ When using lifts to work at an elevated height.
- ◇ When climbing or working from scaffolding.
- ◇ When working on a ladder three or more step threads up.
- ◇ When working in low head room spaces.
- ◇ When working in crawl spaces.
- ◇ When working in any questionable head injury area.

Zone B Maintenance

HR HEADLINES

LYNDA.COM

Emory University employees have access to a FREE online video library called Lynda.com. Located on the <http://it.emory.edu/lynda/>, Lynda.com has over 4000 educational courses to enhance business, technology and creative skills.

These video are available to help develop employees in multiple capacities such as computer skills, presentation skills, leadership skills...just to name a few!

You can look for a particular course by typing it in the search box, and you are able to read the course transcript while watching the video. You can access Lynda by following the instructions below:

1. Go to <http://it.emory.edu/lynda/>.
2. Click the 'LOGIN' box and sign in with your Emory NET ID and password.



Please log into Lynda.com to view a wide range of videos that can be beneficial to your learning.

CAMPUS SERVICES OPEN POSITIONS

*~submitted by Kelli Howell-Robinson, Human Resources
Posted as of 11/01/2016*

DEPARTMENT	JOB TITLE	JOB REQUISITION NUMBER	POSITIONS OPEN
EPD	Police Officer	62034BR	1
EPD	MGR, Physical Security Services	63827BR	1
EPD	Police Sergeant	66255BR	1
EPD	Mgr, Electronice Security Systems	66257BR	1
EPD	Mgr, EMS Education	66519BR	1
FM-Admin	Adminstrative Assistant, Sr	64645BR	1
TPS	Coordinator, Program	66523BR	1
TPS	Decision Support Analyst	66602BR	1
Grounds	Landscaper	58765BR	1
Grounds	Landscaper	66521BR	1
Grounds	Turf Care Specialist	66520BR	1
BRS	Area Manager	63830BR	3
BRS	Team Lead, BRS	63831BR	10
BRS	Custodian (PT)	56191BR	1
BRS - Oxford	Custodian	58622BR	1
HVAC	Supv, HVAC	53620BR	1
HVAC	HVAC Mechanic, Sr	57617BR	1
HVAC	Controls System Oper/Tech 1	59780BR	1
HVAC	HVAC Mechanic	63158BR	1
Staging	Supv, Staging & Surplus Property	64913BR	1
Purchasing Services	Materials Handler II	64769BR	1
Oxford Maintenance	Maint. Mechanic, Senior	62912BR	1
Lock Shop	Locksmith	65429BR	1
Zone C & E, B Maint	Maintenance Mechanic	60833BR	5
Zone C Maint	Maintenance Mechanic, Sr	60836BR	1
Zone H Maint	Carpenter	61890BR	1
Zone B Maint	Plumber Pipefitter	65697BR	1
Paint Shop	Painter	66070BR	2
Plant Maintenance	Sr. Chiller Mechanic	66434BR	1
Shredding	Recycling Center Coordinator	65961BR	1
Preventive Maintenance	Maintenance Mechanic	57618BR	1

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

Third Quarter CS Service Awards

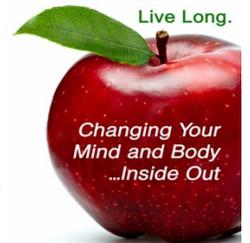


Ossie Benjamin, Building & Residential Services	40 years
Glenn Kulasiewicz, Planning, Design & Construction	30 years
Cynthia Hill, Public Safety Department	20 years
Gladys Holmes, Public Safety Department	20 years
Michael Edwards, Public Safety Department	20 years
Avis Ricketson, Building & Residential Services	15 years
Shelia Pearson, Building & Residential Services	15 years
Kenneth Hughes, Building & Residential Services	15 years
Carey See, FM Recycling	15 years
Donald Hunt, FM Zone E Maintenance	15 years
Olva Jones-Evelyn, Building & Residential Services	15 years
Maurice Sheffield, Building & Residential Services	10 years
Franklyn Jamieson, FM Preventative Maintenance	10 years
Albert Reid, FM Zone H Maintenance	10 years
Dorothy Braithwaite, Building & Residential Services	10 years
William Washburn, Public Safety Department	10 years
Jay Schmahl, Public Safety Department	10 years
Charlene Sharp-Parker, Public Safety Department	10 years
Travis Hicks, FM Zone F Maintenance	10 years
Baby Hopkins, Building & Residential Services	10 years
Sondia Barner, CS Finance	10 years
Shannon Turner, Building & Residential Services	10 years
Rickey Stafford, FM Zone H Maintenance	10 years
Deloris Turner, Building & Residential Services	10 years
Naeresa Smith, Building & Residential Services	10 years
Jose Marte-Lopez, FM Grounds	10 years
Daniel Schmidt, FM Oxford Maintenance	10 years
Carlene Davis, CS Finance	5 years
John Covington, CS-IT	5 years
Hodalo Tchalim, Building & Residential Services	5 years
Clayton Ray, FM Oxford Maintenance	5 years
Vanessa Brown, Building & Residential Services	5 years
Brian Koch, FM Plant Operations	5 years
Vincent Stanley, FM Staging	5 years
Jason Martinez, FM Engineering	5 years

Congratulations on your continuous years of service. We appreciate you!

Wellness Corner

Stay Active.
Eat Well.
Relax.
Live Long.



FEATURED RECIPE

VERY BERRY BREAKFAST SMOOTHIE



What You Need

1 c frozen unsweetened raspberries
¾ c chilled unsweetened almond or rice milk
¼ c frozen pitted unsweetened cherries or raspberries
1½ Tbsp honey
2 tsp finely grated fresh ginger
1 tsp ground flaxseed
2 tsp fresh lemon juice

Make It

COMBINE all ingredients in blender, adding lemon juice to taste. Puree until smooth. Pour into 2 chilled glasses.

ENJOY!

HEALTHY LIVING SPOTLIGHT

MOVE MORE CHALLENGE T-SHIRTS

For those participating in the 2016 Move More Challenge, we have a CS Move More T-shirt for you! This is a gift to employees for joining the Move More Challenge. The T-shirts are available in the following sizes:

Small, Medium, Large and Extra Large

If you have not received your Move More T-shirt, please see your CS Wellness Champions, **Shervon Lewis** and **Erika Henry**.

Make sure you wear your T-shirts when you do the Walks with Matthew on Friday! You can also submit pictures of your team wearing the T-shirts to Shervon for the E-screens.



FALL FESTIVAL 2016



SURPLUS PROPERTY

FALL ^{\$10} SALE

NOVEMBER 1-30

ALMOST EVERYTHING IS \$10



FURNITURE OF ALL KINDS

Surplus Properties is open M/W/F 10a-2p
Briarcliff Property—Building B
1256 Briarcliff Road
Atlanta, GA. 30306
404.727.0545

EMORY.
RECYCLES

visit us here:
goo.gl/T8gzX
(intranet only site)

Surplus Property contact:
James Harper 404.727.0545



AMERICA RECYCLES DAY

at Emory Point

TUESDAY NOV 15, 8AM-6PM

IN PARTNERSHIP WITH THE CLIFTON CORRIDOR



SAVE THE DATE

For a complete listing of acceptable items, visit emory-point.com/events-promotions



EMORY
RECYCLES



EMORY



ERNEST G. WELCH
SCHOOL OF
ART & DESIGN



AMERICA RECYCLES DAY

at Emory Point

COME RECYCLE YOUR UNWANTED ITEMS!

Clear your clutter by bringing any of the following recyclable items to the trucks, which will be located next to the Park at Emory Point, on Tuesday, November 15, 8 AM to 6 PM.

Clothing

Gently worn clothing, shoes and accessories

Media

Books, CDs, DVDs, video cassettes and vinyl records

Secure Paper Shredding On-Site

Personal and sensitive documents

Household

Home decor

Furniture (dressers, tables, bed frames, sofas, etc.)

Textiles and linens

Small household electronics

Games, toys, sporting equipment, yoga mats, and bikes

Baby car seats

Dishes, glassware, kitchen utensils, lamps, etc.

Musical instruments

Electronic Devices

Personal computers and laptops

Air conditioners

Smoke detectors

Cameras and video equipment

Computer parts (circuit boards, hard drives, power supplies, floppy, CD-rom, etc.)

DVD players, VCRs

Printers, copiers, fax machines, monitors, keyboards, scanners

Cell phones and telephones

Radios, stereo equipment, speakers and game systems

Televisions and remotes

Recyclables

Plastic bottles and jugs (#1 and #2)

Metal (steel, iron, brass, aluminum or copper)

Glass (bottles and jars - please remove lids)

Aluminum cans, foil and pie plates

Steel and tin cans

Paper (newsprint, magazines, junk mail, telephone books, etc.)

Cardboard (flattened)

Miscellaneous

Bubble wrap, plastic bags, and packing foam

Wire and cables

Printer cartridges

Lightbulbs (CFL and fluorescent)

Tires (2 per person)

Styrofoam

Carpet and Padding

GENTLY USED SHOE COLLECTION DRIVE

YOUR DONATIONS WILL BENEFIT ENTREPRENEURS IN DEVELOPING COUNTRIES

funds2orgs



Microsoft Office[®] Computer Classes



2016 Fall Schedule

MICROSOFT EXCEL

Day Shift- November 16th
9:30am-11:30am
Woodruff Library, Room 312

Evening Shift- November 16th
2:00pm-4:00pm
CS Training Room B

Night Shift- November 15th
4:00am-6:00am
1599 Clifton Rd, Training Rm. 1

Oxford- November 18th
12:30pm-2:00pm
Seney Hall, 4th Floor

MICROSOFT OUTLOOK

Day Shift- November 30th
9:30am-11:30am
Woodruff Library, Room 312

Evening Shift- November 30th
2:00pm-4:00pm
Woodruff Library, Room 312

Night Shift- November 29th
4:00am-6:00am
1599 Clifton Rd, Training Rm. 1

Oxford- December 1st
9:00am-10:30am
Seney Hall, 4th Floor

MICROSOFT POWERPOINT

Day Shift- December 7th
9:30am-11:30am
Woodruff Library, Room 312

Evening Shift- December 7th
2:00pm-4:00pm
Woodruff Library, Room 312

Night Shift- December 6th
4:00am-6:00am
1599 Clifton Rd, Training Rm. 1

Oxford- December 16th
9:00am-10:30am
Seney Hall, 4th Floor

Microsoft Office Classes

Are you interested in using Microsoft Excel, Outlook and PowerPoint and their numerous features? These classes will show you how to create more detailed documents and presentations. Sign up for the following classes to get the most of these Microsoft programs:

Microsoft Excel-In this class you will learn to create, edit, and print basic Excel documents. You will learn to speed up data entry, move and copy information, and create formulas to perform calculations.

Microsoft Outlook- You will learn how to send an e-mail with attachments and pictures. You will be able to manage your contacts, calendar and tasks. It will concentrate on the helping you send and receive emails, while helping you maintain an organized calendar.

Microsoft PowerPoint-This class show you how to create slide show presentations. It will examine how to use transitions and animations in your slides, while making strong visual presentations.

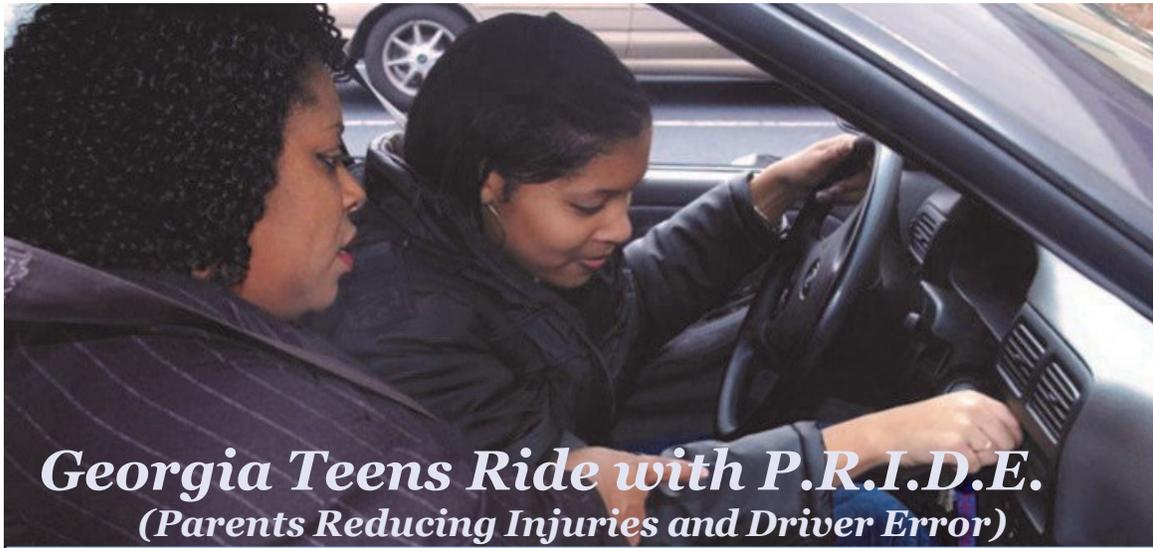


Contact Shervon Lewis at 404-727-1543 or
shervon.t.lewis@emory.edu to enroll in these classes.



The University of Georgia

Georgia Traffic Injury Prevention Institute
College of Family And Consumer Sciences



Is your teenager's life worth two hours of your time?

P.R.I.D.E.- An educational program from the Georgia Traffic Injury Prevention Institute (GTIPI). The program seeks to reduce the high number of crashes, injuries and fatalities involving teen drivers in the state of Georgia. The program will address driver attitude, knowledge and behavior, rather than technical hands-on driver skills. It is designed to complement existing driver's education and programs.

P.R.I.D.E. is a free, two-hour course designed to help parents and their new teen drivers, ages 14-16, learn what they need to do during the 40 hours of supervised practice driving time (40) hours of supervised practice driving time is required, if the teen successfully completes driver's education).

Overview of Parent/Teen Driver Course

Part I: "Teen Drivers & Motor Vehicle Crashes"

Part II: "I'm confused. What are GDL and TADRA all about?"

Part III: "Coaching Your New Driver" (for Parents)

OR

"Getting the Keys to the Wheels and Keeping Them" (for Teenagers)

Part IV: "Agreement to Ride with Pride"

**FOR MORE INFORMATION ON THIS PROGRAM PLEASE CONTACT
EMORY POLICE DEPARTMENT CRIME PREVENTION UNIT**

If you require a disability-related accommodation to participate in this event, please contact Officer Johnson to arrange services. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

**OFFICER D. JOHNSON 404-727-5662 OR EMAIL: djohns9@emory.edu
Fax: 404-712-8249**



Date: 11/12/2016

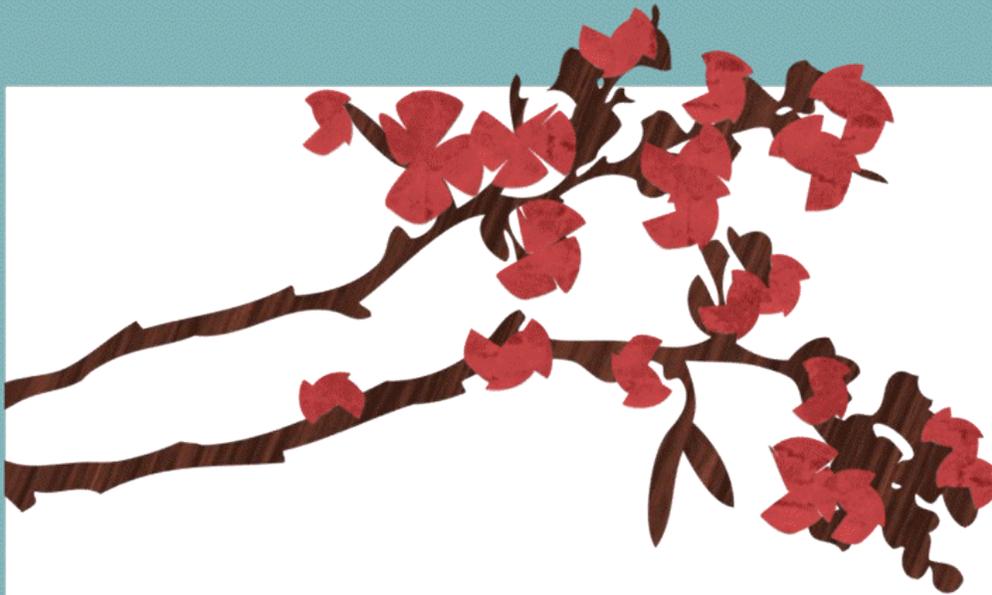
Time: 10:30am-12:30pm

**Class Location: Emory Police
Department Suite G-01**

**1784 N. Decatur Rd
Atlanta, GA 30322**

Cost: Free

**Complete attached registration
form to enroll**



YOU'RE INVITED TO **CAREGIVER CONNECTION**

Connecting Employees to Caregiver Benefits:
Drop by to ask questions and gather Info!

[RSVP Here](#)

NOVEMBER 18, 2016
11AM – 2PM
1599 CLIFTON ROAD – ROOM 1.432

As the holidays approach, many of you will be spending time with family and friends, including aging relatives. The Emory WorkLife Resource Center will be hosting an Open House that will provide Q&A time to help faculty and staff at the university manage the care of adult loved ones and learn about Emory's Caregiver Support Program.

- Senior Care Management
- Care Consultation
- Information & Referral
- Family & Medical Leave Act
- Long-Term Care Insurance
- Emergency Back-Up Care
- Nursing & Rehab
- Memory Care Resources
- WorkLife Library
- Faculty Staff Assistance Program

Stop by for a healthy snack, gather information and ask questions!

FOR MORE INFORMATION CONTACT: MARY.ELLEN.NESSMITH @EMORY.EDU 404-727-4177



2016 SAFETY AWARENESS CAMPAIGN CONTEST

**Submit a Safety Photo or Drawing to win
a \$50 gift card and appear in the
2017 CS Safety Calendar!**

- * CS Employees can submit a photo showing safety in the workplace (\$50 gift card prize)
- * CS Employees' children/grandchildren can draw any picture showing safety practices (\$50 gift card prize)

All pictures must be submitted by **Monday, December 5th**

PHOTOS AND PICTURES CAN BE IN PLACED IN MIKE HUTTO'S MAILBOX IN CS BUILDING A OR EMAILED TO HIM AT *MICHAEL.HUTTO@EMORY.EDU*.



“It always seems impossible until it is done.”

November

~Nelson Mandela

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 EHSO Safety Training	2 EHSO Safety Training	3 EHSO Safety Training	4 Walks with Matthew	5
6	7	8	9	10 Safety Committee Meeting	11 Yoga with Charlie Andrews Walks with Matthew	12
13	14 STAR Interview Training	15 Leadership Lunch and Learn Excel Training	16 Influence Leadership Session Excel Training	17	18 Walks with Matthew Excel Training	19
20	21	22	23	24 Thanksgiving Day	25 University Closed	26
27	28	29 Outlook Training	30 Outlook Training			

CALENDAR KEY:

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

EMPLOYEE UPDATE - NOVEMBER

Welcome - New Hires

- Mantino Johnson...*Sr. HVAC Mechanic*...HVAC
- Sara Lu...*Director, Real Estate*...CS Real Estate Services
- Matthew Jones...*Project Manager*...PDC
- Delundra Reynolds...*Custodian*...BRS
- Rus Drew...*Chief of Police*...Public Safety
- Michael Halpin...*Police Officer*...Public Safety
- Mushtaba Siddiqui...*Police Officer*...Public Safety
- Johnathan Deale...*Plaster/Drywall Finisher*...Paint Shop
- Jo Breiding...*Landscaper*...Grounds
- Thomas Willis...*Team Lead, BRS*...BRS
- Mary Clements...*Chief of Staff/Director, Customer Relations*...Office of the VP
- Robin Lackey...*Campus Planner*...PDC

New Titles

- Richard Colver...*Lead, Maintenance Mechanic*...FM Oxford
- Casey Cooskey...*Material Handler II*...FM Procurement
- Haywood Crumby...*Team Lead, BRS*...BRS
- Dylan Green...*Team Lead, BRS*...BRS
- Ernest Thompson Jr...*Team Lead, BRS*...BRS
- Kineta Maull...*Team Lead, BRS*...BRS