



# Newsbeat

Volume I, Issue 3  
August 1, 2005

*"Excellence is our Destination"*

## SPOTLIGHT ON: CAMPUS SERVICES HUMAN RESOURCES

It has been said of campus service providers "any where people meet or gather, we are there to serve." Our primary customers are faculty, students and staff. But we also provide service to our fellow CS workers. The Campus Services Human Resources (CS HR) staff is an excellent example – although often from behind the scenes, this group of five plays a vital role in our work and personal lives.

Human Resources focuses on maintaining a delicate balance between the needs of the employee and of the employer. The CS HR team guides and counsels employees through workplace issues, while ensuring Campus Services' policies and procedures are understood and enforced.

Campus Services is extremely fortunate to have its own satellite Human Resources office allowing for immediate and personal attention. The staff strives to answer all questions and address all needs, while providing service with a smile.



*(Pictured l to r): Mary, Kelli, Aneesha, Jill and Bonita*



### **Kelli Robinson, HR Coordinator**

Immediately upon entering the CS HR office, you will be greeted by Kelli Howell-Robinson who can instantly brighten anyone's day. "You know when you walk in, you will see a smile," remarks Kelli whose motto is "love life, love family, love self." Behind that smile is the sharp wit and skill needed to coordinate the employment process for Campus Services. Her position handles posting internal and external CS job openings, assisting supervisors with job requisitions, recruiting qualified employees for open positions, setting up interview panels, and managing the hiring process for Campus Services. Kelli began her career at Emory in November of 1999.

### **Mary Sparrow, HR Coordinator**

Just down the hall from Kelli is Mary Sparrow. Using a high degree of professionalism and confidentiality, Mary coordinates all leaves of absence (e.g. medical leave, personal leave, military leave, administrative leave, and the Family and Medical Leave Act). She conducts painstaking investigations into each individual leave case, collecting and organizing volumes of associated documentation along the way. This requires a deep understanding of related governing regulations. Fortunately, Mary has over 20 years of Human Resources and personnel experience through her previous employment with Verizon and several Washington D.C. government service and healthcare providers.



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### **In this issue:**

- Spotlight on CS HR
- Parking Update
- New Supervisors

### **Reminder:**

- Students return!
- The next Defensive Driving class is August 11th at CHR

## Oxford Building Services

*-Herman Howard*

There has been a flood of changes affecting Facilities Management and the rest of the Campus Services departments over the past few months. Emory's Oxford College Campus also has been affected by this wave of change.



Prior to July 1<sup>st</sup>, the custodial services at the Oxford College Campus had been supplied by the contractor Dust-Away. At the expiration of this contract, the Oxford administration decided to extend Facilities Management the opportunity to lead the custodial crew at Oxford.

**Joe Ducato** (pictured, left), Building Services supervisor on Emory's Atlanta campus, was selected for this leadership role. To build a strong custodial team, eleven positions spread over three shifts were opened for interview. The Dust-Away employees already serving Oxford were given the first opportunity to apply.

After the initial organizational change, an assessment of cleaning needs on the campus was conducted, and it was decided to focus first on improving the condition of the three residential complexes. Carpets were cleaned, floors were stripped and waxed, and restrooms were given a thorough detailed cleaning. All of this was accomplished with quality and speed, preparing the dorms in time for the start of the annual summer conferences.

This newly formed Oxford Building Services crew has quickly established its reputation for providing excellent service. Joe and his staff already have received numerous compliments from customers and look forward to continuing these relationships well into the future.

## Parking Update

*-Bill Collier*



As a result of the Sorority Village construction on Fraternity Row, approximately 115 parking spaces have been removed, affecting many of the Facilities staff who parked here. Unfortunately, with the return of the students later this month, the race to find a spot is not going to get any easier. This does not mean that you are exempt from coming to work! There are still plenty of parking options nearby—CS staff who have a valid parking permit also have access to either Peavine or Michael Street decks.

Additionally, the Parking Office is working with Facilities Management to provide secured parking for some of the Campus Services vehicles at Briarcliff Campus. Plant Operations leadership will also evaluate other possibilities with regards to operations in an effort to alleviate some of the parking issues on the main campus.

If you prefer to park at the Clairmont parking deck and catch the shuttle to the CS offices (the corner of Asbury and Fraternity Row), the Parking Office can arrange for a new parking hangtag with the appropriate code.

**Remember:** Hold your hangtag with the barcode facing up when swiping it through the reader.

## JULY'S TOTALS

In July, Emory recycled 254,738 lbs.—that's over 127 tons of material.

In 2004, Americans recycled 51.5 billion aluminum cans which represents 51.2% of the number of cans shipped in the United States. Enough aluminum cans were recycled last year to fill a hollow Empire State Building 24 times. Aluminum cans are 100% recyclable, allowing manufacturers to indefinitely produce new containers from recovered material, thus saving energy and natural resources.

**If you have a choice, buy aluminum drink containers instead of plastic. Recycle it and help make another can.**

## FM Creates F Zone

Just after commencement, Facilities Management began to provide maintenance and grounds service to the housing facilities on campus. In order to provide the best service to our customers a new zone, the F Zone, was created to cover the Clairmont Campus (including Autism, Hope Lodge, Clairmont Child Care Center, etc.) and Turman Residential Center.

Supervising this group will be **Johnny Mayo**, former senior plumber/pipefitter in the C-Zone. This new appointment went into effect on Monday, July 25th. Says Joe Gantt, who worked with Johnny in the C-Zone, “when I found out that Johnny was one of the finalists for the position, I knew he’d do a fantastic job, and was the perfect fit.”



Congratulations on your new position, Johnny!

## Other New Supervisors



**Antonio Beasley** (*pictured left*), former Team Lead under Joe Ducato, has been selected to take Joe Ducato's place as a Building Services supervisor on Emory's main campus. Starting July 31st, Antonio will supervise the cleaning crew for the Administration, B. Jones, Math & Science, Whitehall buildings, the Pitts Library and the Carlos Museum. Congratulations, Antonio!

Also on July 31st, **Miguel Duenas** joined Campus Services as a Building Services supervisor. Miguel comes to us with over thirty years of experience which will enable him to excel in his new position here at FM. He is scheduled to work the 10 p.m.- 6:30 a.m. shift, and will be responsible for the following areas: Yerkes Research Complex, 1525 Clifton Road Clinic, Miller-Ward Alumni House and *My House* on Juniper Street.

**Stephanie Davies-Dickinson** (*pictured right*), Supervisor, Interior Design started her employment with Emory on June 1st. For the past 6 years, Stephanie worked for Ivan Alan Workspace as a Design Director and has well over 13 years of experience in interior design and project management. She is a graduate of the University of Missouri with a degree in Interior Design. Stephanie and her husband Matt are parents of a six-year-old little girl named Emma and live in Decatur.



Congratulations to all our new supervisors and a special welcome to newcomers Miguel and Stephanie!

## Employee Referral Program



Recruiting good, qualified employees can be difficult when using only an applicant's resume and job application. This is where you, the employee, can help. Through the Employee Referral program, an employee at Emory can refer a qualified friend or acquaintance for a particular job opening. If that qualified friend or acquaintance is hired and remains in good standing after 90 days on the job, \$250 is awarded to the referring Emory employee for non-clinical referrals and \$500 for clinical referrals.

Please see Kelli Robinson in CS Human Resources for further information regarding the Employee Referral program.



## EMPLOYEE UPDATE — JULY

### Congratulations—New Titles

**Andrew Ballard**, *Team Leader*, Building Services

**Antonio Beasley**, *Supervisor*, Building Services

**Donald Hunt**, *Trades Worker*, Zone E

**Johnny Mayo**, *Supervisor Facilities*, Zone F

### Welcome New Employees

**Tenfelesh Admasu**, *Custodian*, Building Services

**Jody Berley**, *Maintenance Mechanic*, Zone E

**Kendrick Brown**, *Team Leader*, Building Services

**Michael Bush**, *Landscaper*, Grounds

**Miguel Duenas**, *Supervisor*, Building Services

**TaShunta Franklin**, *Custodian*, Building Services

**Patricia McCants**, *Marketing Coord.*, Transp. Svcs.

**Kwame Mensah**, *Custodian Sr.*, Building Services

**Dwight Reeves**, *Custodian Sr.*, Building Services

**Robert Warren**, *Custodian Sr.*, Building Services

**Anthony Williams**, *Team Leader*, Building Services

### On-The-Spot-Awards

- |                    |                     |
|--------------------|---------------------|
| • Tenfelesh Admasu | • Donald Hunt       |
| • Timothy Barber   | • James Johnson     |
| • Rick Belt        | • Manuel Johnson    |
| • Jimmie Benton    | • Lori McLendon     |
| • Scott Bishop     | • Karen Minniefield |
| • Frederick Blue   | • Ralph Moore       |
| • Belinda Bryant   | • Freddie Nix       |
| • Tony Chavers     | • Pablo Ortiz       |
| • Sallie Clayton   | • Frankie Parker    |
| • Ulicer Cortes    | • Leonard Parks     |
| • Benjie David     | • Timothy Phillips  |
| • Sandy Davis      | • Glenn Rampersad   |
| • Shawn Edmondson  | • Willie Ray        |
| • Alfred Edwards   | • Avis Ricketson    |
| • Muzeel Fairley   | • Janice Russ       |
| • Wilbur Godfrey   | • Jack Scheu        |
| • Nadir Hailey     | • Kenneth Sims      |
| • Charles Hall     | • Vanessa Strong    |
| • Caryell Harris   | • Steve Varner      |
| • Herman Howard    | • Mary Woods        |

## EMPLOYEE UPDATE — HOUSING

The Facilities Management team recently took on the responsibilities for housing maintenance and grounds services. Employees already providing these services through Campus Life are now working in FM departments. The following is a list of these employees and their new department assignments.

### C Zone

Mike Lufkin, John Swindle, Gary Walling, Brian Wheeler, Steve White

### D-Zone

Sam Moon

### E-Zone

Lorraine Lombardi

### F-Zone

David Dorsey, Karl English, Steve Gibson, Clarence T. Long, William Sewalls, Aleksandr Voronkov, Henry W. Whiteside

### Grounds

Richard Bennevendo, Jr., Wheeler Boyd, Willie Brokenburr, Nelson Lewis Robinson, Raymond Smith

## Crime Prevention Course

The Emory Police Department and ISCPP (International Society of Crime Prevention Practitioners) provided a three day crime prevention specialist course facilitated by Emory Police Department's **Lt. Cheryl Elliott** and **Sgt. Rick Allen**. **Vickie Evans**, Campus Services Security Systems Supervisor, led a group discussion on security locks and alarms. If that wasn't enough, Vickie was also a member of the class!

Additional participants included police officers from DeKalb County, Georgia State University, Agnes Scott College, Georgia Tech, the Fulton County Public Safety Training Center, Thomasville Police, Columbia County Sheriff's department, Atlanta Police Department, EPD, and Emory at Oxford Police.

The training included the successful completion of a 200 question comprehensive exam in order to receive the designation as International Crime Prevention Specialists (ICPS). Congratulations to all on successfully passing this course! EPD looks forward to more training collaboration opportunities in the future.



## EPD Prepares Teens for Traffic Safety



*EPD's Teen Group*

On July 23rd and 24th the Emory Police Department presented at the 2005 Teen Summit on Traffic Safety for the Georgia Traffic Injury Prevention Institute. EPD assisted in training 120 teens to become Certified Teen Traffic Safety Educators at the Rock Eagle 4-H Center in Eatonton, Georgia.

The training prepared the teens to be advocates and peer-leaders in reducing crashes and teen injuries through driver education safety programs when they return to their respective schools in the fall. The training will also provide peer-educators for the P.R.I.D.E. (Parents Reducing Incidents of Driver Error) programs presented throughout the Metro area. These P.R.I.D.E. programs also are available monthly through the Emory Police Department for the Emory community.

## Camp Carlos Digs into Summer Fun



Campus Services employees recently helped attendees at Camp Carlos learn the basics of an archaeological dig. **Carlos Martin** and **Robert Williams** created several sand box sized "sites" behind the Carlos Museum. **Bill McBride** and **Tom Burke** were also on site to prepare the layers of soil, rocks, stones, and of course, several artifacts. Campers learned how to properly excavate



the sites, remove the artifacts, and record their findings. With the help of Campus Services, the campers' foray into site excavation was a great success.

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Mary began working at Emory in April of 1998. Over the years, she has been nominated for the Award of Distinction and FM's Employee of the Quarter. Originally from Florida, Mary "tries to take a trip back home as soon as old man winter creeps up." Until then, she'll wait out the summer heat in the AC watching her favorite forensic TV shows.

### **Jill Vogel, Manager, Employee Relations**

The newest member of the CS HR staff is Jill Vogel. As is indicated on the Vision Map, all employees in supervisory roles should act as coaches and mentors for their staff. To facilitate this relationship, Jill sees her primary role as providing "counsel to managers on how to handle attendance, behavior, policy violations, and productivity issues in the workplace." Through training and individual attention, Jill hopes to increase the level of understanding around policies and procedures, and help managers "bridge the gap of communication around these issues."



Jill is originally from Iowa where she received her BBA in Human Resources from University of Iowa. In 1996 Jill moved to Atlanta. After working in HR at Emory Hospital for five years, Jill accepted a position at Central HR in employee relations for Facilities Management. She then transferred to CS HR in July of this year. Jill spends her time "happily married to a wonderful husband," petting her calico cat named Carly, reading, walking and making stepping-stones.



### **Aneesha Johnson, Secretary**

Another function coordinated through Human Resources, and one that both managers and employees can enjoy, is employee recognition. In addition to juggling the demands of secretary for the department, Aneesha Johnson handles the administrative functions for three CS employee recognition programs: Employee of the Quarter, Employee of the Year, and On-the-Spot Awards. Aneesha is also the main contact for business cards, Netcom requests, and the CS phone list.

Originally from Denver, Colorado, Aneesha relocated to Atlanta in May of 1999. Before moving to Atlanta, she was a Credit Investigator/Analyst for two years. In describing herself, Aneesha says she's very family oriented, and enjoys traveling.

### **Bonita Swain, CS/HR Manager**

As Manager of CS HR, Bonita Swain strives "to help teach, train, guide and direct Campus Services employees with regards to HR policies and procedures. In managing all aspects of Human Resources you quickly learn the importance of documentation, documentation, and more documentation." Documentation is the one action Bonita says she cannot stress enough to her staff.



A Morris Brown graduate with a degree in Psychology, Bonita's love and fascination of people and her interest in how people work together has kept her passionate about HR for the past twenty-five years. Her ultimate satisfaction is "knowing I did the best I could in helping each and every employee." Now, a quarter of a century later, Bonita has some sage advice: "accept a job because it is something you wish to do, you enjoy doing, and you are passionate about doing. If you are passionate, the world of work will bring all the opportunities you desire."

**The Campus Services Human Resources office hopes you, the employee, find this fulfillment in your job.**

*CS Newsbeat is a monthly publication of Campus Services at Emory University. Please send your ideas, comments, and suggestions to Jackie Allen at [jackie.allen@emory.edu](mailto:jackie.allen@emory.edu).*

# August 2005

*National Golf Month*

*National Parks Month*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Parking V-2008 Presentation	4	5 Locate Rodeo (set up)*	6 Locate Rodeo*
				APPA Forum		
7 Locate Rodeo*	8	9 CS New Hire Orientation	10	11 Defensive Driving (@ CHR)	12 ICE Committee	13
14	15	16 CS Leadership Workshop EUH Decon. Procedures & Legal Update (EPD)	17	18 EUH Decon. Procedures & Legal Update (EPD)	19	20
21	22 Women's Lunch	23	24	25	26	27
			Students Move In (24th, 26th, & 27th)			
				Housing Orientation	ICE Committee	
28	29 Housing Orientation	30	31 Classes Begin (Oxford) Safety Cmt.		<div>CALENDAR</div> <ul style="list-style-type: none"> <li>Training</li> <li>Committee Meetings</li> <li>Sessions for Supervisors</li> <li>Holidays/Special Events</li> <li>Other Meetings</li> </ul>	

\*The 2005 International Utility Locate Rodeo & Expo Planning Committee has selected Emory University for the 2005 International Utility Locate Rodeo. The Utilities Protection Center, Inc. of Georgia will host this event bringing hundreds of Professional Utility Facility Locate Technicians and spectators to Emory for the preminent annual exposition. This rodeo will showcase the talents of individuals as well as provide the ideal venue to demonstrate and promote the latest and greatest technological advances in the field of Professional Utility Facility Locating.



**SAVE THE DATE!**

**Campus Services  
Annual Staff Picnic  
Friday, October 7th  
11:00 a.m.—3:00 p.m.**

**Building Services Night Shift Picnic  
(Date/Time to be Announced)**