

July **2016**

Newsletter for the Office of Administrative Services

Welcoming New Additions...

Roosevelt Reid, III, Postal Services Rep. *Facilities Management*

Vincent Carlo, Parking Enforcement Specialist Parking & Transportation Services

Eustace Joseph, Groundskeeper *Facilities Management*

Paula Johansen, HR Consultant *Human Resources*

Mikael Stead, Vehicle & Equipment Mechanic *Facilities Management*

Parking Permits for 2016-2017 Now Available

All 2015-2016 parking permits expire on Wednesday, August 10th.

MyUSF users can log on to your MyUSF account and click on the "Parking Permits" graphic at the bottom left of the screen.

When you order on-line, your permit will be mailed to you, so verify that your address is correct. Remember to print out the temporary permit to use until your permit arrives in the mail.



On the Job: *Carolyn Glover, busy keeping the Patel Building looking great.*

Reminders

• Town Hall Meeting - Aug. 8th

 Parking permits for 2015-2016 expire on Wednesday, August 10th.

"Meet the Team"

Facilities Management Service Center

The Facilities Management Service Center is the front line point-of-contact for Facilities Management "customers". The Service Center receives work requests, space impact requests, and event requests from the entire campus community in the form of mail, email, fax, phone calls, or walk-ins. The Service Center team then processes and routes these requests to the appropriate Facilities Management department. The team also handles calls during facilities related emergencies including the power outage this past May that affected almost half of the campus and tropical storm Colin in June.

The Service Center team is deep with USF experience. Managed by Susan Boully, who has been at USF for 7 years, the team includes Pat Lawson - 34 years, Shirley



Grant - 17 years, Jackie Gahagan - 10 years, and Ercilia Colon - 1 1/2 years. The Service Center is directed by Jen Fleischman.

The team has received some interesting calls, like the student who saw a squirrel eating out of a trash can near Cooper Hall and was very worried about its well-being – the Service Center advised they would get someone out to check on the squirrel.

One caller was on campus frantically looking for 4202 E. Fowler Ave. (which is the main address for the entire campus). After much explaining, the caller

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reluctantly accepted the fact that they were, in fact, at 4202 E. Fowler!

A student who was going to be late for an exam somehow ended up connecting with the Service Center and desperately tried to pled her case that it should be okay because she had contacted them to let them know she was running late. And of course there are always the calls from students worried about the baby ducks on campus.

The Service Center plays a key role in helping to reach the high level of service Facilities Management strives for by providing quick and quality responses to requests and questions. **To reach the Service Center call 974-2845.**



Facilities Management Gives Engineering Students a Tour

On July 7, Dr. Don Dekker, from the Department of Mechanical Engineering, and 46 students from his Air-Conditioning Design class toured the Tampa Campus' Southeast Chiller Plant and Recreational Center's Mechanical Room Air-Handlers.

The students split into smaller groups, led by Facilities Management Engineers Toufic Moumne, Don Crosby, Hari Patel, Chris Fleischer, Glen Aleo and William James. This is an annual event that gives USF students a look into the real world application of engineering principles studied in the classroom.



Toufic Moumne shows USF engineering students air-handlers in the Rec Center mechanical room.

Students were given the opportunity to observe air-handler equipment components, identify the components of high efficiency 2,300 ton two-stage chillers, distinguish the differences between chilled water piping and condenser water piping, and watch the realtime digital graphic display of the 9,600-ton state-of-the-art Variable Primary Flow chiller plant, plus much more.



Hari Patel explains engineering concepts to students before touring the Southeast Chiller Plant.

Anniversaries

Facilities Management

| Danielle Hill | 7 |
|-------------------|----|
| Julia Cummings | 11 |
| John Courtney | 11 |
| Neftali Espana | 26 |
| Barbara Donerly | 24 |
| Susan Boully | 1 |
| Lindsey Hanson | 1 |
| Gregory Lewis | 18 |
| Aaron Wood | 2 |
| Gerardo Fernandez | 18 |
| Jeremy Ocasio | 4 |
| Danny Stearns | 4 |
| Robert Gonzalez | 21 |
| Sonia Jackson | 26 |
| Beth Fakunle | 1 |
| Charles Hamilton | 8 |
| James Gillilan | 18 |

Human Resources

| Edith Martinez-Kidde | 3 |
|----------------------|----|
| Patricia Smail | 14 |
| Patricia Geisler | 16 |

Parking & Transportation Services

| Tracy DeCrescenzo | 1 |
|-------------------|----|
| Donna Giammaresi | 9 |
| Syed Ahmed | 14 |
| Ivette Torres | 18 |

Remember to nominate your co-workers, for an Excellence Award!

All Administrative Services employees are eligible administrative, staff, and OPS.



ADMINISTRATIVE SERVICES