

December **2016** & January **2017** 

Newsletter for the
Office of Administrative Services

# **Welcoming New Additions...**

**Michael Weaver,** Plant Operator *Facilities Management* 

**Denise Mueller,** Sr ERP Analyst *Human Resources* 

**Steven Wasilefsky**, Facilities Project Manager *Facilities Management* 

**Nicholas Shelton,** Building Systems Control Tech *Facilities Management* 

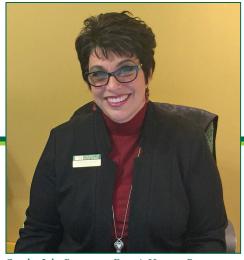
**Adelle Amison,** Fiscal & Business Specialist *Business Center* 

**Alan Rodriguez Soto,** Const. Project Coord/Insp. *Facilities Management* 

## **Faculty & Staff Campaign**

So far, Administrative Services has an overall participation of 27%, well on our way to meeting our first goal set for March of 45%! We were all excited to learn that Human Resources has achieved 100% participation!! The Administrative Services Faculty & Staff Campaign representatives would like to extend great appreciation to all of you as we seek to achieve "Excellence". Remember... it only takes \$1 to make a difference in your USF community.

If you would like to contribute any amount, please contact Gabriel Montalvo gmontalvo@usf.edu and he will put you in contact with your area representative.



On the Job: Rosemary Frusci, Human Resources. Among other duties, Rosemay administers the RightStart program for all new employees at the university.

#### Reminders

"Friday Shirts" - Over the coming weeks the Administrative Services polo shirts will be arriving. When you get you shirt, remember to wear it on Fridays to show your Bulls pride!

# "Meet the Team"

# **Environmental Health & Safety Department**

The Facilities Management Environmental Health & Safety (EH&S) Department is a multi-disciplinary team of professionals focused on providing a safe and regulatory compliant campus for the faculty, staff, and students here at USF.

The department consists of: Building Code Administration, Fire Safety, Research Safety & Environmental Compliance, and Facilities Safety & Risk Management. The EH&S Department and associated program teams are responsible for providing compliance and environmental health and safety support throughout the USF System.

The Building Code Administration team of Roy Clark, Beth Casey, Devon Samuels, and Alan Rodriguez Soto provide construction permitting services to all university entities,



conducting building construction (such as the new residential project "The Village"), as well as repair, or modifications on USFowned property. Building code compliance is necessary in the interest of public health and safety by ensuring compliance with applicable codes and standards.

Gene Banks, Will Martinez, Sean Rainey, and Darren Singleton comprise the

Fire Safety Team. This team provides a comprehensive fire prevention program designed to protect the lives and property of the USF community. This mission is addressed through training, public education, drills, investigations, maintenance and repair of emergency exit lightning, fire safety inspections, as well as code compliance and enforcement of



fire and life safety related regulations and policies.

The Research Safety & Environmental Compliance team includes Tom Bradley, David Gilbert, Lindsey Hanson, Julie Van Horn, Jessica Massanelli, Joelle Mendez-Hinds, and Rob Risavy. This multifunctional team is responsible for assisting laboratories, shops, and art studios in maintaining safe and compliant operations by advising and training on applicable regulations, policies & procedures, and safe work practices as well as the management of multiple hazardous waste related activities. In addition, the team supports compliance with applicable environmental regulations, policies, and programs via reporting, training, and compliance tracking.

The Facilities Safety & Risk Management team of Wilson Bull, Meica Elridge, David Isaac, Greg Lewis, and Katherine Ogelvie supports USF's culture of safety awareness and responsibility by focusing on initiatives, campaigns, programs, and policies that educate, inform, and promote a safe campus environment. Support activities include training, education, compliance assistance, and evaluations within multiple health & safety areas (indoor environmental quality, respiratory protection, ergonomics, bloodborne pathogens, asbestos, lead based paint, etc.). In addition, the team manages the University's workers' compensation program as well as the coordination and administration of insurance policies.

Because of the efforts of EH&S Director Bill Land and his team, USF continues to provide a safe environment for students, faculty, staff, and visitors. Thank you!



MoBull Messenger allows you to receive official

USF emergency updates via text message. If you haven't already, you are strongly encouraged to sign up at: mobull.usf.edu.

# **New Hires Have Breakfast** with the Vice President



Once per quarter, Vice President Williams hosts all new hires to Administrative Services to share a meal as part of their orientation process. On January 18th, the recent additions to the team met for breakfast in USF's "Fresh Food Company" dining facility. In addition to getting to know some of their co-workers better, those in attendance got to hear a few words from the VP and had an opportunity to take part in a question and answer session.

### "Excellence Boxes"



"Excellence Boxes" are in break rooms and employee areas at PTA, DUP, PPA, PPB, PPC, MHB, and coming soon to SVC and OPM. If you have an idea that will help us become one of the "Top Places to Work in Tampa Bay", please fill out an Idea Proposal form and drop it in the box. You can also drop Excellence Award nominations in the boxes! Idea Proposals and Excellence Award nomination forms will be collected on a regular basis by members of the Communication Pillar team.

#### **Anniversaries**

# **Facilities Management**

December 2016 Samuel Brown 13 12 **Lenroy Curling** Jimmie Mosley 11 John Wilson 11

Marcell Smith 9 Orlando Ware 9 9 Deidre Boman Raymond Morris

Willie Clark 3 Karen Black

Colette Nasworthy Beverly Rodriguez 20 Kathleen Lowery 17 Jamie Fraley 6

William James Juan Vargas 2 Arthur Elias

Silas Blanton 18 Dwayne Callaway 11 Clint Franklin

2

Dante Fields

January 2017 Felix Agholor 18 Geraldine Hudson 12 Melissa Lane 11 Tamara Tidwell Mericile Ioanem 8 Adrienne Lynch Adevinka Williams 4 Claudette Wrensford Christopher Ilse Meica Elridge 32 Elizabeth Casey

15 **Devon Samuels** 11 Jessica Massanelli Marcelino Rivera 18 Angela Jordan 12 Michael Ballester Andres Santana

4 John Greiff 12 Rodney Days Robert Geschardt 2

Raymond Curbelo

12

#### **Anniversaries**

#### Parking & Transportation Services December 2016

Frank Granda	27
Michael Gaughan	16
Thomas Ehl	8
Marie Bowen	7
James Denslow	6
Melissa Serrano	4
Randy Pogue	3
January 2017	
David Hansen	1
John Luksas	1
Gericca Christian	1
Patricia Woodard	1
Business Center January 2017	
Lori Anderson	12
Clifton James	11
Julie McCoy	8
Human Resources December 2016	
Barbara Leighly	2
January 2017	
Shirley Turner	32
Michel Ferrell	8
Susan Coker	1

# **PATS** Recognized for **Outstanding Work**

This past year USF's Parking and Transportation Services (PATS) won the 2016 Award of Merit from the Florida Parking Association (FPA) for the outstanding work done on the renovation of the Collins Boulevard Parking Garage. The Award of Merit is given to recognize outstanding, above and beyond, parkingrelated projects demonstrating excellence in parking design, equipment, innovation, operation, and construction. The USF project was selected from projects submitted from organizations across the state.

USF was recognized and honored at the FPA Annual Conference along with other finalists and winners. Each finalists' project was showcased and owners, designers, vendors, suppliers, and contractors were credited during the project presentations.

Walker Parking Restoration worked with USF Facilities Management Project Manager Suchi Daniels and Director of PATS, Raymond Mensah to coordinate the details needed for the project to happen.

Facilities Management Project Manager Aaron Wood took the lead as project manager when the project was greenlit. He coordinated with Walker Parking Restoration concerning the contractors executing the work, materials used, and work schedules.

Aaron Wood worked with Mr. Mensah. Frank Granda (Operations Manager for PATS), and John Luksas (PATS Maintenance Supervisor) in order to successfully complete the project with minimal complications to the USF community.

The project was completed in August of 2016.



Left to Right: Raymond Mensah, Director Parking and Transportation Services; John Luksas, Parking and *Transportation Maintenance Supervisor;* Frank Granda, Manager of Parking and Transportation Operations; and Aaron Wood, Facilities Management Project Manager

# **Administrative Services Excellence Awards**

On August 8th we held our 4th quarter Town Hall. Over 500 Administrative Services employees attended across three sessions in the MSC Oval Theater.

The 2016 4th quarter Excellence Award Winners and the 2016 Annual Excellence Award winners were announced at the Town Hall. Congratulation to all of the winners and nominees!

#### Fourth Quarter Individual Winners:

Stacy Brown - FM Services Linda Goolsby - FM Building Services Rajeev Kamal - FM Planning *Alexus Mobley - FM Building Services* Gene Palmer - FM Utilites

#### Fourth Quarter Team Award:

Brian Allman, Susan Coker, Naomi Thomsen - Human Resources

2016 annual winners were selected from the 2016 quarterly winners. All annual winners were awarded a stunning bull statue as well as a monetary award of 250 dollars.

#### 2016 Annual Award Winners:

Stacy Brown - FM Services Patricia Geisler - Human Resources Albert McDuffus - PATS Wayne Wilcox - FM Building Services

#### 2016 Annual Team Award:

Angie Jordan, Dwight Cuadrao, John Greiff - FM Operations/ Maintenance

Photos of the Award winners are included on the following page...



# **Excellence Award Winners**



Alexus Mobley: FM Building Services



Rajeev Kamal: FM Planning



Albert McDuffus: Parking & Transportation



Gene Palmer: FM Utilities



Susan Coker: Human Resources



Patricia Geisler: Human Resources



Linda Goolsby: FM Building Services



John Greiff: FM Operations/ Maintenance



Angie Jordan and Dwight Cuadrao: FM Operations/Maintenance



Brian Allman: Human Resources



Wayne Wilcox: FM Building Services

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

You can use the hard copy forms available at the Excellence Box locations and drop completed forms in the box or you can submit a nomination online at: usf.edu/Excellence Awards

