

Do you have an idea that will help make Administrative Services one of the “best places to work in Tampa Bay”?



Submit an Idea Proposal!

Idea Proposal forms are available at all Excellence Box locations or you can submit an idea online. Just look for the “Idea Proposal Form” link on the Administrative Services “About Us” page found at: (usf.edu/administrative-services/about-us)

While you’re submitting all of your great ideas, remember to nominate a deserving co-worker for an Excellence Award too!

Welcoming New Additions...

Shameka Bolden, Cashier
Parking & Transportation Services

Retirements

Kathy Lowery, Groundskeeper with Facilities Management retired on April 7th after 18 years of service on the Grounds team. She is especially skilled at caring for bougainvilleas and was responsible for the many iconic bougainvilleas across campus. Kathy’s vast knowledge of plants and her care and enthusiasm to make the campus beautiful was greatly appreciated!

Shirley Grant, Receptionist in Facilities Management, is retiring after 10 years at USF. Shirley’s presence will be missed. We wish her all the best!



On the Job: **Wilson Bull** from Environmental Health & Safety collects air quality data ahead of new air handlers being installed in the Library.

Reminders

▶ The USF Department of Emergency Management will be in the Marshall Student Center on **May 24th** from **10 a.m. until 2 p.m.** with **Hurricane Preparedness information.**

▶ **Town Hall** meetings will be held on **May 9th** at 10 a.m., 2 p.m., and 6:30 p.m.

▶ Memorial Day holiday - May 29th

“Meet the Team”

Sustainability Team

The sustainability team was created by AVP Christopher Duffy in 2016 with the primary objectives of coordinating USF System sustainability efforts and developing an actionable plan that would accomplish USF’s carbon neutrality goal as committed by President Genshaft by signing the American College and University President’s Climate Commitment (ACUPCC).

The team is made up of many hardworking employees including staff members Suchi Daniels, Antonio Loureno, and team leader Nainan Desai; as well as student employees Lauren Reilly, Jeff Lowe, and John Pilz. The team explores ways for USF to save energy and reduce its carbon footprint. They also identify funding sources for



From Left: **Antonio Loureno, Lauren Reilly, Suchi Daniels, and Nainan Desai**

such projects. They work closely with the Student Green Energy Fund, which funds numerous greenhouse gas (GHG) and energy reducing projects across campus.

Notable successes include: a 360 kW Solar PV array for the MSC rooftop, BSF

LED lighting, automated sash for lab fume hoods in BSF, the first electric zero emissions bus for our Tampa campus, energy recovery devices in air handling units, pool water heating using a condensing boiler at REC,

electric vehicle charging stations, as well as LED lighting projects for roadways, parking lots, outdoor tennis courts and basketball courts. Other notable successes have been in creating on-the-job training opportunities on these projects for Student Success and receiving national recognition from the EPA for USF as a champion in the use of Green Renewable electric power.

The Sustainability team often makes presentations to local professional associations, letting the community know about USF's sustainability efforts. At the request of EPA's National Green Power Partnership, Nainan Desai recently represented USF nationally as a panelist at the Smart and Sustainable Campuses Conference.

Thank you to this team for making USF a greener and environmentally friendlier campus!

(Contributed by Nainan Desai)

Cindy Navarrete named USF's Student Employee of the Year!

Cindy Navarrete is a student employee for Administrative Services, she works in the in the Patel Center. Cindy is active in internships and organizations. She has completed classroom internships through the College of Education. Also, through the Department of Women's and Gender Studies, she interned at a nonprofit called Redefining Refuge - a safe-home for young women rescued from human trafficking.

Cindy is the Vice President of Triota, the National Women's and Gender Studies Honor Society. She heads up advertising and public relations for an anti-human trafficking organization called International Justice Mission and is a member of Kappa Delta Pi, International Education Honor Society. Cindy will be graduating from USF in Spring 2018 with a Bachelor of Science degree in Early Childhood Education, and minors in Studio Art and Women's and Gender Studies.



Cindy Navarrete was recently named USF's Student Employee of the Year!

Anniversaries

Facilities Management

Maggie Sanders	30
Wayne Wilcox	23
Jose Marte	13
Walter Scott	13
Tony Hardy	10
Florencio Molina	10
Hector Vargas	10
Ana Garcia Quintana	7
Danielle Blair	5
Bryan VanSant	2
Sarah Baynard	12
Donald Crosby	4
Sean Rainey	3
Calixto De Jesus	20
Barry Fernandez	30
Harry Veras-Rodriguez	16
Michael Fitzgerald	2
Ramon Gonzalez	20
Antonio Lourenco	11
Tony McKinnon	11
Chris Fleischer	23
Harry Santos	11
Phillip Ippolito	3
Choksuraphon Piamjaroen	17

Parking & Transportation Services

Manuel Bermudez	17
Edward Hernandez	15
Rex Dunkel	11
Nereo Rojas	9
David Santos	3
Jerry McGinnis	3
Walton Mattei	1
Carlotta Spaulding	1
Mary Colini	1

Human Resources

Sandra Sheffield	13
Yasemin Bulkeley	1

Business Center

Hubian Lin	10
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Administrative Services

Christine Chefalas	10
Aaron Nichols	2

Appreciating the Student Employees

Keiah Townsend—Emergency Management

Keiah Townsend is a Criminology major with a minor in Disaster Management and Homeland Security. She has been working for the Department of Emergency Management as an intern for three months; her duties including managing the monthly rotator on the website, composing a general preparedness video for disaster kits, and putting in work for administrative and health law. This position offers research opportunities and operational experience in her field of study. She also writing public information pieces on health and safety. She says the program is great and that it offers involvement in her desired career path. Keiah also is involved in clubs on campus such as the Community Emergency Response Team (CERT), which prepares students, faculty, and staff in disaster management through individual and team building training sessions.



Keiah Townsend



Nicholas Fowler



Francis Mbayiwa



Nadin Jouden

Nicholas Fowler—Facilities Management

Nicholas Fowler is an Engineering major and a student assistant in Facilities Planning and Construction. He has been working for over a year and a half, gaining experience in different areas. Nicholas shadows project managers and his duties are to go to meetings, takes notes, draw drafts, and take progress shots of ongoing projects. He has recently been involved in the project on the sixth floor of the library. Through this job he is able to meet people outside of Facilities Management and network while gaining experience in his profession. To top everything off, Nicholas says he works with good, kind people that are ready to assist him when he needs help.



Quarteny Gilliam



Kelechi Uzoegwu

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Francis Mbayiwa—Business Center

Francis is a Business Analytics and Information Systems major and works at the Administrative Services Business Center. He works closely with Facilities Management and his duties entail meeting with project managers, receipts, approvals, and closing projects. He has worked at the Business center since October. Working there, Francis says his work ethic has improved as his coworkers are positive and strive to improve themselves and one another. The environment encourages constant improvement; the work being credited back to everyone who pitches in. Francis' job feeds into his major and is a great place to build character and to learn and acquire real world experience in the work place.

Nadim Jouden—Patel Center

Nadim Jouden is a Microbiology major and works as a student assistant at the front desks of the Patel Center, on the first and third floors. He has been working at Patel for almost a year. On the first floor, Nadim assists in mostly customer/visitor based needs, while the third floor is more office oriented. His other duties include maintaining the rooms, various clerical duties, as well as preparing for and organizing events. He and the other student employees assist with monitoring the parking lots for cars parked without a permit. As a student assistant, he sees a lot of faces, even his own professors and the department director for microbiology. This helps him network within his department and allows exposure and experience in the workplace.

Kelechi Uzoegwu—Parking and Transportation Services

Kelechi Uzoegwu is a Public Health major with two minors in Psychology and Creative Writing. She works as a Student Assistant and Cashier for Parking and Transportation Services. She started working in June 2016 and her duties include selling permits, providing in person and phone customer service, clerical work, and answering any questions pertaining to permits and other parking needs. Kelechi says her job helps her mature as a person and relate to people. She has gained better problem solving skills and improved interpersonal communication, and, of course, patience.

Quarteny Gilliam—Human Resources

Quarteny Gilliam is a Biomedical Science major and she is considering a minor in Latin. Quarteny is a talent management assistant, facilitating training sessions for employees as well as creating, enrolling, and organizing the courses. She has been working in HR since October of 2016. Quarteny says this job has helped her with communication, organization, and computer skills. Her duties prepare her to assist various people in need of help and meeting deadlines. The courses she structures require meticulous planning that is very detail oriented.

Administrative Services is proud of its student employees. Their hard work does not go unnoticed and we appreciate all that they do. Thank you for making a lasting impact at USF!!

Faculty & Staff Campaign: We Achieved 52% Participation!

Administrative Services did a great job, meeting our participation goal for the Faculty & Staff Campaign. **We improved from last year's 33% participation to 52% this year** - that's great!

Emergency Management, Planning, Design & Construction, the ASBC, and HR all hit 100%!!

A big *THANK YOU* to everyone who participated. Because of your efforts, we received a medal and award at the closing ceremony. Let's get that participation number even higher next year!



Gabriel Montalvo, Director of the ASBC, showing off the medal and award Administrative Services received for our awesome participation numbers in the Faculty & Staff Campaign this year. Gabe did a great job leading the Administrative Services effort for the Faculty & Staff Campaign this year.

EXCELLENCE
EXCEED EXPECTATIONS

To achieve excellence, you must be competent in your job and perform at a level that will make people say **“Wow!”**