

June 2017

Newsletter for the Office of Administrative Services

# **Welcoming New Additions...**

**Jo Anne Townsend,** Human Resources Manager *Human Resources* 

**Jeffrey Vest**, Process Improvement Manager *Human Resources* 

**Maria Guinand,** Comp and Class Analyst *Human Resources* 

**Anamarie Root,** Assistant Director *Human Resources* 

John Benedict, High Voltage Electrician Facilities Management

**Stevette Reeves,** Custodial Worker *Facilities Management* 

**Ali Dennis,** Custodial Worker *Facilities Management* 

**Charlotte Woods,** Custodial Worker *Facilities Management* 

**Edward Elms,** Custodial Worker *Facilities Management* 

**Tolten McCauley,** Custodial Worker *Facilities Management* 

### **Retirements**

This month **Almeta Butler** and **Pat Lawson** of Facilities Management retire.

Almeta Butler was a Senior Custodial Worker and worked at USF for 29 years!

Pat Lawson is a Staff Assistant and has work at USF for 35 years! Most recently, Pat has worked in the Facilities Management Service Center.

Thank you so much Almeta and Pat for all your hard work and dedication to USF. You will both be missed. Happy trails!



On the Job: *Eric Berrios*, shipping & receiving clerk in Logistics & Sourcing, finds, prices, and orders anything needed for the university.

#### Reminders

- Independence Day Tuesday, July 4
- Parking permit sales begin July 26. 2016-2017 permits expire August 9.
- June 30th is the last day to submit Excellence Award nominations for this quarter! Forms available at Excellence Box locations or use the online form at usf.edu/ExcellenceAwards.

# "Meet the Team"

#### **Bull Runner Mechanics Team**

The Bull Runner Mechanics Team is an essential and integral part of the Bull Runner services offered at USF. Not only does the team maintain and fuel the Bullrunners, they also have the responsibility of assisting in the repair and maintenance of all Parking and Transportation vehicles: golf carts, vehicles, and of course the Bull Runner transit buses. The team works toward maintaining a 20 minute headway goal in between servicing buses.

The team consists of six members; Supervisor Glenn Dutton (14 years); Mechanics Tom Elh (8 years), Jim Denslow (6 years), and Kael Stead (11 months); Vehicle Maintenance Specialist Weston



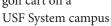
From left: Weston Sapusek, Tom Ehl, Kael Stead, Glenn Dutton. Jim Denslow and Vaibhav Bilagi (Not pictured)

Sapusek (1 year); and Fueler Vaibhav Bilagi (3 months). The team has assisted in the overall conversion to new graphic standards and recently completed an annual maintenance inspection for all transit buses. Thanks to the Bull Runner Mechanics Team, everyone on campus has access to the amazing transit system that USF provides.



# **Annual Golf Cart Training**

Anyone who operates a golf cart on a



is required to take the training program available online and in person. The training can be found on the Environmental Health and Safety Website at <a href="http://www.usf.edu/">http://www.usf.edu/</a> administrative-services/environmentalhealth-safety/training/index.aspx.

Along with completing the required training, please review the new Safety Procedure changes as well at http://www.usf.edu/administrative-services/ environmental-health-safety/documents/ training-golfcartprocedures.pdf

Please contact David Isaac with any questions at deisaac@usf.edu or 974-1808.

Date	Time	Location	Session
July 5	9am- 10am, 2pm-3pm	PTB	0015, 0016
July 6	9am- 10am, 2pm-3pm	PTB	0017, 0018
July 11	6:30pm- 7:30pm	PTB	0019
July 12	9am-10am	Maple C	027
July 18	9:30am- 10:30am, 1pm-2pm	Bay 227, St. Pete	021, 022
July 24	10am- 11am	PTB	028
July 25	10am- 11am, 9:30 am- 10:30pm	PTB	023, 024
July 25	6:30pm- 7:30pm	PTB	025
July 26	9am-10am	PTB	026

## **2017-2018 Parking Permits Available Starting July 26**

USF parking permit sales for the new academic year will begin Wednesday, July 26th. All 2016 - 2017 parking permits expire on Wednesday, August 9th.

#### Don't stand in line... order your parking permit online!

MyUSF Users: Log on to your MyUSF account, click on the USF Parking and Transportation Services icon at the bottom left of the main page or under the MY RESOURCES tab, select PARKING PERMITS.

Affiliates: Log on to your parking account using your email address and the password previously provided.

#### Helpful Information When Ordering Online

All permits will be mailed, please verify your address when ordering online. Permits will not be mailed to campus addresses, except for resident housing. Remember to print the temporary permit to use until your permit arrives in the mail.

#### If you need to purchase your permit in person...

Stop by Parking and Transportation Services located in PTA on Plum Dr. (off Holly) across from Lot 42. The office is open Monday - Thursday from 7:30 AM - 5:30 PM and Friday from 7:30 AM - 5:00 PM.

Contact Parking and Transportation Services at 974-3990 or psweb@usf.edu.

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.

### **Anniversaries**

#### **Facilities Management**

Edna Williams	31
William Francis	20
Larry Young	15
Ermilot Blanc	12
Suze Jean-Louis	10
Eric Jackson	9
Debra Miller	3
Mark Snead	3
Julie Van Horn	5
Joelle Mendez-Hinds	2
Beverly Eckhardt	10
Edwin Vasquez	3
Jeffrey Peterson	2
Nainan Desai	11
Lonnie Bohannon	23
Robert Oberne	27
Hari Patel	2
Human Resources	
Brian Allman	38

Brian Allman	3
Jennifer Louisius	3
Nadia Hampton	2

#### **Business Center**

T - I	McCall	20

## Parking & Transportation Services

Frances Salo	10
Gareth Neville	6
Sandra Mace	3
Beth Anne Collins	3

# **EXCELLENCE EXCEED EXPECTATIONS**

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

