



On the Job: **Rob Risavy**, EH&S Specialist, pumps hazardous waste out of its storage container to properly dispose of it.

Upcoming Opening: Publix!



Aerial taken of the on-campus Publix while the store was being stocked. Photo taken November 14, 2018.

It has been the talk of USF for the past few years since the unveiling of The Village. Within less than a week, the first ever Publix on a college or university campus will open! This new landmark to the USF Tampa campus is a welcome addition that will help solidify USF as a place where students can live, learn, and work without ever leaving the campus grounds. Located near USF Palm & Fletcher Avenue, Publix is set to open on **December 6, 2018** to the public and you can expect VP Williams to be ready to finally try Publix's fried chicken!

Reminders

- ▶ Holiday Carnival -
Dec. 14, 2018 - 2:00 to 4:00 PM
in the MSC Ballroom
- ▶ USF offices closed Dec 24, 2018 -
Jan 1, 2019 for Winter Break
- ▶ OAS Q4 Townhall - Jan 24, 2019

A Busy USF Post Office

The USF Post Office is a full-service post office on the USF Tampa main campus that serves students, faculty, staff, and the general public. Whether you need to drop off mail, pick up a package, or purchase some stamps, the friendly and knowledgeable USF Post Office staff members are ready to help you. The Post Office team works well together in order to guarantee that the mass amounts of mail they receive will be delivered in a timely manner. The Post Office staff is under constant pressure to deliver important packages and letters to more than 6,300 students that reside at USF, as well as all mailings of the employees and offices.

While the holiday season can be a stressful time when many are rushing to get packages and greetings sent to their loved ones, the USF Post Office is there to relieve some of

the stress and assist you with your holiday postal needs during the busiest time of the year. The USF Post Office offers a convenient location that provides many of the same services as other U.S. Post Offices, but saves students and staff time and gas.

The USF Post Office is part of the Services Department within Facilities Management. Some of the Post Offices



The USF Post Office staff poses for a photo outside the front entrance to the USF Post Office.

many responsibilities include providing mail service to USF students, faculty and staff on the Tampa campus, domestic and international shipping services, priority mail, permit mailing, and mailbox rentals.

Town Hall Recap

The 3rd quarter town hall took place on November 1, 2018, at the Marshall Student Center Oval Theatre. The town hall began with an introductory video of various photos of employees and a review of the OAS Service Philosophy.

From there, Colette Nasworthy, Emergency Coordinator for Emergency Management, began her presentation on the different training opportunities offered through the Department of Emergency Management. Specifically, the new online Emergency Protective Actions training was discussed. You can learn more about Emergency Management training online at usf.edu/em.

David Isaac, Learning & Development Facilitator with Environmental Health & Safety, continued the town hall with his “safety moment” presentation on fire safety. David encouraged employees to Look, Listen, and Learn about fire safety both in their jobs and in their daily life.



VP Williams and Hollie Chancey after uploading the VP into the Veoci Fixed Asset system.

Our guest speaker for this quarter’s town hall was Hollie Chancey, a Manager with the Administrative Services Business Center. Hollie discussed and demonstrated the new fixed asset management system through Veoci. During her live demonstration, she showed how inventory is placed into the system by creating a “Vice President Williams” item and attaching him to a barcode and uploading a photo of him.

This led into the Vice Presidents’ presentation of the Service Philosophy and its associated guiding principles. He restated “don’t just know it, do it.”

The four pillar team presentations followed. Noteworthy information from these presentations include: the Communications Pillar created an email address for employees to send concerns and ideas to. The Technology & Equipment pillar is making its way through OAS to find out what your needs are through personal meetings. The Professional Development Pillar showed that 98% of Administrative Services has completed the service philosophy training. The Awards and Recognition pillar ended this portion of the town hall with the presentation of the 3rd quarter Excellence Awards.

Vice President Williams concluded the town hall in two segments. The first segment was an overview of the OAS 2017-2018 Annual Report (available online at usf.edu/adminservices) and the data that corresponded to it. The second segment was his general overview on major construction projects. This helps keep us informed on what is occurring on campus. Thank you for attending the 3rd quarter town hall!

Planning Commission Awards

The Hillsborough County Planning Commission announced the winners of their 36th Annual Planning and Design awards on October 25. This award program took place during National Community Planning Month (NCPM), which is used to emphasize the importance of planning in our community and feature excellent planning and design projects. Both USF System President Judy Genshaft and the USF Student Memorial Project received awards this year.

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Anniversaries

November 2018

Business Center

Devanshi Tank 2

Facilities Management

Matthew Palmer 37

Carolyn Glover 19

Jose Tirado 16

John McCaffrey 11

Gary Spencer 9

Patrica Jaipersad 9

Lawrence Burriss 8

Scott Chelikowsky 8

Thmoas Mccarthy 7

John Assam 7

Martiza Melendez Pinto 7

Paula Scott 7

Ajante Howell 7

Peter Gutzkow 7

Fabio Soler 6

Richard Piccininni 2

Nicholus Murphy 2

Anibal Gonzalez 2

Manuel Acevedo 1

Thomas Shepherd 1

Parking & Transportation Services

Catherine Lloyd 11

Duane Campanello 3

Ismael Ramos Santos 2

Brian Davis 1

Harry Quinones-Cabrero 1

Vice President’s Office

Elizabeth Beall 11

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The first award presented to USF was for the USF Student Memorial, which was thought of and funded by USF Student Government with the help of USF Facilities Management. This memorial stands as a tribute to students who have passed during their enrollment at USF or during time in military service. Student Government took part in the project from start to finish. The judges appreciated the students' involvement and emotional attachment to the project, which won them an Award of Merit in the Investment, Entertainment, and Participation category.



USF's Student Memorial located on Crescent Hill Lawn. Each year a ceremony is conducted to remember and honor the students we have lost.

USF System President Judy Genshaft's ability to plan for growth and economic development has led to her winning the Executive Director's Award. During her time as president, Genshaft has built USF up to be internationally and nationally recognized in every key institutional area. Through the \$1.7 billion in construction projects Genshaft has overseen, she has worked to make wellness options more

available and to enhance the student experience in many ways, such as the Share-A-Bull Bikes, improved student housing, the new USF Publix, trees for shade, and additional parking structures. Genshaft's outstanding leadership and planning skills have been beneficial not only to USF, but to the next generation of students and the entire Tampa Bay community.

Welcoming New Additions...

Eli S. Algarin Rodriguez,
Maintenance Technician
Facilities Management

Aaron J Dettmer,
Maintenance Technician
Facilities Management

Jasmine Marie Lynch,
Custodial Worker
Facilities Management

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

3rd Quarter Excellence Awards



VP Williams and Wayne Wilcox (ASBC) dressed as characters from Harlem Nights for the Awards & Recognition Pillar Presentation

The quarterly Excellence Award winners were selected from an outstanding group of nominees based on their demonstration of excellence; specifically, in the areas of

communication, action and effect, and "wow" factor. Each winner received a monetary award and a framed certificate. The Excellence Awards are open to ALL Administrative Services employees (administrative, staff, and OPS).

If a co-worker goes above and beyond, please take a moment to nominate them. Nomination forms are available at Excellence Box locations located in or near most break rooms, or you can submit them online at usf.edu/ExcellenceAwards.

This quarter Vice President Williams decided to award two team awards compared to the normal one. This decision was made as many "WOW" moments are normally created through collaboration within OAS.

Individual Awards

Edward (Ed) Hernandez - PATS
Bardley Orr - FM
Belissa McLendon - FM
Karl Schmidt - FM
Marcell Smith - FM

Team Awards

Facilities Management

Francisco Ayala
Eli Algarin

Amber Cross
John Assam
Gloria Murphy
Natalja Konovalova
Julia Cummings
Janice Miller

3rd Quarter Excellence Awards Continued...



From left: Eli Algarin (FM), John Assam (FM), Janice Miller (FM), Gloria Murphy (FM), VP Williams, Edward Hernandez (PATS), Belissa McLendon (PATS), Francisco Ayala (FM).



From left: Marcell Smith (FM), Bardley Orr (FM), Natalja Konovalova (FM), VP Williams, Amber Cross (FM)

Q3 OAS New Hire Orientation

Vice President Williams held his quarterly New Hire Breakfast, which all new hires and employees transferring from OPS to Staff attend. Two sessions were held to accommodate different shifts; one session was held October

October 10th, 2018



10th, 2018 and the other was held November 8th, 2018. Both sessions were held at The Hub dining facility within the Village housing area. Welcome to the newest members of Administrative Services!

November 8th, 2018



SERVICE PHILOSOPHY

“WE **IMPACT** LIVES EVERY DAY BY **EXCEEDING** EXPECTATIONS AND CREATING **WOW** MOMENTS”

