Chancellor Hosts Breakfast for Facilities Workers Battling Cold Weather Issues

Facilities Services employees were recognized last week for their service above and beyond the call of duty during recent freezing weather.

Chancellor Jimmy G. Cheek invited more than 170 employees to breakfast to extend his personal thanks.

“This storm was extraordinary and required 14-hour shifts, with many people sleeping very little before their next shift,” Cheek said. “Many individuals didn’t go home. They slept here.

“Your efforts helped us to recover quickly. Your proactive work helped us avoid even more serious problems.

“We appreciate all that you did to keep the university running during the freezing weather,” he said. “And we also appreciate your work and your dedication to our campus year round.”

See BREAKFAST on Page 11

Director Honored with Patriot Award

Earlier this month Construction Services Director Tim Tomlinson was honored with the Employer Support of the Guard and Reserve (ESGR) Patriot Award. Tim was nominated for the award by Sergeant Willard Pippin of the Facilities Services Electric Shop.

Tim received the award in recognition of extraordinary support of Willard while he served in The 278th Armored Cavalry Regiment.

See AWARDon Page 10

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Facilities Services Holiday Party

Thank you to everyone who helped to make this year’s Facilities Services Holiday Party a success. This year we had more than 360 in attendance! With the help of UT Recycling and ARAMARK we were able to achieve our goal of making this year’s event zero waste!

Check Out More Photos on Page 3
Facilities Services Holiday Party

Check out even more Holiday Party photos on the Facilities Services Facebook Page!
As you know at the start of Fall semester the campus is busier, there are more activities, more visitors and more demands for Facilities Services help. Because of the critical nature of this time many departments across campus require their employees to work during these key times. If we are to fully serve our colleagues across campus we need to have this requirement as well.

In order to fully serve our campus effectively this year like the last several years Facilities Services will have a moratorium on annual (vacation) leave during the critical weeks before and after the start of Fall semester. This year Fall Classes start Wednesday August 20.

**Beginning and including Monday August 11 thru and including Thursday August 28 annual (vacation) leave will not be approved for employees in Facilities Services.**

The exception to this policy is for employees in areas that already have moratoriums connected to peak activities their department undertakes (Example: at the end of the fiscal year). In order to be fair to these employees and not force them to have two months where they cannot take vacation the following are exemptions to the start of Fall Semester vacation moratorium:

- **Administrative Services Office employees, except for payroll, cannot take vacation for the last two weeks in June thru the first two weeks in July (Monday, June 16 thru Friday, July 11).** With their supervisor’s permission they may take vacation in August.

- **For Payroll employees vacation moratoriums are driven by holiday payroll dates. Those are: Monday, May 19 thru Friday, May 23; Monday, August 25 thru Friday, August 29; Monday, December 15 thru Friday, December 19; and Monday, December 29 thru Friday, January 2.** They may take vacation at all other times with their supervisor’s permission

- **Central Supply employees are involved in both the semester transition and the fiscal year transition periods. The vacation moratorium for these employees is Monday, June 23 thru Friday, July 4, and Thursday, August 14 through Wednesday, August 27.** They may take vacation at all other times with their supervisor’s permission.

I understand emergencies may arise or there may be a very limited number of cases where there is a family situation outside the control of an employee. This does not include family vacations but there may be an extremely small number of individuals who have strong compelling reasons why they need to be exempt from this requirement. While such exemptions will be very rare if you feel you must ask for an exemption see your supervisor. Any exemption will require approval of either the Director in your area or myself.

I understand the sacrifice this policy entails. Unfortunately it is part of fully serving our campus. I appreciate your understanding and support.

Thank you,

Dave

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**Facilities Services Vacation Leave Moratoriums 2014**

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**Customer Kudos:**

**To Electrical Services:**
Thanks you all for a job well done.
—Dallas W. Monday

**To Sign Shop:**
Thank you to Mike and Steve at the sign shop for another great job!
—Karen Hackworth

**To Zone Maintenance:**
Thank you Sign Shop for your fast response.
—Wayne Shannon

**To Building Services:**
I am so thankful for all the great cleaning your staff has done lately in HSS 51 - thank you and them!
—Kimberly Smith

**To Lock & Key Shop:**
Thank you very much!
—Jane Lucas

**To Building Finishes:**
Thank you so much for all your help!!!
—Vera Pantanizopoulos-Broux

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If you use TeleTime, please take note of the time before clocking out. Many are clocking out one minute early; doing this will dock 0.1 minute short.

**Facilities Services has an Instagram Account!**

Follow us @UTFacilitiesServices
Thank you to the Rapid Response Team for all the hard work they did all year.

From January 1, 2013 to the end of December, the team completed 529 work orders, 16 projects and 4 buildings moves—Animal Science, Food Science, Tickle Engineering and Haslam Music Center.

I am very proud of all the team’s hard work. The four moves went really well and the crew exceeded expectations.

We had a tight deadline with Tickle and Music—they had to be ready before school started and they made it.

We never had to move two entire buildings at the same time before.

After we made the moves, we also had to pull of the surplus from the building.

The crew did a great job on the moves and it was a lot of hard work.

In addition to the great work they did last year, the team has already completed more than 30 work orders this January.

I couldn’t ask for a better team.
—RRT General Superintendent Dennis Lee

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CAP Certifications

Congratulations to Tiffany Casteel and Tom Anderson for passing the Certified Administrative Professional (CAP) Exam!

The CAP certification is the industry recognized standard of proficiency, which increases skills and knowledge essential to being effective workplace contributors.

CAP exams are administered by the International Association of Administrative Professionals (IAAP), which is the world’s largest association for administrative support staff.

Tiffanie and Tom both took the test back in December after extensive preparation and both said the knowledge they gained has been very valuable.

“I chose to take the CAP Exam in order to increase efficiency in my office,” Tiffanie said. “I gained more knowledge and skills throughout this process than I had originally anticipated.

“It was well worth the effort!”

Both also look forward to applying their knowledge here at Facilities.

“The process of studying and preparing for the test taught me a lot,” Tom said. “I expanded my knowledge base in ways I never would have otherwise and it’s helped me in my work both directly and indirectly.”

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Submit Your Nomination for Employee of the Month!

Earlier this month Facilities Services launched its new Employee of the Month Program.

The purpose of the program is to recognize a hard working and dedicated member of our team each month of the year.

We invite everyone to nominate an individual of their choice for the award.

With so many dedicated team members in our department we are excited to begin this initiative.

Nominations are currently being accepted for the February award.

Forms can be found online at fs.utk.edu, with the clerk in your shop, or from Facilities Room 203.

Also see full form on Page 11 & 12 of this newsletter!

For more information, please contact Brooke Stevenson at 974-7782 or bsteve14@utk.edu.

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BIG ORANGE FRIDAY
EVERY FRIDAY
Letters of Appreciation

Hello, Mr. Nelson,

I sit downstairs in Hoskins, and I wanted to tell you how wonderful it is to have your staff back in the building keeping things clean and attractive for us. Previously, the ladies’ restroom in the basement could get pretty scary as it would go several days between cleanings, aside from the fact that we had a bit of a pest problem (huge cockroaches). Since you all have been back, everything is beautiful and clean, the trash is taken out every day, the restrooms are spotless, etc.

I ran into one of the cleaners upstairs who was dusting, and I thanked her and told her how much nicer it is now. I think it’s nice for supervisors to know what a good job their folks are doing, so please tell everyone who works here in Hoskins that we are very appreciative. Everyone I’ve spoken to since you all have been back has seemed very nice, professional, and satisfied in their jobs with a great sense of pride and ownership in the appearance of our building. Thank you for helping provide that kind of working environment for them.

Hoskins certainly isn’t the newest, shiniest, poshest building on campus, but now it is apparent to visitors and occupants alike that we take pride in our building.

Thank you!
Laura Moyers

 Haslam Building Staff,

Thank you for everything you have done this semester in keeping this building one of the nicest on campus.

Also, for allowing us to stay well after we should have during these finals. It is a very stressful time and all of you wishing us luck and allowing us to study until early in the morning really means a lot.

Once again, thank you for all that you have done, this building would be nothing without all of you.

Sincerely,
Paul David Lowe

Hello - I am writing this note regarding the custodial services in Dougherty. I am a faculty member on the 3rd floor, and I’d like to say that I have had great experiences with Steve Evans. Since I arrived here as faculty, he has been very helpful with the care of my office, and also extended himself to help me adjust to the university.

He is very generous with accommodating my schedule. In all of my interactions, I have found him to be very knowledgeable, professional, and extremely competent. Beyond that, he has demonstrated a high level of responsibility.

Anyway, I’d just like to say that he has stood out as a very accomplished professional, and I felt his supervisors should know.

Thanks,
Eric Wade

To Construction:

My experience with this project from beginning to end was excellent in every way. I was so impressed with my interaction with the personnel at all levels. My project was completed in record time—even though I had a short turnaround date. The installation was perfect and handled quickly without disruption to our work. Based on this experience with Facilities Services, I have only the highest praise for the leadership and the staff.

Thank you,
Lynn Champion

Building Services,

I just wanted to recognize and compliment the outstanding performance by your staff; one in particular. I think when an employee does an exceptional job, accolades are in order; Liz Thomas is one such employee.

My regular office hours are until 6:00 p.m., so I am here when she comes in to clean. I have observed first hand her work ethic and how detailed she is in performing her job; she goes the extra mile.

I am amazed at how clean our offices are, the hallways, and the restrooms, which have been so neglected in the past.

Thank you, your staff, and Liz for an outstanding job. We on the 5th floor of Bailey Education Complex do truly appreciate it.

Thanks,
Connie Settle

Hello,

I just wanted to take the time to inform you of the wonderful job that Debbie Miolen, her staff, and the other staffs involved did with the clean-up at Dabney last night. They worked very diligently to make a terrible situation much better.

I was in a meeting with Barry Mitchell, and Dewayne Doane today, and he was very complimentary of how things went. He told me how Debbie got her crew, and other crews involved to clean the flood up after an a/c - coil burst and flooded the building.

I know a lot of times we as supervisors miss out on how good our people really are. So I just wanted to take this time to thank you and your staff for the things you do.

Thanks,
David Cash

UT Facilities Services,

Thanks so much for all you do for our campus, especially for your rigorous and tireless effort during the recent cold weather. I know the crew that takes care of the College of Engineering, and especially Perkins Hall, have been doing their utmost to keep us warm and safe. We appreciate you all!

Sincerely,
Jennell Klussman /College of Engineering
Main Campus Building Transition Complete

This week Building Services transferred six more buildings to in-house custodial services, completing the transition of the main campus. The transition to in-house custodial staff from contracted service began in April 2012 with a switchover of 250,000 square feet in the Conference Center Building.

Since then, the majority of campus buildings have been successfully transitioned to in-house services. On January 27, Building Services completed the transition with the addition of the Bass Building, the Clarence Brown Theatre, the Carousel Theatre, Anthropology Department offices on Lake Avenue, the Ceramics Annex, and TANDEC.

“We now can extend those efforts to buildings across campus while operating more efficiently.” said Gordon Nelson, assistant director in Building Services.

The transition to in-house services has not only improved the appearance of buildings and created more jobs in Building Services, but brought other benefits as well.

“We have been closely involved with sustainability and recycling efforts over the years,” Gordon said.

“We are extremely happy and feel this is a great move for the campus.”

In February, Building Services plans to begin transitioning the agriculture campus.

“The appearance of a facility is extremely important,” Gordon said. “First impressions need to be great.”

New Training Pages Available

If you want to take one of these classes you must do the following:

Fill out a Training Application Form and get all the necessary signatures at the bottom of the form before turning it in.

If any of these classes are taken online you must fill out an Additional Credit Form and submit it to the EOD office.

If a cost associated with the training please utilize the Career Development Fund form.

The Training Application Form and Additional Credit Form are also available on the Employee Training & Development Page.

Word or Excel classes are also available. If you choose to attend one of these classes please make sure that you attend the class using the Career Development Fund. If you have any questions or need my help registering for classes please contact Keisha Gracius at 4-2510 or kgracius@utk.edu.
Getting the Word Out About Facilities

Communications & Public Relations Student Assistants worked to increase awareness about Facilities Services among fellow students this month.

Elizabeth Geier, Loren Coleman and Katie Woodby engaged with students via a “Facilities Services Information Booth” located in the University Center in order to share information about Facilities Services. Their goal was to inform UT students about the major role Facilities Services plays on campus.

All students who visited the booth received a Facilities Services pamphlet that contained detailed information about some of our department’s wider initiatives. Students also received pens, water bottles, and magnets as a part of Facilities Services initiative to increase its social media presence among students.

Elizabeth, Loren and Katie’s efforts have already paid off as there is now an increased following on our Facilities Services social media sites.

RESERVED PARKING
Facilities Services Employee of the Month

Look for the new designated Employee of the Month parking spot behind the Facilities building. As of Monday, February 2, the parking spot located next to the Handicapped Accessible parking spot behind the building will be reserved for the current employee of the month. Please give first consideration to the individual who is currently employee of the month.

Thank you!

ESL Class Kicks Off

Facilities kicked off our first English as a Second Language (ESL) class on January 15.

This class will benefit our employees who are developing their grasp and understanding of the English language. There are currently 13 employees in attendance and the class will run until April 25. It is held every Monday, Wednesday, and Friday in the HYPER bldg. room 31A from 3 to 4 p.m.

The class is facilitated by The English Language Institute here on University of Tennessee Knoxville campus.

“This is the first time that we are doing this and we are so excited,” said one of the instructors. “We are helping some Facilities staff with their English skills, we are having a great time and the class is going very well.”

We thank the English Language Institute and the instructors for their support of this class and we thank our Supervisors who are allowing their staff members to attend the class. It is our intent to have this class at least once each year as long as it is needed.

Would you like to submit an idea for the next Facilitator?

Contact Brooke Stevenson at 974-7782 or bsteve14@utk.edu

Do you ever wonder what to do with the plastic bags you get from the grocery store? Bring them to us!

The Office of Sustainability has been working with the student organization, EcoVols, to collect 1,000 pounds of plastic bags throughout the school year. The bags will be sent to Trex, a company that recycles bags into furniture and decking. If UT reaches its goal of collecting 1,000 pounds, a bench made from the bags will be given to UT. There are currently collection bins in all of the residence halls and will soon be in the sorority houses. Please bring any plastic bags you may have around your house to the Office of Sustainability (Facilities Services Room 208C) to help in this initiative.

The Office of Sustainability is also working on data collection, commuter and biker surveys, website redesign, and outreach efforts for Earth Month, the Venture Living and Learning Community and the Don’t Throw It Away initiative.
Building Services RecycleMania Challenge

UT Recycling has added an additional aspect to its participation in RecycleMania this year—the Building Services RecycleMania Challenge.

RecycleMania is a competition and benchmarking tool for college and university recycling programs to promote waste reduction activities to their campus communities.

Over an 8-week period each spring, colleges across the United States and Canada report the amount of recycling and trash collected each week and are in turn ranked in various categories based on who recycles the most on a per capita basis, as well as which schools have the best recycling rate as a percentage of total waste and which schools generate the least amount of combined trash and recycling. With each week’s updated ranking, participating schools follow their performance against other colleges and use the results to rally their campus to reduce and recycle more.

This year’s RecycleMania will take place from February 3 to March 29. During this time, UT Recycling will launch an additional Building Services program during the competition.

The Building Services RecycleMania Challenge’s goal is to increase the amount recycled materials in all of the buildings across campus.

The friendly recycling competition will be judged by building in three categories—Most Improved Recycling Efforts (the amount of bottles/cans, cardboard, and paper materials recycled compared to the same time period last year), Most Flattened Cardboard Boxes, and Per Capita (Building Services Employees) Bottles/Cans, Cardboard, Paper recycled.

All three categories will be tallied by UT Recycling, and at the end of the eight weeks, the Building Services staff from the winning building will receive a party hosted by UT Recycling, along with gift bags.

Updates on each building’s progress will be reported in Facilities Services Weekly until the end of the competition.

For more information about the competition, contact Bea Ross at bross13@utk.edu or 865-974-3480.

Recycling Bin Collection Comparison

The graph below is a comparison of the total number of 95-gallon bins full of recyclable material that was collected per month from each of the buildings during the months of September, October, and November of 2012 compared to 2013.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>2012</th>
<th>2013</th>
<th>BUILDING</th>
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<td>6</td>
<td>Graphic Arts</td>
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<td>Visitor Center</td>
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<td>4</td>
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<td>12</td>
<td>Black Cultural Center</td>
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<td>6</td>
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<td>Presidential Court</td>
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<td>9</td>
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<td>Massey/Baker/Greve</td>
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<td>20</td>
<td>Jones Aquatic Center</td>
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<td>4</td>
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<tr>
<td>HPER</td>
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<td>10</td>
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<td>1</td>
<td>8</td>
<td>Hoskins</td>
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<td>Law School/Blount Hall</td>
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<td>Brenda Lawson</td>
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<td>2</td>
<td>3</td>
<td>South Stadium</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
AWARD Continued from Page 1

An employee serving in the National Guard or Reserve may nominate individual supervisors and bosses for support provided directly to the nominating Service member.

The Patriot Award reflects the efforts made to support Citizen Warriors through a wide-range of measures including flexible schedules, time off prior and after deployment, and granting leaves of absence if needed.

“We like to recognize those supervisors who are particularly supportive,” said Jim Fogglin, ESGR volunteer.

“The main reasons why Guard and Reserve Members leave the Reserves is lack of support from their family, or a lack of support from their employer.”

Willard was deployed to Iraq for six months in 2009. He left for training in December and returned to Knoxville in July of 2010. Willard had also served two years in Vietnam.

Upon Willard’s return from Iraq, Tim offered him a position in the Electric Shop.

“Tim has always been very supportive,” Willard said. “Anytime I had to go to my annual training, or go to a ceremony, he had no problem with me going.”

Tim said he is honored to receive the award, but he feels he was just doing the right thing.

“We are glad to have Willard in our division,” Tim said. “There is a difference between people trying to take advantage, and people doing a job; Willard was doing his job.

“With regard to anybody who stands up for our country—how can you not stand up with them?”

Employer Support of the Guard and Reserve is a Department of Defense agency established in 1972 to develop and maintain employer support for Guard and Reserve service.

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EMPLOYEE OF THE MONTH

JANUARY 2014

Congratulations to Gary Robertson, the January 2014 recipient of the Facilities Services Employee of the Month Award!

Gary is recognized for having tremendous pride in his work, showing volunteer spirit during the holiday break week, and his experience is credited in helping to keep the Bubble inflated during a recent power outage.

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Employees' W-2 forms for tax year 2013 are now available online. Paper forms also will be mailed to campus addresses by the end of January. If you do not receive this paper form, or need to re-print it for any reason, you may now do so by logging in at:

irisweb.tennessee.edu/irj/portal/W-2

with your NET ID and password. This is the same ID and password used to access the online pay statements.

The computer lab is always available if you would like to print your W2. If you need any assistance, please see Abby (room 132), Charles (room 133) or Keisha (room 134).

In addition to tax year 2013, you may view, print, and download W-2 forms for any year back to 2002.
In calendar year 2013, the Administrative Services Office processed approximately 62 work orders per day! This works out to approximately 310 per week and over 16,000 for the calendar year!

Did you know…

**The University of Tennessee**
Knoxville

**CONEZONE.UTK.EDU**

**Have a Comment or Concern?**

The Employee Comment Box is located next to Facilities Services Room 107. We look forward to hearing from you!

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**Breakfast Continued from Page 1**

This month’s plummeting temperatures coupled with rain and snow have resulted in broken pipes, HVAC units, and flooding at numerous sites around campus. Many employees from grounds, maintenance, building services, plumbing, electrical, steam plant and zone maintenance have worked extended shifts to address the problems.

“Did you know…”

**Check Out Facilities Services Online at:**

fs.utk.edu

Pipes froze at Neyland Stadium, Regal Soccer Stadium and Sherri Parker Lee Softball Stadium. Other buildings impacted included Volunteer Hall, Hess Hall, Morrill Hall, Massey Hall, South Carrick Hall, Reese Hall, Alumni Memorial, Greve Hall, and the International House.

“We assisted with fire alarms all over campus due to freezing sprinkler pipes,” said Utilities Director Roy Warwick. “The fire alarm crew, plumbers, zone maintenance and high voltage guys were here around the clock.

“All of our employees showed initiative and spent long hard hours here working in the extremely cold weather. They stuck with it until it was done and they didn’t quit. That can be said of everyone.”

Even before the storm hit, facilities crews were preparing equipment and getting ready to apply salt and sand to melt ice on roads and walkways.

“This is the type of event where the true dedication of our people shows through and everybody steps up to the plate when the chips are down,” said Zone Maintenance Director Terry Ledford.

Frigid temperatures resulted in the campus steam plant producing a record amount of steam on Jan. 5 — 4,421,725 pounds.

“We always run 24-7,” said Steam Plant General Superintendent Darryl Ford. “The colder it gets, the more we actually have to do.”

Adding to their work: Pipes in the campus steam plant’s basement froze and burst, and the coal belt froze.

“We are proud of the way that everybody went above and beyond to make sure the campus had heat,” Darryl said. “Everybody worked really hard and worked together, and we managed to meet the demand under difficult circumstances.”
February

JEFF BARNES 2/1
MARK HENEGAR 2/1
AIMEE ROVANE 2/1
GEORGE BURRESS 2/2
JIMMY BREWER 2/3
JAMES MANLEY 2/3
DWIGHT BECKHAM 2/4
STACEY COOPER 2/4
DONALD SIMS 2/4
NOLAN Houser 2/5
DAVID MCGILL 2/5
JUSTIN BALDWIN 2/6
FELIX PHILLIPS 2/6
MITZI PROWELL 2/6
DAVID COLLINS 2/7
RANDY LOVE 2/8
ALFRED HENRIQUEZ 2/9
TROY LYONS 2/9
PRESTON COOPER 2/10
WILLIAM KING 2/10
PERRY LONGMIRE 2/10
VERONICA MORENO TORO 2/10
MICHAEL ATKINSON 2/11
KENNETH BRIGHT 2/12
EDWARD MITCHELL 2/12
ROBERT FRICK 2/15
EVELYN VINCENT 2/15
BETH ATKINS 2/16
ROBERT CAUDILL 2/16
DENNIS FRANK 2/16
TIMOTHY MCNISH 2/16
NIKKI WOOLSEY 2/17
CASSIDY LIONHEART 2/18
JACK FRENCH 2/19
SHEENA RHEA 2/19
JOSEPH WESSELS 2/19
THEODORE MURPHY 2/20
DAVID RIDINGS 2/20
KATHRYN BARNES 2/20
DORIS CANNON 2/21
MENNIS CHAMBERLAIN 2/21
JOEL RUMMAGE 2/22
KIDANE BIRU 2/23
HAROLD BIVENS 2/23
ZACHARY MAPLES 2/23
ROGER NORRIS 2/23
HARLS MCHONE 2/24
GLENN MINOR 2/24
DENNIS OWENS 2/24
GARY HAGGARD 2/24
MAKENZIE READ 2/24
JACOB CAPPs 2/26
RONALD COUCH 2/26
CHRISTOPHER CURRY 2/26
RICHARD JOHNSON 2/26
GHENADI POPESCU 2/26
DOUGLAS MAYER 2/26
DAVID BROWN 2/27
TIMOTHY FAULKNER 2/27

March

JAMES BOLES 3/1
IGOR BUTA 3/1
JAMES ROSE 3/1
GARY STINNETT 3/1
DAVID WAGNER 3/1
SALLY DUNCAN 3/3
DONNA NORRIS 3/3
ALLEN LANE 3/3
MICHAEL WERLEY 3/5
SYNTHIA CLARK 3/6
RANDY FAUBION 3/8
DENNIS MILLER 3/8
GARY ROBERTSON 3/8
KIMBERLY MAYER 3/9

JESSICA DESMOND 3/10
HARLEY FINLEY 3/10
TONI HEARON 3/10
MARY PARKER 3/10
JOSHUA SCOTT 3/10
FRANK BUNNER 3/11
THOMAS MCCONNELL 3/11
VERA RACILLA 3/11
GORDON NELSON, JR. 3/12
MICHAEL CAPPs 3/13
JONATHAN CHRISTMAS 3/13
PATRICK SMITH 3/13
JERRY CARR 3/14
WILLARD PIPPIN 3/14
ROBERT HOPKINS 3/15
FRED MIKELS 3/15
TERRY LEDFORD 3/16
 TIFFANIE CASTEEL 3/17
DWIGHT CULLOM 3/17
CHRISTOPHER LEWIS 3/17
JAMES SCARBROUGH 3/17
MICHAEL HASTIE 3/18
VEACESLAV SEVASTIANOV 3/18
FRANK WREN 3/18
RICHARD CALDWELL 3/19
MELVINGOFREY JR 3/19
MICHAEL PELLE 3/19
JAMES ROWLAND 3/19
TODD CURNUTT 3/20
CANDICE LAWTON 3/21
STEVE LONG 3/21
STEVEN KERLEY 3/23
DANNYPRITCHARD 3/23
JIMMY BLAIR 3/24
TONY HEARON 3/24
ROBERT JENKINS 3/26
WAYNE COWDEN 3/27
MARIe LEMONS 3/27
JOHN SMITH JR 3/27
MICHAEL HUMPHREY 3/28
PATRICIA NOE 3/28
DARREll WILLIAMS 3/28
AARON WHEELER 3/29
PAUL MARTIN 3/30
EMPLOYEE OF THE MONTH NOMINATION
Facilities Services Department

All Facilities Services Employees are eligible for the Employee of the Month Award after one (1) month of service with the department. Nominees must have demonstrated one or more of the following criteria. Specific examples of each marked criteria must be provided to be considered.

Nomination deadlines are one (1) week before the last business day of each month. Forms can be returned to Brooke Stevenson in Facilities Room 203 or can be deposited in the Employee Comment Box.

Forms cannot be anonymous. The name of the person submitting the nomination must be included for the nominated individual to be considered.

Person Nominated: ________________________________

Criteria (please check all that apply and give specific examples):

☐ Initiative—personal initiative displayed by the employee to better serve Facilities Services or the University.

☐ Great Idea(s)—made suggestions or had ideas that increased efficiency in the work area or created a cost savings.

☐ Customer/Co-worker relations—responded to customers and/or general public in warm, courteous manner (creating positive image). Worked well with co-workers, often motivating them or mediating when problems arose.

☐ Above and Beyond—selfless or courageous acts while on the job.

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Criteria (continued):

☐ Training—sought out further training opportunities and completed certification, degree, or other structured program.

☐ Leadership—stepped up beyond regular duties to take charge of a situation or emergency, demonstrated honest and ethical behavior, as well as good judgment while accepting responsibility for work and situation outcome.

☐ Work area goals/objectives—successfully completed milestone for department, work area or team.

☐ Flexibility/Adaptively—displayed presence of mind and calmness during high stress period.

☐ Inclusiveness—showed respect for people and their differences; promoted fairness and equity; engaged the talents, experiences, and capabilities of others; fostered a sense of belonging; worked to understand the perspectives of others.

☐ Other—showed some other outstanding aspect during the month. (to be filled in by individual making nomination).

Name of Person Submitting Nomination (REQUIRED) ___________________________________________