Campus Services rolls out the E-Screens Project

In an effort to enhance communications throughout our organization, Campus Services (CS) has completed Phase I of the Electronic Communication Screens (E-Screens) project. E-screens are televisions that display communications regarding safety initiatives, upcoming CS events, Emory events and initiatives, important deadlines and HR updates.

Phase I of the E-screen project, included adding 13 screens in locations across campus. Screens are located in the following locations:

* Briarcliff Building B Lobby
* CS Building B Break Room
* CS Building C Lobby
* Chemistry Building/FM Zone B Break Room
* Clairmont Campus FM Break Room
* Clairmont Parking Office Break Room
* Exterior Service Building E

* North Decatur Building Public Safety Office
* Oxford Campus FM Building Room
* Oxford Campus Public Safety Office
* Psychology Building BRS Break Room
* Rollins Building BRS Break Room
* Tarbutton/Anthropology Breezeway

CS departments are encouraged to submit information to be displayed on the screens including organizational and professional accomplishments or awards, organizational messages and updates and important initiatives that will impact the Emory community. If you would like to provide information or submit slides to be shown on the E-screens, please send them to cscommunications@emory.edu.

We are encouraging CS employees to monitor E-screens in your area for any technical or safety issues. Additionally, we are open to receiving valuable feedback regarding the E-screens. Please contact Traci May or Shervon Lewis with any comments.

Additional locations will be added in more areas over the next few months. Stay tuned for Phase II of the E-Screen Project!
LEADERSHIP TEAM SPOTLIGHT
SPOTLIGHT ON: CHARLIE ANDREWS
AVP OF PLANNING, DESIGN & CONSTRUCTION

GOOD TO GREAT

Over the past five years a lot has been written about organizations moving their performance from “Good to Great”. It all started with a book written by Jim Collins in which he laid out, in some detail, how to get this done. My purpose today is not to rehash the Jim Collins book but to ask simply what moving from good to great would mean for each and every one of us in Campus Services.

First, obviously we are assuming that we are all starting at “Good”. If this isn’t true; a serious self-assessment is in order, but for the sake of argument let’s all assume we are all currently considered “good” in the jobs we perform every day. So if this is true, what would it take be considered great at what we do every day?

Suspend any thinking that good is enough or that good enough is OK. How do we move to great? Is it attitude? Is it gratitude? Is it desire? Is something else needed -- like more money? Is it a different job? What would it do for you? In Jim Collins’ book he says “People are not your most important asset. The right people are.” I think he is suggesting that we ask ourselves if we are in the right job, are we happy with what we are asked to do every day. I would say if you are not happy coming to work every day you will never be able to move to being great at what you do.

So let’s assume that we are all happy, what else does it take? An emphasis on exceptional leadership? Innovation? Creativity? Trust? All of these? A combination of some but not others? Or is it personal to each of us based on own motivation, work ethic, life experience and internal moral compass? What motivates me is most likely different from motivates you. So with an organization as large and diverse as Campus Services how do we all move in the same direction toward greatness?

I suspect the answer lies in sharing a common vision for who we are and what we do. Matthew Early touched on it in our recently held town hall meeting when he gave the example of a 1960’s US Presidents being told by a front line employee at NASA that he was working to put a man on the moon. The story of why we are here and who we serve is critical for all of us to understand. To be a part of something larger than my self helps motivate me. To know that great life changing medical discoveries are made here and that I, in my small way, contribute to that inspires me. What inspires you? What moves you from Good to Great?

Charlie Andrews
Oxford Public Safety Utilizes Full-time Dispatching Service

Over the course of the past year the Emory Public Safety Department (EPSD) has been working diligently with the Oxford College administration and with Library and Information Technology Services (LITS) to enhance our communications capabilities with the members of the Oxford campus community.

Since February 29, 2016, the Emory Public Safety Communications Center, located on the Atlanta Campus, began answering all telephone requests for emergency and non-emergency police services at the Oxford Campus.

Police Officers will continue to be present on the Oxford campus on a 24-7 basis. The implementation of a new radio system has allowed EPSD the opportunity to utilize the Emory Public Safety Communications Center, which is staffed 24-7, to answer calls to the Oxford emergency number (770-784-8377) and dispatch officers to respond to those requests for service. EPSD’s Communications Officers will guide the caller to obtain the appropriate response for Police/Fire/Medical emergencies and non-emergency service requests. Listed below are common frequently asked questions (FAQs) regarding the Oxford dispatching:

FAQs:

1. Is the number to call for police services at the Oxford Campus going to change?
No, the number will not change. You will use the same number you have always used to request services from the police staff at the Oxford Campus.

2. What phone number do I call to obtain police services at the Oxford Campus?
You would need to call 770-784-8377.

3. What is changing in this process?
Emory Public Safety Communications Officers located on Emory’s Atlanta campus will now answer the Oxford campus emergency phone line and radio dispatch the on-duty Oxford Campus police officer to respond to the service request. This service will operate 24-7.

4. Why is this change being made?
This change allows us to continue placing customer service as our priority while utilizing technological enhancements to provide the most professional and efficient response to your request for service.

Above: The Oxford Public Safety Department
**CS HIGHLIGHTS**

**Surplus Property Store Has New Hours & New Website**

Emory’s Surplus Property Store has new hours. As of March 2, the store is now open Monday, Wednesday and Friday from 10:00am to 2:00pm. “Spend your lunch hour with us, and get a great deal,” say Milton Thomas, Staging Supervisor, and James Harper, Administrative Assistant, who run the store.

The new Surplus Property Store website also launched at the beginning of March. Features of the new site include the following:

- enhanced photographs of surplus items
- the capacity to make departmental surplus purchases online and create a surplus delivery work order
- a more user-friendly interface

The Surplus Property Store is located at 1256 Briarcliff Road, Building B and can be reached at 404-727-0545. Check out the great things the Surplus Property Store is doing in the Emory Report: http://news.emory.edu/stories/2016/02/er_profile_surplus_property/campus.html?utm_source=ebulletin&utm_medium=email&utm_campaign=Emory_Report_EB_010316

**FM Plant Operations Spotlight**

The Facilities Management (FM) Plant Operations was recently profiled in the February 25th edition of the Emory Report. Jody DiCarlo, Plant Operations Manager, explained how the steam plant works to warm and humidify offices, classrooms and residence halls; sterilize equipment in Emory's hospital and clinics; keep temperature-controlled research in check; and assist with food preparation and sanitation in campus kitchens.

This spring, Plant Operations will begin the decommissioning and replacing of one of its boilers, which will be disassembled in April to make way for a new boiler arriving this summer.

Click below to access article to read about the amazing things Plant Operations are doing: http://news.emory.edu/stories/2016/02/er_steam_plant/campus.html
Your key to healthy living in 2016 can begin with Emory's incentives!

Learn more about yourself and your health by first taking Aetna's new Compass online health risk assessment (HRA). Compass is available online at [www.aetna.com](http://www.aetna.com). Once completed, you then have the opportunity to maintain or improve your health and wellbeing by completing one or more of these activities:

- Journeys Online Programs (new)
- Colorectal Cancer Screening (new)
- Healthy Lifestyle Coaching
- Annual Check-up/Preventive Exam
- In Touch℠ Care

You can earn up to $500 (depending on individual eligibility). And, if you have a spouse or same-sex domestic partner covered by Emory’s medical plan, she or he can also earn up to $500.

Visit [www.hr.emory.edu/incentives](http://www.hr.emory.edu/incentives) to learn more about your 2016 incentives.
EXERCISE GOOD JUDGMENT...
GET TESTED FOR COLORECTAL CANCER!

Awareness & Prevention are Key!

- Emory’s health plan covers 100% of the cost for your screening.
- Ask your doctor which screening is right for you.
- Be physically active—Move More!
- Eat more fruits, vegetables, and whole grains.

Having a healthy lifestyle can help!

To schedule a colorectal cancer screening at Emory, call (404)778-3184 and select Option 2.
First Quarter CS Service Awards

Donald Beasley, FM Staging 25 years
Willie Rollie, Building & Residential Services 25 years
Lisa Davis, Building & Residential Services 20 years
Carlos Martin, FM Grounds 20 years
Anthony Menichini, Public Safety Department 15 years
Charles Hall, Building & Residential Services 15 years
Charles Powell, Building & Residential Services 15 years
Willie Binns, Building & Residential Services 15 years
Claire Wall, FM Exterior Services 15 years
Lee Spurlock, FM Preventative Maintenance 15 years
Johnny Jester, FM Zone E Maintenance 15 years
Eric Gayle, Public Safety Department 10 years
Sharon Pine, Fleet Services 10 years
Adele Clements, Transportation & Parking Services 10 years
Delores Brown, Building & Residential Services 10 years
Chris Fox, FM Engineering Services 10 years
Rickey Tumey, FM Engineering Services 10 years
Derrick Bromelle, FM Grounds 10 years
Colin Edwards, FM Zone E Maintenance 10 years
Kimberly Lane, Transportation & Parking Services 5 years
Margaret Albert, Building & Residential Services 5 years
Dionna Hickson, Building & Residential Services 5 years
Toni Samples, Building & Residential Services 5 years
Darren Edwards, Building & Residential Services 5 years
Kathy Nolley, Building & Residential Services 5 years
Jose Murueta, FM Grounds 5 years
Casey Cooksey, FM Zone F Maintenance 5 years

Congratulations on your continuous years of service. We appreciate you!

Supervisors,
If you have not picked up your direct reports' award, please see Kelli Howell-Robinson.
## Campus Services Open Positions

~submitted by Kelli Howell-Robinson, Human Resources

Posted as of 3/2/2016

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Job Requisition ID</th>
<th>Positions open</th>
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<tbody>
<tr>
<td>BRS</td>
<td>Custodian (PT)</td>
<td>56191BR</td>
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<tr>
<td>BRS</td>
<td>Supv, Custodial</td>
<td>58426BR</td>
<td>2</td>
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<tr>
<td>BRS - Oxford</td>
<td>Custodian</td>
<td>58622BR</td>
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<td>CS Information Technology</td>
<td>Applications Dev/Analyst, Sr</td>
<td>54916BR</td>
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<td>Energy Services</td>
<td>Director, Utilities</td>
<td>57620BR</td>
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<td>EPSD</td>
<td>Police Dispatcher</td>
<td>59601BR</td>
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<tr>
<td>EPSD</td>
<td>Chief Of Police</td>
<td>59542BR</td>
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<td>FM Oxford</td>
<td>Sr. Maintenance Mechanic</td>
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<tr>
<td>Grounds</td>
<td>Landscaper</td>
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<td>Grounds</td>
<td>Landscaper</td>
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<td>Controls System Oper/Tech 1</td>
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<td>PDC</td>
<td>Interior Designer, Sr</td>
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<td>Campus Planner</td>
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<td>Plant Operations</td>
<td>Plant Operator</td>
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<td>Plant Operations</td>
<td>Plant Operator, Sr</td>
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<td>Preventive Maintenance</td>
<td>Supv, Preventive Maintenance</td>
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<td>57618BR</td>
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<td>Sr. Maintenance Mechanic</td>
<td>58238BR</td>
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<td>Recycling</td>
<td>Recycling &amp; Waste Specialist</td>
<td>57568BR</td>
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<td>Steam Plant</td>
<td>Steam Distribution Mech.</td>
<td>46100BR</td>
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<td>Steam Plant</td>
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<td>Zone B Maint</td>
<td>Maintenance Mechanic</td>
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<td>Zone D</td>
<td>Plumber Pipefitter, Sr</td>
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<td>Zone E Maint</td>
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<td>Zone F &amp; Zone H</td>
<td>Maintenance Mechanic</td>
<td>56898BR</td>
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</table>

All applications need to be submitted electronically at http://www.hr.emory.edu/careers/index.html
## Learning & Organizational Development
### General Enrollment Class Offerings:
#### February 2016 – June 2016

All sessions held at 1599 Clifton Road, unless otherwise noted.

*This is a partial listing of classes.* Please browse the catalog at: [https://elmprod.emory.edu](https://elmprod.emory.edu)

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### General Enrollment

We have several courses offered for your professional development needs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates and Times</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Civil Treatment for Employees</td>
<td>Thurs, March 10(^{th}), 8:30 am – 12:30 pm, $60</td>
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<tr>
<td></td>
<td>Wed, June 15(^{th}), 8:30 am – 12:30 pm, $60</td>
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<tr>
<td>Communicating with Impact</td>
<td>Thurs, February 18(^{th}), 8:30 am – 12:30 pm, $60</td>
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<td>Thurs, May 5(^{th}), 8:30 am – 12:30 pm, $60</td>
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<tr>
<td>Crucial Conversations</td>
<td>Day 1 - Tues, February 2(^{nd}), 8:30 am – 5:00 pm</td>
<td>$275 (for both days)</td>
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<td>Day 2 - Tues, February 16(^{th}), 8:30 am – 5:00 pm</td>
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<td>Day 1 - Tues, March 15(^{th}), 8:30 am – 5:00 pm</td>
<td>$275 (for both days)</td>
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<td></td>
<td>Day 2 - Tues, March 29(^{th}), 8:30 am – 5:00 pm</td>
<td>$275 (for both days)</td>
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<tr>
<td>Developing Yourself and Others</td>
<td>Thurs, March 17(^{th}), 8:30 am – 12:30 pm, $60</td>
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<td>Tues, June 21(^{st}), 8:30 am – 12:30 pm, $60</td>
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<tr>
<td>Fantastic Service Behaviors</td>
<td>Thurs, February 4(^{th}), 8:30 am – 12:30 pm, Free</td>
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<td>Wed, April 27(^{th}), 8:30 am – 12:30 pm, Free</td>
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<tr>
<td>Feedback Essentials</td>
<td>Thurs, February 25(^{th}), 9:30 am – 11:30 am, Free</td>
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<td></td>
<td>Wed, April 27(^{th}), 9:30 am – 11:30 am, Free</td>
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<td>Increasing Personal Effectiveness (IPE)</td>
<td>Day 1 - Thurs, April 28(^{th}), 8:30 am – 5:00 pm</td>
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<td></td>
<td>Day 2 - Thurs, May 5(^{th}), 8:30 am – 5:00 pm</td>
<td>$200 (for both days)</td>
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<td>Navigating Beyond Conflict</td>
<td>Tues, March 1(^{st}), 8:30 am – 12:30 pm, $60</td>
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<td></td>
<td>Tues, June 14(^{th}), 8:30 am – 12:30 pm, $60</td>
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<tr>
<td>Presentation Skills</td>
<td>Thurs, March 2(^{nd}), 8:30 am – 5:00 pm, Free</td>
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<td>Thurs, June 1(^{st}), 8:30 am – 5:00 pm, Free</td>
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<td>Project Management</td>
<td>Thurs, March 31(^{st}), 8:30 am – 5:00 pm, Free</td>
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<td>Thurs, June 30(^{th}), 8:30 am – 5:00 pm, Free</td>
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<td>Situational Leadership</td>
<td>Tues, March 1(^{st}), 8:30 am – 5:00 pm, $125</td>
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<td>Wed, June 29(^{th}), 8:30 am – 5:00 pm, $125</td>
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<tr>
<td>Strategies for Influencing Others</td>
<td>Wed, March 30(^{th}), 8:30 am – 12:30 pm, $60</td>
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<tr>
<td></td>
<td>Wed, June 29(^{th}), 8:30 am – 12:30 pm, $60</td>
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</table>
Campus Services
Walking Group!

Step outside and enjoy the beautiful weather
Walk alone or with colleagues!

MEET:
Building C
FM Parking Lot
(301 FM Drive)

DESTINATION:
Kaminski Park

WHEN:
Tuesdays & Thursdays at Noon

Contact:
Shervon Lewis (404-727-1543)
CS Wellness Champion

Let’s get moving!

Fact: Walking is one of the most basic forms of movement and can be a powerful protector against illness and disease.
Campus Services
2016 ANNUAL SUMMER PICNIC
FRIDAY JUNE 10

SAVE THE DATE
11:00 AM-3:00 PM KAMINSKY PARK
LOOK FOR MORE INFORMATION COMING SOON
March

“It’s all to do with the training: you can do a lot if you’re properly trained.”

~Queen Elizabeth II

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td></td>
<td>11 Rickey Ray’s Retirement Party</td>
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<tr>
<td>13 Daylight Savings Time Begins</td>
<td>14</td>
<td>15</td>
<td>16 New Employee Orientation</td>
<td>17 St Patrick’s Day</td>
<td>18</td>
<td>19</td>
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<tr>
<td>20 Palm Sunday</td>
<td>21</td>
<td>22</td>
<td>23 BRIDGES: Leadership Meeting</td>
<td>24 PATHWAY Kickoff</td>
<td>25 Good Friday</td>
<td>26</td>
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<tr>
<td>27 Easter</td>
<td>28</td>
<td>29</td>
<td>30 PATHWAY Session</td>
<td>31</td>
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</tr>
</tbody>
</table>

**Employee Update - March**

**Welcome - New Hires**

Kevin Bryant...Project Manager...PDC  
Caprice Holt....Custodian....BRS, Oxford  
Stevie Austin....Custodian....BRS, Oxford  
Latoia Swinger....Custodian....BRS, Oxford  
Reggie Pilgrim.....Locksmith, Sr....FM Security Shop  
Euel Haun....Access Control Technician....FM Security Shop  
David Horne......Heavy Equipment Operator....FM Waste Mgt.  
Chris Redding.....Special Event/Moving Specialist I....FM Staging  
Trey Headrick.....Specialist, Commissioning....FM Engineering Services  
Jonathan Henderson.....Applications Developer/Analyst....CS IT

**Congratulations - New Titles**

Jermaine Jernigan.....Turf Care Specialist.....FM Grounds

**Calendar Key:**

- Purple: Training
- Blue: Committee Meetings
- Green: Sessions for Leaders
- Brown: Holidays/Special Events
- Black: Other Meetings