Campus Services Computer Installation Project Begins

Campus Services (CS) has kicked off fiscal year 2013 with the installation of computers around campus to give all employees access to emails and upcoming events. These computers give employees in the field the opportunity to stay current on what’s going on in Campus Services. The first three computers have been installed in CS Building B in the breakroom, the hallway outside of the Training Room B, and in the Customer Service lobby. Future computers will be installed over the next few weeks in the following locations:

CS Building D
• Conference Room

Residential Housing locations:
• Clairmont Break Room
• Woodruff 343
• Smith Break Room
• Few Break Room

Academic locations:
• Wayne O. Rollins Research Bldg. Ground floor custodial break room located next to room G-42
• New Psychology room 136 loading dock area
• WMB basement area
• Quad outside new office location (Connector between Anthropology & Tarbutton)

Campus Services is transitioning into helping employees improve their technology skills, with more computer classes being offered next year. CS is focusing on helping employees to gain more efficient ways to participate in many of the tools that Emory offers employees such as online benefits enrollment, registering for campus events, and performance evaluations. By making more computers available, employees will be encouraged to get the necessary practice with these tools. Each computer desk will include instructions to access email accounts along with the web address to the Campus Services Homepage so that all employees will have the opportunity to keep up to date with important electronic communications. Please take the time to utilize the computers in the to stay informed about what is going on in the Emory Community.
I hope everyone had a wonderful Thanksgiving and I wish each and every one of you a Happy Holiday Season.

As soon as Halloween merchandise hit the shelves, the eventuality of Holiday chaos was around the corner. Even with the pause we should take to understand the deeper meaning of “Thanks”giving, it’s hard to not get swept away with the “stuffing” of this season. It is important for us at Campus Services to take a pause and say: Thank you. We had an outstanding year at Campus Services. It is hard not to see all of the fantastic work that has been accomplished in and around Emory over the last year from new facilities, major renovations, training, improved services models, and most importantly, day to day routines and services. I want to thank each and every individual in Campus Services that has committed to being the best at what they do and have shown this in their day to day work effort and courteous service. The dedication and professional service that you provide to the Emory community is invaluable. In addition, I want to express my most heartfelt thanks to my family, friends and most importantly my God who has blessed me with my wonderful life. I say “wonderful” because of the people I am surrounded with each and every day. Yes, that truly means all of you! Thank you. I love what I do in a great part because of the people I work with. I am proud to be a part of this amazing organization of great individuals.

So, I implore you to spend this month to reflect on what you are thankful for. Take the time necessary to pause and give thanks to those that have blessed your life. Spend time with family, friends and loved ones. Sit back and embrace all the goodness in your life and how grateful you are for those around you. Express that gratitude by your attitude and actions so that they know how you feel. Each year I am gently reminded by one of my favorite movies: “It’s a Wonderful Life”. Its core message reminds me that no matter how frustrated or saddened you are by life’s events, there is a deeper and more important aspect of your life that we each tend to forget. It is that all the lives you have impacted that you have not thought about create a ripple effect that is long lasting and far reaching. Just a smile, a simple thank you, a helping hand is a blessing to those around you and people are blessed by you. Reflect on these events and say to those around you: “Thank You”, do unexpectedly good things for those who least expect it, and smile often, it is healthy for you and it is contagious. This is what I wish for you this holiday season.

May this holiday season bring joy to you and those around you. God Bless You.

Matthew Early
Emory’s Police Chief Gets All Wet for Charity

Did you ever want an opportunity to dunk a cop? Well, you recently had a chance when the DeKalb Police Alliance hosted the second annual BEAT THE BADGE 5-K Run at the DeKalb County Police Department headquarters on Northlake Parkway. Proceeds from the event help the Police Alliance fund life insurance policies police officers in DeKalb County.

The location was turned into a street fair atmosphere. In addition to the 5-K Run, there was a display of Public Safety equipment including helicopters and specialty police and fire apparatus for attendees to explore and learn more about. There were also carnival games and a dunking booth so that attendees had a chance to ‘Dunk a Chief’. DeKalb County Police Chief William O’Brien, DeKalb County Sheriff Thomas Brown, and our own Emory Police Chief Craig Watson took turns getting dunked. If you missed this year’s event, don’t worry. You’ll get another chance when the event takes place in September 2013.

Top left: Attendee throwing a beanbag to dunk Chief Craig Watson.
Top right: Chief Watson gets dunked. Above: Chief Watson comes up for air.
CS HIGHLIGHTS

EPD Lieutenant receives President’s Award

At the 2012 annual meeting of the International Society of Crime Prevention Practitioners (ISCPP), Lieutenant Cheryl Elliott was presented with the 2012 President’s Award in recognition of her many years of service to the association and its membership. As a member of the Executive Board since 2000, Lt. Cheryl Elliott has provided leadership to the ISCPP serving as an instructor for association sponsored programs in Georgia, Colorado, Oregon, and Singapore. The ISCPP provides crime prevention training and networking for law enforcement, the business community and corporate security. The Association members were the creators of “McGruff the Crime Dog” and the National Crime Prevention Council. Lt. Elliott accepted the award, stating that “recognition by your peers, who are all so dedicated and committed, is very special”.

Campus Services is so proud of Lt. Elliot’s dedication to crime prevention. Her work is greatly appreciated!

~submitted by Craig Watson, EPD

CS Employee Establishes Grant to Honor his Son

December 18, 2008 was a painful day for Controls Systems Oper/Tech II, Floyd Rounds. His son Brian passed away doing what he loved most, riding his motorcycle. Floyd and Janice Rounds turned their grief into hope. They reached out to the Universal Technical Institute Foundation (UTI) after Brian’s death and asked what could they to honor him and his love of motorcycles. They worked with UTI to established the Brian T. Rounds Travel Grant. This grant helps deserving students with their educational cost if they wish to attend the Motorcycle Mechanic Institute (MMI) in Phoenix, AZ. The grant can be used to assist with moving or cost of living expenses. Along with the monetary award, the family provides a letter that is sent by the Foundation staff telling them about Brian. “Brian was such a giving child, we just wanted to find a way to give back.” said Floyd.

The Brian T. Rounds Travel Grant is now in its fourth year for awarding students. The Rounds also participate in additional fundraisers in conjunction with the scholarship. They have a toy drive going on right now at Emory’s downtown location. Floyd explains, “Brian was always helping out other people, we just want to keep his legacy going.”

For more information about the Brian T. Rounds Travel Grant or to make a donation contact:
UTI Foundation 16220 N. Scottsdale Road Suite100 Scottsdale, AZ 85254
http://www.utifoundation.net/uti-foundation/scholarships-grants

~submitted by Floyd Rounds, Controls Shop
CS SELECT AWARDS

CS SELECT Awards from November 1, 2012 - November 30, 2012
Congratulations to all our recipients. Keep up the good work!

Congratulations to the CS SELECT Recipients on a job well done. A special “Thank You” goes out to all the nominators for utilizing this program to help bring recognition to our Campus Services organization.

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>SELECT LETTER AWARDED</th>
<th>RECOGNIZED FOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jimmy Wyche</td>
<td>C (Customer Service) &amp; T (Teamwork)</td>
<td>Stepping in on short notice to assist a customer at Grady with moving office furniture for an important event.</td>
</tr>
</tbody>
</table>

Campus Services 2020 Vision Map

As we prepare to develop the Campus Services 2020 vision map we would like to reflect on the values espoused in the 2015 vision map. Each month we will feature two icons and descriptions from the 2015 vision map and invite you to reflect on them. Are you personally displaying those values? Is Campus Services living up to them? Begin to think about what we can do better as individuals and as an organization and what we would like to see reflected in the 2020 vision map. As always, your comments and suggestions are welcome at cssuggestionbox@emory.edu

~submitted by Ashley Cobette, Office of the VP of Campus Services
HR HEADLINES

Campus Services
Core Four Competencies

What are Competencies?
Competencies outline the behaviors necessary for successful execution of the responsibilities for a specified role.

Four Core Competencies for the Entire Organization

Building Trust
• Is widely trusted
• Keeps confidences; admits mistakes
• Doesn't misrepresent him/herself for personal gain

Customer Focus
• Dedicated to meeting the expectations and requirements of internal and external customers
• Acts with customers in mind and builds collaborative relationships
• Establishes and maintains effective relationships with customers and gains their trust and respect

Effective Communication
• Expresses ideas respectfully and shares information in a clear and concise manner
• Seeks feedback from others and follows-up to ensure understanding of both the message and its intent
• Listens attentively and exemplifies tact, courtesy and respect

Leveraging Diversity
• Respects the capabilities, insights, and ideas of all individuals
• Demonstrates the willingness to work effectively with diverse coworkers, customers and vendors
• Maintains and enhances the self-esteem of others during business and casual conversations

These core competencies will be a standard part of each employee’s performance review. Each role in Campus Services will also have role-specific competencies in addition to the core four indicated above.

~submitted by CS HR
## Campus Services Open Positions

~submitted by Kelli Howell-Robinson, Human Resources

*Posted as of 11/21/2012*

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Job Requisition ID</th>
<th>Positions open</th>
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<tbody>
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<td>Supervisor, Custodial Services</td>
<td>29815BR</td>
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<tr>
<td>Bldg &amp; Res</td>
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<td>CAD Technician</td>
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<tr>
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<td>Financial Analyst</td>
<td>32769BR</td>
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<td>Controls Shop</td>
<td>Controls System Oper/Tech II</td>
<td>29921BR</td>
<td>1</td>
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<tr>
<td>EPD</td>
<td>Police Officer</td>
<td>28851BR</td>
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<tr>
<td>EPD</td>
<td>Community Service Officer</td>
<td>32569BR</td>
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<td>Director, Operations &amp; Maintenance</td>
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<td>Grounds</td>
<td>Landscaper</td>
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<td>Parking/ Transportation</td>
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<td>Access Control Tech</td>
<td>29333BR</td>
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<tr>
<td>Steam Plant</td>
<td>Steam Plant Mechanic</td>
<td>24220BR</td>
<td>1</td>
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<tr>
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<td>Supervisor, Procurement (CS)</td>
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<td>Maintenance Mechanic</td>
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<tr>
<td>Zone H Maint</td>
<td>Maintenance Mechanic</td>
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All applications need to be submitted electronically at http://www.hr.emory.edu/careers/index.html
Wellness Corner

SPOTLIGHTING EMPLOYEES THAT PRACTICE & PROMOTE HEALTHY LIVING

FEATURED RECIPE
Warm Spinach & Artichoke Cups

What You Need
- 24 won ton wrappers
- 1 can (14 oz.) artichoke hearts, drained, finely chopped
- 1 cup KRAFT Shredded Mozzarella Cheese
- 1 pkg. (10 oz.) frozen chopped spinach, thawed, squeezed dry
- 1/3 cup KRAFT Mayo with Olive Oil Reduced Fat Mayonnaise
- 1/3 cup KRAFT Grated Parmesan Cheese
- 1/4 cup finely chopped red peppers
- 2 cloves garlic, minced

Make It
HEAT oven to 350°F.
PLACE 1 won ton wrapper in each of 24 mini muffin cups sprayed with cooking spray, with edges of wrapper extending over top of cup. Bake 5 min. Meanwhile, combine remaining ingredients.
SPOON artichoke mixture into won ton cups.
BAKE 12 to 14 min. or until filling is heated through and edges of cups are golden brown.
ENJOY!

HEALTHY LIVING SPOTLIGHT

SPOTLIGHT ON JIMMIE VINCENT

When asked to share his wellness story with the CS Newsbeat readers, Jimmie jumped at the chance. He loves to share healthy ideas and give advice to CS employees. Jimmie has maintained healthy eating habits since childhood. His parents had their own garden and grew fresh vegetables for many years. “They made sure that every meal included plenty of servings of vegetables,” said Jimmie. In middle school, he decided to enroll in football and track and field sports programs. He played cornerback in football and ran the 400 meters in track. By high school, he excelled in both sports, and was captain of his high school football team. Jimmie also won state titles in both sports. He earned a full scholarship to play football for Western Michigan University, which he accepted.

Jimmie is an avid runner. He runs every morning in his neighborhood. He recently joined Emory’s Lullwater Park graduate level flag football league. I love playing football. The league allows me to have fun while staying active.” says Jimmie.

He also maintains a low meat diet with plenty of vegetables. He loves making fruit smoothies. “I prefer strawberry mango banana smoothies. I will sometimes mix broccoli or carrots in it for more nutrition.” he explains. He also enjoys Mexican food, along with tomatoes and avocados.

In his spare time Jimmie enjoys family barbeques and taking his 14 month old son to the Imagine It Children’s Museum of Atlanta. He is also a student at Walden University where he’s on working his Master of Science in Mental Health Counseling.

Thank you Jimmie for sharing your story with us, keep up the great work and continue to motivate the people around you!

“Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending.
~Carl Bard
Upcoming Sustainability Events

Annual Holiday Building Turndown, Dec 22-25 & Dec 29-Jan 1
The heating systems in many buildings across campus will be programmed to maintain a 50° F minimum set point over two four-day periods during the holiday season which will reduce energy consumption and energy costs. The heat will be turned back up on the day before the workdays of Dec 26 and Jan 2 to ensure a comfortable work environment.
If there is a reason why your building needs to stay at normal operating temperatures during this time when the University is closed, please email emorysustainability@emory.edu by Monday, Dec 3. A complete list of participating buildings will be posted on sustainability.emory.edu by early December.

Confident Cycling Class with Bike Emory & the Atlanta Bike Coalition, Sat, December 1\textsuperscript{st}, 10am-2pm
Whether you are new to urban cycling and want to gain confidence riding in the street, a trail rider who would like to bike around the neighborhood with friends, a bike commuter looking for tips on crash avoidance, or a bike enthusiastic interested in leading your own rides, you’ll be surprised by what you learn. Cost: $10 for Students, $15 for ABC Members, $20 Regular Participants.
More info and registration at bike.emory.edu

Ten Thousand Villages Holiday Mall
December 5-7, 9am-5pm, Dobbs Univ Ctr
Ten Thousand Villages is a nonprofit, fair trade store selling affordable “gifts that give twice.” Items available include jewelry, scarves, room décor, music, ornaments, coffee, tea, chocolate and more.

Pre-Orders Open for Atlanta Local Food Initiative 4\textsuperscript{th} Annual Fruit Tree, Vine & Berry Bush Sale
Pre-order online at: http://ow.ly/fEvBT
Or make your purchase during the Georgia Organics Conference from 10am-2pm on February 23, 2013. Proceeds support the Atlanta Local Food Initiative.
Learning & Organizational Development General Enrollment

Class Offerings:

January – May 2013

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

General Enrollment

We have several courses offered for your professional development needs.

Civil Treatment for Employees
Tues, February 5th, 8:30 am – 12:30 pm, $60

Achieving Leadership Potential
Wed, February 6th, 8:30 am – 12:30 pm, $60
Tues, April 9th, 8:30 am – 12:30 pm, $60

Civil Treatment for Managers
Thurs, February 7th, 8:30 am – 5:00 pm, $125

Communicating with Impact
Tues, February 19th, 8:30 am – 12:30 pm, $60
Wed, May 1st, 8:30 am – 12:30 pm, $60

Crucial Conversations
Day 1- Wed, February 20th, 8:00 am – 5:00 pm
Day 2- Thurs March 7th, 8:00 am – 5:00 pm
$225 (for both days)

Project Management
Thurs, February 28th, 8:30 am – 12:30 pm, Free
Thurs, April 11th, 8:30 – 12:30 pm, Free

Fantastic Service Behaviors
Thurs, March 7th, 8:30 am – 12:30 pm, Free

Feedback Essentials
Tues, March 19th, 8:30 am – 11:30 am, Free

Increasing Personal Effectiveness (IPE)
Day 1 –Thurs, March 21st, 8:30 am – 4:30 pm
Day 2 –Thurs, March 28th, 8:30 am – 4:30 pm
$125 (for both days)

Situational Leadership
Thurs, March 21st, 8:30 am – 5:00 pm, $125

Influential Leadership
Wed April 10th, 8:30 am – 12:30 pm, $60

Navigating Beyond Conflict
Thurs, April 11th, 8:30 – 12:30 pm, $60

Coaching for Peak Performance
Tues, April 30th, 8:30 – 12:30 pm, $60

Time Management
Thurs, May 2nd, 8:30 – 12:30 pm, Free

EMORY LEARNING SERVICES
Violence Against Women: Implications for Healthcare and Society

Featuring Dr. Debra Houry
Keynote Speaker

December 11, 2012 | 6PM | Rollins School of Public Health Claudia Nance Rollins Building, 8th Floor, Lawrence P. and Ann Estes Klamon Room

Each day in the United States, 3 women are killed by a partner and 24 people per minute are victims of rape, physical violence, or stalking by an intimate partner. Intimate partner violence is the leading cause of injury for women in the United States. Not only does this violence result in significant morbidity and mortality from trauma, but it also leads to depression, post traumatic stress disorder, and other chronic health conditions.

Reception with light refreshments follows lecture.

Dr. Debra Houry, MD, MPH, is Vice-Chair for Research and Associate Professor at the School of Medicine and the Rollins School of Public Health.

For any questions and concerns, email the CWE at cwe@emory.edu.
You are cordially invited to the

CAMPUS SERVICES HOLIDAY PARTY

December 7, 2012
Cox Hall Dining Room

Night Shift 3:00am - 5:30am
Day Shift 11:00am - 2:00pm

Please R.S.V.P. by November 28 to your supervisor.

There will be food, entertainment, and lots of fun!
### Employee Update - December

**Welcome - New Hires**

- Haywood J. Crumby, *Custodian, Sr*, Bldg & Res Services
- Gertrude Gresham, *Custodian*, Bldg & Res Services
- Reginald E. Lawson, *Custodian, Sr*, Bldg & Res Services
- Maurice Samuels, *Custodian, Sr*, Bldg & Res Services
- Valeria Stewart, *Custodian*, Bldg & Res Services

**Congratulations - New Titles**

- Christopher Selby, *Custodian, Sr*, Bldg & Res Services

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**Calendar Key:**

- Training
- Committee Meetings
- Sessions for Supervisors
- Holidays/Special Events
- Other Meetings

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**Appreciation is a wonderful thing. It makes what is excellent in others belong to us as well.**

~ Voltaire