CS SELECT EMPLOYEES OF THE QUARTER

Last fall, Campus Services (CS) rolled out a new recognition program—CS SELECT Values in Action. This new program will select an Employee of the Quarter (EOQ), who becomes a candidate for Employee of the Year (EOY). CS Select awardees are reviewed every quarter and assigned points on categories of Innovation, Leadership, Ethical behavior, Customer Experience and Workforce/Teamwork. Nominations with the highest point value wins EOQ and a $250 gift card. Quarterly recognition events will be held to announce the winner, while the EOY will be announced at the Holiday Party.

Erika Henry, Procurement Specialist, is the CS SELECT Employee of the Quarter—First Quarter. Erika is known for her strong relationship skills that she has built with her customers since she joined CS in April 2015. When an ADA lift in the Woodruff PE Center failed, Erika diligently worked with Facilities Management (FM) Zone C to find the necessary part needed to repair the lift by contacting multiple sources. Instead of the part arriving in two weeks as originally schedule, she arranged for the part to arrive in a few days. She wanted to make sure that those with disabilities could access the pool. When asked how she felt about being selected the EOQ-first quarter at the CS SELECT Recognition Breakfast on May 2, she replied, “I was so surprised and very excited. This is an honor!”

For the EOQ-second quarter, CS awarded three FM Zone supervisors with the honor, Victor Jackson (Zone D), Lance Brock (Zone H) and Darryl Miller (Zone B). These three leaders thoroughly worked on revising the maintenance mechanic assessments and installing additional equipment in our hands-on assessment center. They all wanted to make sure CS continues to attract and obtain the best talent. And after months of hard work and tweaks, the final assessments are fantastic. They are perfect examples of our Mission, Vision and Values (MVV), “See it, Own it, Act on it”!

Congratulations goes out to Erika, Victor, Lance and Darryl. We are extremely proud of the great things they are doing in CS.
Leadership and Decision Making

While there are many factors that contribute to successful leadership and management, being able to effectively make individual and group decisions is a primary action that defines who a leader is, what a leader does, and what a leader can accomplish for his or her organization. Sometimes, a decision not to make a decision is a decision in itself. Every success, every mishap; every opportunity taken or missed is the result of a decision someone made or failed to make. Therefore, for Campus Services to be the successful organization we all envision it can be, we must have effective leaders who are able to make important decisions in a timely fashion.

Campus Services has spent a lot of effort over the last couple years hiring leaders who are an organizational fit and are willing to make decisions for their organizations. Campus Services has also invested in opportunities for leaders and employees not in leadership positions to develop the skills necessary to be effective leaders through courses like, Aspiring Leaders, Emerging Leaders, Pathways, the Excellence Through Leadership courses. It is paramount that we have the right people in leadership positions and we continue to help develop those employees who have high potential to be strong leaders.

A crucial part of making decisions is being able to take responsibility for the resulting consequences of your decision. No matter how careful a leader is about choosing the correct course of action, no one can be right one hundred percent of the time. Some people do not like to make mistakes, so they will avoid making a decision and essentially avoid accountability. An effective leader must not be afraid to be accountable for all the decisions he or she makes, whether they turn out right or wrong. A supervisor who hesitates or is afraid to make a decision and always defers to their respective leader to make the decision for them is a non-effective leader. Likewise, a leader who makes every decision for their direct reporting supervisor diminishes the credibility and effectiveness of that supervisor over his or her employees.

Campus Services must also be an organization that is forgiving and more importantly learn from a poor decision a leader makes to become an even better organization. We need all of our leaders to be able and have the courage to make decisions that make all our employees want to achieve more. “Successful leaders have the courage to take action while others hesitate.” – John C. Maxwell. When faced with a decision, will you make the decision that best serves the interest of Campus Services and Emory University? What will your decision be?

Todd Kerzie
Rickey Ray began his career at Emory as a Tradesworker/Helper in the Facilities Management (FM) department in March 1976. He retired as the Preventative Maintenance (PM) Supervisor in the FM Energy & Utilities department in March 2016, after over 39 years of continuous service.

Rickey was known for his dedication to the university. He enjoyed building relationships with Emory’s faculty, staff, students and visitors. “I loved the challenges of working with different customers. Working in Campus Services (CS) allows you the opportunity to work with so many people, you can’t help but enjoy your job,” he said. Over the years, Rickey received many awards for his strong work ethic including Employee of the Quarter and Emory’s Award of Distinction.

Rickey’s no nonsense approach to leading helped him build a strong PM team. He was extremely proud of their work. He believed that in order for the team to be successful, every individual needed to be successful in their role. He stated, “I always said if one bleeds we all bleed. In order for the team to be strong, then everyone on the team has to be strong.”

On March 11, CS held Rickey’s retirement party. So many people from the Emory community came out to wish him well and there was standing room only. In his farewell speech, he reminded employees to trust in their leadership and let them do their jobs in leading the organization.

CS is so appreciative of everything that Rickey has done for our department. We will truly miss him!
Two members of our Campus Services team recently received Emory’s Award of Distinction for their outstanding contributions to the University, during an awards dinner with President Jim Wagner on March 22nd. These annual awards recognize members of the Emory community who have demonstrated exceptional dedication to their jobs.

Congratulations to our 2016 Award of Distinction recipients:

**Eric Gregory**

Eric’s contributions as manager of commissioning and sustainable performance have not only touched every corner of the University, but also brought national recognition to Emory. When Emory established a goal to reduce energy by 25 percent by 2015, he proposed a business case for a continuous commissioning program called the Sustainable Performance Program. The program improves the baseline performance of a building by implementing engineer-led monitoring and optimization. It also maintains current function requirements throughout the entire life of the facility, ensuring systems will effectively and optimally serve re-purposed spaces.

Eric was able to convince management to invest in his concept and was afforded funding through the maintenance repair and renewal program. He also made the case for adding a commissioning specialist position. The program has successfully recommissioned over 12 buildings resulting in operational savings of approximately 25-50 percent. His contributions have not only resulted in significant savings, they have also brought Emory national recognition as a best practice for building optimization.

**Jimmy Powell**

Jimmy’s many years of outstanding service in sustainability and landscape initiatives has had a direct impact on Emory’s remarkable beauty and function. In his role as director of exterior services, he leads the team that is responsible for Emory’s short- and long-range land use management, tree canopy/ tree bank maintenance, and Emory’s waste diversion goals. His stewardship has resulted in planting over 465 trees on Emory’s Atlanta campus and 190 trees at Oxford, bringing Emory national recognition as a Tree Campus USA for the past five years and one of the Top 10 Most Amazing College Campuses in 2015.

Jimmy has been a tireless proponent of the natural environment and his commitment to a sustainable campus is evident in his work. He assisted in the development of the No Net Tree Loss policy, he supports the Alliance to Improve Emory Village, and he sits on the Lullwater Management Committee. His work has included the secure document shredding program, non-native invasive species removal, educational sustainable campus gardens, the Wesley Wood Horticulture Therapy courtyard gardens, the Lullwater organic fertilization program, and high efficiency irrigation systems and rainwater harvesting/cistern programs that support water conservation. He also implemented a program to minimize pesticide use and worked with the Office of Sustainability Initiatives on a policy banning neonicotinoid use, a pesticide that is harmful to bee populations. Lastly, he was instrumental in the creation of the Emory Recycling Center, which garnered a 50 percent waste diversion rate in 2015.
The Public Safety Department received a notable thank you from the Special Olympics Torch Run of Georgia. Their appreciation goes out to the Emory University employees who have devoted their time to the Annual Torch Run that is the kick-off event of the Georgia Special Olympics weekend. The Public Safety employees who participated in the event were Bridget Mourao, Fire Safety Director, Sergeant Sonya Ware, Sergeant Lionel Randall, Sergeant Lesia Violette, Sergeant Richard Mittenzwei, Officer Ryan Andrews and Officer Darrell Johnson.

Emory University hosted its first Special Olympics on Memorial Day weekend in May 1988. Since then, the Department of Public Safety has joined the torch run event every year. The Special Olympics website states in its Mission Statement: “Our goal is to help bring persons with intellectual disabilities into the larger society under conditions whereby they are accepted, respected, and given the chance to become useful and productive citizens. When we achieve this goal through our sports program, we demonstrate that Special Olympics has a unique value.”

The Special Olympics will be held from May 20 – 22, 2016, on the Emory campus. Thank you to those who served on the torch run. You are part of a worthwhile event.

CS HIGHLIGHTS

SURPLUS PROPERTY STORE DONATES SUPPLIES TO AFRICA

Emory’s Surplus Property Store doesn’t just make sure that employees can benefit from furniture and goods. They have partnered with the Ethel-Ndapa Foundation to donate furniture and supplies to benefit hospitals and offices in West Africa.

The Ethel-Ndapa Foundation has a dedicated team that makes donations to developing communities within Africa to ensure hospitals have beds, patient lobby furniture, file cabinets and office chairs. The foundation’s mission is to provide basic human right quality around the world by creating sustainable communities together.

James Harper, Program Administrative Assistant of Auxiliary Services, coordinates the donation efforts to benefit third world countries in need of supplies. The Surplus Store’s most recent donation went to Opobo Town in Rivers State, located in the delta region of Nigeria in West Africa.

CS is truly delighted with the efforts the Surplus Store is making to impact the world. Keep up the incredible work!
Campus Services (CS) director level leaders recently completed a five month program designed to enhance their leadership skills. **BRIDGES-Leaders Collaborating for Innovation** consisted of four sessions and a program presentation aimed at leading, influencing change and communicating more effectively across the organization.

We are delighted that our leaders are strengthening their leadership skills while focusing on driving innovation within CS. Kudos to them for recognizing the importance of their development.

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**OXFORD EMPLOYEE RECEIVES 2016 FLEMING AWARD**

Congratulations goes out to **Charlie Mathis**, Oxford Tradesworker, on receiving the 2016 Fleming Staff Award. The Fleming Award recognizes an employee for outstanding service to Oxford College.

Charlie is known for his customer friendly service working in staging at Oxford. His calm and patient demeanor when faced with challenges is what endears him to everyone. **Mark Kyles**, Oxford Facilities Manager, agrees that Charlie is very deserving of the award. “Charlie has a customer focused attitude that everyone loves. He will go out of his way to help anyone in the community and people enjoy working with him,” he stated. Charlie accepted his Fleming Award from **Stephen Bowen**, Dean of Oxford College, at the spring service luncheon awards in April.

We are thrilled that Charlie was recognized for the incredible service that he provides to the Oxford community. He is very deserving of such honor and we know that he will continue to do wonderful things.

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**CS LEADERS COMPLETE BRIDGES PROGRAM**

Above: Charlie Mathis and Dean Stephen Bowen

Above, left to right: Bridget Mourao, Jimmy Powell, Chris Jackman, Bob Walker, Jo Lamb, Stephen Branch, Tim Lawson, Joan Wang, Jackie Owen, Ray Edge, Instructor Brandon Smith, Joan Kowal, Heath Miller and Adele Clements
CS HIGHLIGHTS

WATERHUB WINS 2016 U.S WATER PRIZE

The U.S. Water Alliance has announced Emory University as one of three winners of the prestigious 2016 U.S. Water Prize. The award recognizes organizations and companies that execute innovative solutions toward the advancement of "one water" sustainability, meaning strategies integrated across the water cycle and within urban management overall. The system, which utilizes eco-engineering processes to clean waste water for future non-potable uses, is capable of displacing up to 146 million gallons of potable water with recycled wastewater annually, nearly 40 percent of total campus water demand. U.S. Water Alliance CEO Radhika Fox called the winning institutions "true visionaries in the one water movement."

"We are gratified for this recognition from the U.S. Water Alliance for the WaterHub at Emory. Through this project, we've shown how universities can play an important role in advancing sustainability nationwide," says Matthew Early, Vice President of Campus Services. "Not only has the WaterHub had tremendous impact on how we think about water and how it is utilized on campus, it has also become a national model for those seeking innovative technology to address the global need for water conservation and sustainable solutions."

A year after its grand opening, the WaterHub continues to receive national recognition. Congratulations to all those involved in this fantastic project!

ELP GRADUATION RECOGNIZES TWO CS LEADERS

Campus Services (CS) would like to congratulate Darryl Miller, Facilities Management (FM) Zone B Supervisor and Avril Occilien-Similien, Assistant Director of Human Resources, for graduating from the Emerging Leaders at Emory Program (ELP) on April 29th. This eight month program consisted of sessions that focused on leading in every aspect of the organization including strategy and decision making, change management and building relationships.

Prior to graduating, ELP participants conducted portfolio presentations to show what they learned in the program. Matthew Early, VP of CS, Todd Kerzie, AVP of Facilities Management, Lisa Underwood, AVP of CS Finance and Business Operations and Jackie Owen, Director of Human Resources, showed their support for Darryl and Avril by attending their presentations.

We are so proud of Darryl and Avril for investing their time for the benefit of our department. We know that they will continue to do great things in CS!
Proposed Changes to the Fair Labor Standards Act (FLSA)

The U.S. Department of Labor (DOL) is proposing significant changes to the Fair Labor Standards Act (FLSA). The purpose of the FLSA is to establish minimum wage, overtime pay, recordkeeping and youth employment standards affecting most full-time and part-time workers.

The FLSA requires employers to pay their employees overtime (one and one-half times the employee’s regular rate of pay) for all hours worked over 40 in a workweek unless they meet a minimum pay requirement and their job duties meet specific criteria to be “exempt” from overtime.

The DOL proposed changes would increase the minimum pay requirement needed for an employee to qualify for the exemption from overtime to $50,440 (up from $23,660). This change could impact close to 1,000 Emory University employees, transitioning them from exempt status to non-exempt status.

The difference is that an exempt employee is paid on a salary basis (a predetermined amount of money for work performed, regardless of the hours actually worked) and is not required to track time worked. At Emory University, these employees are paid monthly. A non-exempt employee is paid based on actual hours worked, and is required to track all time worked and be paid overtime for time worked in excess of 40 hours in a workweek. These employees are paid bi-weekly at Emory University.

Impacted employees should note that this change in status is not designed or imposed by Emory University, but rather the DOL minimum salary requirement by which Emory must abide. Nationwide, approximately five to six million employees could also be impacted.

At this time, we do not know when final regulations will be published, but it could be as early as May or June. The Human Resources Division is closely monitoring updates, and has been actively communicating with HR leaders across campus in preparation to implement changes as required by federal law. Until the final ruling is released, specific information on the full impact of changes at Emory cannot be provided.

Additional communication and information will be forthcoming once the proposed regulations are published. To learn more about the proposed FLSA changes, visit the DOL website at: [http://www.dol.gov/featured/overtime](http://www.dol.gov/featured/overtime).
# Campus Services Open Positions

~submitted by Kelli Howell-Robinson, Human Resources

Posted as of 5/3/2016

All applications need to be submitted electronically at [http://www.hr.emory.edu/careers/index.html](http://www.hr.emory.edu/careers/index.html)

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2016 Chair Rodeo
SCHOOL’S OUT SALE
STUDENT DONATIONS SOLD FOR CHARITY

Proceeds from all donations will be given to:
“To Write Love on Her Arms” which supports both males
and females who are struggling with depression, addiction,
self-injury and suicide. TWLOHA exists to encourage, inform
inspire and invest directly into treatment and recovery.

AMAZING BARGAINS
WHILE THEY LAST

MOST ITEMS
$1.00
winter clothing

household
items and food

TERMS OF SALE:
While supplies last.
Available to faculty, staff
and students only.
All sales final.
Check or money order.

Surplus Property is located at Briarcliff Property
1256 Briarcliff Road, Building B. Park in Lot “J”.
Hours are Monday/Wednesday/Friday 10A–2P.

ALSO CHECK OUT OUR
STOCK OF:

furniture
tables
shelving
file cabinets
and more

visit us here:
goo.gl/GqkpJN
(intranet only site)

Surplus Property contacts:
Milton Thomas 404.727.7484
James Harper 404.727.0545

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EMORY POLICE DEPARTMENT

CHILD SAFETY SEAT CHECK-UP

11:00AM – 4:00PM
Friday June 17th, 2016

Location: 1705 Lowergate South Parking Deck
(EMORY OFFICERS WILL BE AT THE DECK TO PROVIDE DIRECTIONS)

EVERY YEAR THOUSANDS OF YOUNG CHILDREN ARE KILLED OR INJURED IN CRASHES, MAINLY
BECAUSE 3 OUT OF EVERY 4 CHILDREN IN CHILD SAFETY SEATS ARE NOT PROPERLY SECURED,
OR EVEN WORSE, NOT RESTRAINED AT ALL.

- EACH INSPECTION WILL TAKE ABOUT 30 MINUTES. APPOINTMENTS ARE RECOMMENDED,
  PLEASE SIGN UP WITH THE CENTER
- PARENTS ARE ENCOURAGED TO BRING THEIR CHILD TO THE INSPECTION. THIS ALLOWS SAFETY
  SEAT EXPERTS TO MAKE SURE THE STRAPS ARE ADJUSTED PROPERLY TO FIT THE CHILD.
- TECHNICIANS WILL CHECK MODEL NUMBERS IN THE SAFETY SEAT TO MAKE SURE IT HAS NOT
  BEEN RECALLED
- PARENTS ARE ASKED TO BRING THE CAR SEAT MANUAL WITH THEM, IF AVAILABLE
- MORE INFORMATION CALL 404-727-5662, OFFICER D. JOHNSON DJJOHNS9@EMORY.EDU

COMMUNITY CO-SPONSERS

GTIPi Georgia Traffic Injury Prevention

EMORY CO-SPONSORS: EMORY TRANSPORTATION AND PARKING SERVICES
Giving blood doesn’t require much time. About an hour should do it.

You can help save up to three lives in about an hour. The need is ongoing but the supply is not. Please give blood today.

Emory Campus Services

BLOOD DRIVE

Thursday, May 19, 2016
8:00am to 1:00pm
Training Room B

Presenting donors will receive a free gift and if we collect at least 38 pints there will be a drawing for two $25 gift cards.

For an appointment, log on to redcrossblood.org and enter sponsor code: emory

American Red Cross

Visit redcrossblood.org or call 1-800-RED CROSS to schedule an appointment to donate blood.
Emergency Back-Up Care

What is Emergency Back-Up Care?
When you need to be at work, but experience an unexpected breakdown in your routine childcare or adult/elder care arrangement, Emergency Back-Up Care can help. This benefit gives you quick access to secure, temporary caregiving services.

- Emory is subsidizing the cost of this benefit to make back-up care more affordable. The co-pay (cost to you) is $15 per child per day with a maximum of $25/family/day for center-based child care and $6/hour for in-home care (child or adult).
- The benefit provides up to 10 days of Emergency Back-Up Care per calendar year and is limited to no more than 3 consecutive uses.
- It can be used for family members of all ages, from infants through elders, including adults and children with special needs.
- It is available nationwide.

When to use it
Emergency Back-Up Care is only for those situations when your routine care unexpectedly breaks down such as an illness or a nanny/caregiver arrangement suddenly falls though. It cannot be used for anticipated care needs such as holidays, school breaks, or when your sitter takes a vacation. Learn more at [www.worklife.emory.edu](http://www.worklife.emory.edu).

While Emergency Back-Up Care is only for emergency breakdowns in care, as part of this new benefit, you will also have free access to Sittercity, an online service that can help you manage anticipated (non-emergency) care and work-life needs. You will be able to locate and hire nannies, babysitters, house sitters, house cleaners, pet sitters, tutors, caregivers and much more.

How to use it
Pre-registration is encouraged so that you will be ready to use the benefit when a need arises. Registration only takes a few minutes. Register online at [www.careadvantage.com/Emory](http://www.careadvantage.com/Emory) (user name EmoryEagle (no spaces) and password is backup. For more information, please contact the Emory WorkLife Resource Center via email at worklife@emory.edu or by phone at 404-727-8000.

*Emory understands how challenging it can be to keep up with work and personal responsibilities. This new benefit is another way Emory can help you successfully manage your work-life.*
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

Get ready for it...

- DJ
- Softball tournament
- Dunk tank
- Obstacle course

& much more!

LOTS O’ FUN

11:00 AM - 3:00 PM KAMINSKY PARK
### May Calendar

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### Employee Update - May

**Welcome - New Hires**

- **James Coleman**...Custodian...BRS
- **Randy Towns**...Plant Operator...Plant Operations
- **Christina Roberts**...Campus Planner...PDC
- **LaToshia Ninic**...Police Dispatcher...EPSD
- **Devon Walters**...Maintenance Mechanic...FM Zone E
- **Kemper Harris**...Maintenance Mechanic...FM Zone B

**Congratulations - New Titles**

- **Eric Little**...Maintenance Mechanic...FM Zone E
- **Thomas Hill**...Maintenance Mechanic...Oxford
- **Jasmin Nukic**...Sr. Maintenance Mechanic...FM Zone C

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**Calendar Key:**
- **Training**
- **Committee Meetings**
- **Sessions for Leaders**
- **Holidays/Special Events**
- **Other Meetings**