As a result of the survey sent to Facilities employees in April, some employees volunteered to serve on short-term committees to brainstorm ideas to improve communication, resources, and training. One of the ideas suggested by the Communications Committee was to build on the existing Facilities Operations Newsletter, “Facilities Operations Connections,” to incorporate other departments within Facilities.

A Newsletter Committee was created that includes representatives for each department in Facilities: Elizabeth Jordan (Chair & Editor, Facilities Operations Admin), Vickie DeBari (Secretary, Facilities Operations Admin), Mike Boulton (Chair Elect, Utilities), Maryann Burditt (Facilities Design & Construction), Chad Carwein (Sustainability), Robert Wilson (Environmental Health and Safety), Mark Cable (Building & Trades), Hal Shelton (Grounds & Garage), and Joe Borden (Facility Services). Each member will serve as a representative for anything that Facilities employees wish to have submitted for the newsletter, which will be published bi-monthly beginning with this issue.

The Newsletter Committee is looking for employee suggestions on a new name for our Facilities-wide newsletter. We ask that employees submit proposed names by October 30th. The Newsletter Committee will narrow down the choices, and you will vote for the new name in the next issue.

We look forward to hearing your ideas! Suggestions may be made by completing the Newsletter Suggestion form at http://goo.gl/forms/gvQHFF2ei.
Shout Outs!

I would like to give a shout out to Jorge Quintal for the tremendous presentation he gave at the August "Staff Senate" meeting. It was very informative and very well received by all the members of the Senate.

Mark Cable
Facilities Operations

Thank you, Pete [Lorenz]! You have saved us twice with new compressors for the Honors College offices in Foust. We appreciate your expertise and your follow-up with communication. We are cool, and you are coolest!

Cheers and thanks again!

Margaret Patton
Lloyd International Honors College

We are very pleased with the work done by your dedicated painters, Rick and David and Randy. The completed job painting Dr. Omar Ali’s office in 205A Foust looks really great. And we are also very pleased with the recent painting of our workroom in 210 Foust.

Please tell them thanks from us, once again, for their expertise. It was a pleasure having Rick, David, and Randy in our vicinity as they completed these paint jobs.

Margaret Patton
Lloyd International Honors College

Thanks so much for all your help this year with trash/recycling efforts during Student Move-In 2015 on August 12-14. Having the boxes broken down and styrofoam separated out allowed for more capacity of the bins for students and their families to use and made my crew’s pickups more efficient and speedy. Staff Senate has been a great partner with student move-in recycling efforts for over 4 years; special thanks to Debbie Freund who organized and executed the volunteer sign up process. Please consider signing up for next year’s move-in.

Many thanks!

Ben Kunka
OWRR

The picture to the left is of Cone high-rise Residence Hall on Thursday 8/13/15 at 5:35am. This is a great illustration of what the additional trash/recycling containers look like without a Staff Senate volunteer's assistance. OWRR is very grateful for the continued support.
On August 13th, University Messages sent out an e-mail to update UNCG’s staff and students on the development of a new communication tool known as “UNCG Policy Update”. Since feedback from the campus constituencies indicated that notification of updates to university policies was limited with an overall lack of accessibility to the University Policy Manual, this tool was created in an effort to improve communication regarding policies in the UNCG Policy Manual that have been adopted and/or revised. Be sure to check your UNCG e-mail regularly for updates on university policies.

In an effort to support the improvement of communication to employees on policy updates, the newsletter would like to provide additional information on one or two policies each issue to better promote understanding of those policies by employees. So...

Which policies do you want to know more about? Please send your answers to Elizabeth Jordan at ejordan@uncg.edu.

Welcome to the Lock Shop!

The UNCG Facilities Operations Lock Shop has a new waiting area constructed for customers. Located in the office across from the Electric Shop in the Sink building, Lock Shop supervisor, Travis Holcomb, states that the office provides a safer, more convenient place for customers to submit computer processing key requests and for waiting on their orders to be completed.

Special thanks to the Carpentry, Painting, and Electrical shops for their excellent work on completing this project.

The Lock Shop waiting room is now open for business. Any Faculty or Staff members in need of keys should be directed to Room 131 on the first floor of the Sink building.
New to Facilities

Facility Services
- Hope Warren
- Silvio Almeida
- Bernard Moore

FDC
- Nereida Haines
- Ollie Dixon
- Dian Jones

August Anniversaries
- Tim Johnston—32 years
- Wanda Poole—20 years
- Robin Rorie—19 years
- Jack Mongold—16 years
- Vince Whitt—12 years
- Josee Messan—12 years
- Rebecca Dawkins—12 years
- Anthony Bessard—12 years
- Alice Courts—10 years
- Nathaniel Gant—10 years
- Dennis Cardwell—9 years
- Jason Dill—9 years
- Rebecca Jones—9 years
- Andrew Bushnoe—8 years
- Rodney Stewart—8 years
- Mike Moser—7 years
- Rodney Lawrence—7 years
- Albert Price—7 years
- Morgan Mesar—5 years
- Douglas Cato—3 years

Retirements
Congratulations to Facility Services’ Geraldine Coppedge and Grounds’ Keith Siler on their retirements! Geraldine retired on September 30, 2015, following 16 years of service, and Keith will be retiring on October 30, 2015 after 14 years of service.

Facility Services Best Employees
August
1st Shift—Valerie Johnson
2nd Shift—Tony Hankins

September
1st Shift—Steve Tuck
2nd Shift—Koami Amaglo
September Anniversaries

David Mains—27 years
Walter Graham—21 years
Buddy Hale—20 years
Chris Miller—16 years
Andres Hernandez—12 years
Peter Lorenz—12 years
Ray Montgomery—12 years
Randy Cappo—12 years
Chris Chilton—12 years
Sam Wright—12 years
Debbie Reynolds—10 years
Arleen Westmoreland—10 years
Al Hanes—9 years
Andrew Gwyn—9 years
James Smith—8 years
Carlo Frate—7 years
Valerie Johnson—7 years
Bernard Goodwine—4 years
Vickie DeBari—3 years
Chad Carwein—2 years
Richard Ratcliffe—1 year

Promotions

Ernest Brooks accepted a promotion as BES Supervisor in Facility Services July 20th.

Lori Krise accepted a promotion as Business Services Coordinator working in both the Office for the Associate Vice Chancellor of Facilities and Facilities Operations.

UNCG Staff Stars

Joe Borden and Valerie Johnson were among nine staff members to be recognized for their achievements at UNCG. They received awards honoring their work on September 21, 2015.

Student Move-In

Thanks to everyone who helped with Student Move-In on August 12th, 13th, and 14th. Volunteers for this event help resident students who are moving into the high-rise dorms. This is a huge event every year, but with our continued growth in enrollment, it can be quite challenging.

For employees up to the challenge, we encourage you to discuss any ideas you have for this event and ask that you volunteer some of your time to participate next year. It’s a great way to meet new and returning students and parents and to work with other employees across campus!
Safety Spotlight: Safe Lifting

Each year, over 1 million workers in the U.S. suffer from a back injury. These injuries can be painful, and are often difficult to fully heal. Following these guidelines can help to reduce your chances of sustaining a back injury while on the job.

Ask for Help

Lifting Assistance
- Whenever possible, use mechanical assistance
- Seek lifting assistance for:
  1. Any loads weighing more than 50 lbs.
  2. Any large or bulky loads
  3. Oddly shaped loads that are difficult to handle
  4. Anything that you do not feel confident lifting by yourself

When lifting with another person:
- Verbal communication is the key
- Designate a “lift leader” to ensure that you:
  1. Lift the load at the same time
  2. Walk in step while carrying the load
  3. Lower the load together
- Scan your environment prior to the lift

Healthy Habits
- Adopt good postural habits
- Maintain a healthy body weight
- Maintain good flexibility
- Participate in a regular exercise program*

* Speak to your doctor before starting any exercise program

When lifting
- Keep your back straight
- Tighten your abdominal muscles
- Squat down to lift items from the floor
- Use your legs, not your back, to lift
- Avoid twisting; pivot your feet instead
- Keep the load as close to you as possible

When carrying, pushing, or pulling:
- Keep your back straight
- Tighten your abdominal muscles
- Use your leg muscles, not your back
- Avoid twisting
- Utilize a cart to transport items whenever possible
- It is always safer and easier to push rather than to pull
**What is a Green Fund?**

A Green Fund is a modest student fee that supports sustainability initiatives on campus. It will be governed by students with assistance from faculty and staff experts. This fund will invest in campus infrastructure to help meet the goals of the UNCG Climate Action Plan, while also offering education, research, and professional development opportunities for students. UNCG approved a $2.22 fee per full-time student per semester, which is expected to generate around $60K each year for the Green Fund.

**Do other institutions have a Green Fund?**

Yes! Several other colleges and universities in the UNC system have a Green Fund, and many of our official peer institutions have a fee that is comparable to the proposed Green Fund as well.

**How can employees get involved?**

The Green Fund Advisory Committee will have authority over all Green Fund allocations, and the committee membership will be made up of 11-13 voting members that have knowledge of sustainability at UNCG. The Committee will consist of five to six employees, including faculty and staff serving on the Executive Committee of the UNCG Sustainability Council, as well as three at-large student positions and representatives from the following student organizations: UNCGreen, Student Government Association (SGA), Graduate Student Association (GSA), and the Residence Hall Association (RHA). It’s important to note, however, the composition of this committee should always have a minimum of one more student than there are employees. In addition, a Request for Proposals (RFP) will allow anyone in the UNCG community to submit sustainability project ideas and receive funding, if approved. Once all the required positions are filled and the official process is finalized, the Green Fund Committee will announce the RFP at a later date within the Fall 2015 semester.

**What projects could be eligible for funding?**

- Student research and/or student internships
- Green roofs and rainwater harvesting systems
- Public art by students that reflects sustainability
- Solar panels, EV charging, and water bottle refill stations
- Eco-Reps peer-to-peer education program in residence halls
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<td>Facilities Luncheon, Dining Hall, 11:45 AM</td>
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<td>Update on Employee Engagement Initiative, EUC Auditorium, 8:15-9:15 AM</td>
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<td>Environmental Heath and Safety Open House, Chemical Safety Building, 9 AM—12 PM</td>
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<td>HealthyU, EUC, 12:05 PM</td>
<td>Employee Benefits Open Enrollment Begins</td>
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<td>Environment</td>
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<td>Bloodborne Pathogens, Campus Supply Room 118, 8:30, 9:30, &amp; 10:30 AM</td>
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<td>Fac Ops Safety Committee Meeting, 10 AM</td>
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<td>HealthU, EUC, 12:05 PM</td>
<td>Boss's Day</td>
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<td>Flu Shots, EUC—Kirkland</td>
<td>Flu Shots, Campus Supply Training Room</td>
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<td>Flu Shots, EUC—Kirkland</td>
<td>Flu Shots,</td>
<td>Business Affairs Meeting, 1st Shift, 10-11:30 AM; 2nd Shift, 3:30-5 PM</td>
<td>Flu Shots, EUC—Kirkland</td>
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<td>3rd Annual Homecoming 5k, 9:00 AM</td>
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<td>Campus Supply Training Room</td>
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<td>HealthyU, EUC, 12:05 PM</td>
<td>Hazard Communication, Training Campus Supply Room 118, 8:30, 9:30, &amp; 10:30 AM</td>
<td>Fork Lift Driver Training, Campus Supply Room 118, 9:00 AM</td>
<td>HALLOWEEN</td>
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<td><strong>Meetings</strong></td>
<td><strong>Announcements/Notifications</strong></td>
<td><strong>Holidays/University Closed</strong></td>
<td><strong>Training</strong></td>
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<td>Daylight Savings Time Ends</td>
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<td>VETERAN’S DAY</td>
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<td>Asbestos Awareness, Campus Supply Room 118, 8:30, 9:30, &amp; 10:30 AM</td>
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<td>LAST DAY for Benefits Open Enrollment</td>
<td>Fall Protection Training, Campus Supply, 8:30 &amp; 9:30 AM</td>
<td>HealthyU, EUC, 12:05 PM</td>
<td>Fac Ops Safety Committee Meeting, 10 AM</td>
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<td>THANKSGIVING University Closed</td>
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Meetings

Announcements/Notifications

Holidays/University Closed

Training
HealthyUNCG’s mission is to provide UNCG employees with information, programs, and services that help to promote a healthier lifestyle and a better quality of life. The areas of focus are: Healthy Eating, Stress Management, Physical Activity, Tobacco Cessation.

HealthyUNCG offers programs in areas of nutrition and fitness as well as in special programs such as Miles for Wellness. For more information on the HealthyUNCG Team and what they have to offer, please visit their website at http://healthyuncg.wp.uncg.edu/.

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<tr>
<th>Mindful●U</th>
<th>Active●U</th>
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<tr>
<td>Tuesdays, 12:00PM - 1:00 pm</td>
<td>Fridays, 11:30 AM - 12:30 PM</td>
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<td><strong>Date</strong></td>
<td><strong>Class</strong></td>
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<td>10/6</td>
<td>Yoga</td>
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<td>Chair Yoga</td>
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<td>Pilates</td>
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<td>Yogalates</td>
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<td>Yoga</td>
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<tr>
<td><strong>All Mindful●U classes meet in the TRX Studio</strong></td>
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Welcome to EHS!

Please come out to join Environmental Health & Safety as they host Facilities’ first Open House on Monday, October 12, 2015 from 9:00 AM to 12:00 PM. Designed as a meet-and-greet, staff will have the chance to get to know their coworkers in EHS and learn more about what they do.

The Open House will be located in the Chemical Safety Building (EHS Office) on the corner of Kenilworth Street and Oakland Avenue, past the Oakland Parking Deck. All Facilities employees are encouraged to attend.

Contact Us

Questions, kudos, story ideas, or suggestions?

Please send to the Newsletter Committee at: http://goo.gl/forms/gvQQHFF2ei

UNCG log in is required for this form.

All information for the next issue will be due to the Newsletter Committee by November 15, 2015.