

THE FM VOICE



FM Department Spotlight – Graphical Services, a.k.a. Sign Shop

- David Handwork

“Signs, signs, everywhere there are signs” is a song chorus line made famous by the Five Man Electrical Band and Tesla in protest to all the signs in our life. The fact remains we cannot efficiently function without effective signage providing information throughout our day. Maybe the protest is more about the redundant and ineffective signage that is ‘blocking up the scenery’. This is the important balance of the ASU Sign Shop, headed up by Jerilyn Miller, assisted by Kay Childs. Jerilyn and Kay understand signage is very important for informing constituents on room identification, campus directions and general information

in a helpful manner. By working with campus departments, designers in creative services and with University Planner Bill Hall, the FM Sign Shops daily produces products that are as simple as name tags and complicated as multilayered and multicolored banners. No matter the size, effective signage performs an important need of communicating specific information.

Aside from informational signage, the Sign Shop also produces award and recognition plaques and mementos. ASU invested in a laser engraver over three years ago to aid in producing high quality graphics on most any object that can be placed inside the laser plat-

form. Other graphic producing equipment includes a mechanical engraver for metals, and a vinyl plotter for cutting adhesive backed vinyl material. The vinyl material is primary medium for banners and signage on exterior directional/ID signage and on glass doors.

Jerilyn and Kay perform a great service to the campus for providing signage informing the campus community and visitors know who we are, where to go to park (or not to park), identification of rooms in a particular building, when an event is occurring and maybe most importantly where the restroom is located.



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HYPESS Power Outage

- Clint Halcom

On August 28th, a transformer started leaking oil, resulting in an emergency shut down of all power to the HYPESS complex. Crews from CW&L and Facilities Maintenance (Woody Haynes, Rodney Lee, Zac Minton, Gerald Adkisson, Bunk VanWinkle, Rusty Stroud and myself) worked an estimated 15 hours to restore power.





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treithe-



Landscape Department Welcomes New Employees

The Landscaping department welcomes five new equipment operators.

Robert Hobbs Jr. lives in Paragould and describes himself as a quiet person. His immediate family includes his father, Robert Hobbs Sr., one sister and one brother. His hobbies include watching t.v. and hanging out with friends.

Peter Richardson is from New Orleans, Louisiana but currently lives in Jonesboro. He is married and has six children. When he is not working, he enjoys listening and creating music, writes poetry and spends quality time

with his family. He describes himself as being focused, creative and loyal. One interesting fact about Peter is that he attended the "Million Man March - Holy Day of Atonement and Reconciliation" in 1995.

Bobby Ishmael lives in Jonesboro. He has 2 sisters and one brother. Bobby's background includes being a bartender and supervisor. He likes to hunt and fish. Describing himself in three words, he says he is honest, reliable and respectful. One interesting fact about Bobby is that he loves doing his job with great detail.

Jeremiah Reynolds is from Boston, MA, but currently lives in Paragould. He is married to Paige and has three children, Payton-8, Abby- 3 and Emma- 5 months. He is the owner/operator of Reynolds and Sons Lawn Service. His hobbies include motorcross riding. And said he was "born to ride".

Justin Hall lives in Jonesboro and has two labs named Lucky and Hoppy. Before coming to work at Facilities, he worked on a farm and lawn care. He enjoys riding four wheelers and duck hunting in his spare time. He describes himself as willing to help others and is easy going.

Business Department Welcomes New Employees

The Business department welcomes two new employees.

Philip Moffitt may be a familiar face to many of you because he used to work for David Handwork in the Engineering department. He recently moved back to Jonesboro to be our computer specialist and FAMIS administrator.

Philip comes to us from Radford University in Virginia where he was a research analyst in the Institutional Research, Planning

and Assessment department. His mother lives in Jackson, Tennessee and he has one brother that lives in Little Rock. He enjoys spending time with family and friends. Philip describes himself as a humble, honest and optimistic person. He plans to enroll in the M.B.A. program in the spring 2009.

Lisa Kihlstedius is a new face in the work order center. She comes to us from College of William and Mary in Williamsburg, Virginia where she was an assistant finance and account-

ing manager for the construction department. She was born in Trumann and currently lives in Ravenden. She has two children, Jonathan and Emily, both of them working full-time and attending college.

Lisa's hobbies include quilting, scrapbooking, reading and movies. The three words she uses to describe herself is happy, dedicated and a cat lover. An interesting fact about Lisa is that she served on the USS Monogahela and USS Whidbey Island ships while in the Navy.

Custodial Department Welcomes New Employees

Custodial Service department welcomes three new custodians.

Robert Jones lives in Jonesboro and has 3 children (Quintero- 17, Naquana- 19 and Shaquita - 21). His background is in housekeeping. Robert says his hobbies include football and that one interesting fact about him is that he is single. Joyful,

fun and happy are three of the words he uses to describe himself.

Justin Worley is originally from Marianna but currently lives in Jonesboro. His background includes being a delivery person and cook. In his spare time he likes to play his guitar. He describes himself as being honest, polite and courteous.

Earnest Hall lives in Jonesboro and has the best kids in the whole world (Cobie, Hannah and Gavin). His hobbies include riding his motorcycle and being a parent. Funny, smart and outgoing are three words he used to describe himself. One interesting fact about Earnest is that he is very outspoken.

Skilled Trades Welcomes New Employee

The Skilled Trades department welcomes Billy Householder. Billy is from Lake City but currently lives in Jonesboro. He is married to Lorri and has two children, Jacy and Tori. He has two pets, Scar-

let a pit-bull and Dakota a lab.

Billy comes to us from Baldwin and Shell Construction company where he was a finish carpenter. He loves to hunt, fish

and go canoeing. He describes himself as a honest, dependable and quiet person.



Can You Name the Policy?

- Lanny Tinker

As the longest continuous serving administrator in Facilities Management, I have been very pleased in recent years to serve as a facilitator for several employee task forces that have addressed process and employee satisfaction issues.

It is my personal belief that when Facilities Management operating procedures (FMOP'S) are adopted, the intent is to **EMPOWER YOU AS AN INDIVIDUAL**. We have addressed several primary process and employee issues but are only effective when we as a department understand the purpose for which a FMOP was written and use the process as a guide to improve operations

thus helping make us a better department.

An FMOP is the process that all FM members (administrators, directors, foremen, team leaders, and working staff) are directed to follow. As an empowered staff member it is up to you to apply and hold yourself and others accountable to comply with the policies that we, collectively, as a department, have said we will abide by.

So, I decided to make a little game, where I ask a question and you see if you can name the policy:

1. Can stock items be added in the warehouse inventory?

2. Can I change the style of the uniform I selected?

3. Can I park a slow moving vehicle in a emergency route if I am only going to be there for a few minutes.

4. During the night I came down with a 24 hours virus, and I am too sick to go into work, do I need to contact someone at work?

5. Can I participate in the education benefit program and wellness during the same semester?

The answers are on page 12.



Article Benchmarking

- Lanny Tinker

Facilities Management participates in a number of benchmarking exercises and surveys that allows us to measure our performance against similar operations and exchange valuable information with our peer institutions. In the past as an organization, we have fell short with our communications when explaining our participation in external benchmarking activities and sharing the results of data and comparisons beyond that of FM senior management. We hope to improve our communications with staff and other senior administrative stakeholders by publishing articles like this and posting data after having

been collected and analyzed.

This year we will participate again in the APPA (Association of Physical Plant Administrators) Facilities Performance Indicators Survey which is conducted annually. Arkansas State University has participated in this benchmarking survey since this program was launched in 2005. The survey is a comprehensive collection of facilities-related cost, personnel information and strategic financial measurements of educational facilities.

ASU will collect and submit data to APPA by December 1, 2008, APPA will then process

all data collected from public and private colleges, universities and K-12 schools in January and then publish the results in February. This year Facilities Management is committed to become more transparent by improving our method of distributing the results. We intend to display the survey information in the FM Meeting Room similar to the method used to display annual employee and customer satisfaction survey data. We will also distribute and visit with university leadership as to how our performance compares with similar operations.

For more information about the APPA Facilities Performance Indicators Survey go to <http://www.appa.org/Research/FPI/index.cfm>.



***When you
come to
the end
of your rope,
tie a knot
and hang
on.***

***-Franklin Delano
Roosevelt***

Empowering Staff

- Al Stoverink

In the Finance and Administration Division Operating Strategy we say that we will empower staff. However, there is not a common definition or understanding of how this concept, "empower staff", can be implemented. Implementation, though, is critical to our success.

We are at the point on our Journey to Excellence where the concept of staff empowerment must take root in reality. In our culture, all too often the reality has been that employees see themselves as followers and not as leaders. There is inherently a sense of insecurity and frustration felt by many because their success is seen as being dependent on the whims of those "above them." The concept of empowerment in our culture is often seen as a whitewash of this reality and not a fundamental change. Our challenge is to create real change in our reality such that each person feels empowered. If we feel empowered, we will act empowered.

Empowerment is really a sharing of the power to make decisions and take action. It is truly a gift of freedom in the work place,

but as with all gifts of freedom, it is a gift that comes with responsibility and depends on the individual and collective acceptance of that responsibility. Each individual has to make a choice to accept the gift of empowerment. Each manager has to make a choice to share the gift of empowerment.

With acceptance of the gift comes accountability. Self accountability is the cornerstone. Performance measurement is the primary tool for firmly setting in place self accountability, and for sharing the gift of empowerment. Each person can set their own performance measurement goals, do their own reporting and monitoring, and determine their own adjustments for continuous improvement. In this way, our pursuit of excellence has a focus on specific performance progress and the annual performance appraisal becomes a mere confirmation of the performance each staff person has determined for themselves. Self measurement of performance is the means by which we take individual steps on the journey to excellence, which in turn results in a collective whole that is world class.

At this point, our biggest challenge is for each person and each team to define the specific goals and related measurements which best fit that person's job and that team's mission. On October 1 and 2, Jam Rivetna will be here to help us, Team Leaders particularly, in this effort. In upcoming months, we will work more particularly with team members, with middle management, and with Senior Management until all individuals and all teams have a clear set of goals and measurements that are readily accessible and truly used for continuous improvement.

When we have accomplished the above described level of performance measurement, we will have created real change in our reality such that each staff person is able to be empowered and each manager is able to share the power. In the end, however, the actual sharing of power is dependent on each individual's choice to give and accept the responsibility of empowerment. Everyone must be willing to step out of the old "top down" thought process—regardless of whether you are at the top or the bottom of the organization chart.

Son Heads Off to War

- Terri Reithemeyer

John David Neldon, son of Don and Mirinda Neldon, will soon be heading back to Iraq for his third tour. John is temporarily stationed in Fort Sill, Oklahoma.

During John's military career, he has received his sergeant's stripes and "Hero of the Battle" award for his performance.

At 6 feet 3 inches tall and about 210 pounds, John is very proud to serve his country.

In March 2008, John married Deanna Adams, a recent ASU graduate.

John "thanks all his family and friends for all the support and ask that everyone continues to pray for all soldiers safe return to home".



"I Am Accountable for My Health!"

- Chris Enger

Four Steps to Help You be Accountable for Your Health

1. Perform regular healthy physical activity (exercise).
2. Eat healthy most of the time.
3. Participate in age appropriate screenings and/or annual health checkups to find out valuable health information about yourself.
4. Don't smoke or use other tobacco products. If you do

use tobacco, take steps to quit.

Making frequent decisions to eat for your health will help with weight loss, weight maintenance, digestion, and many other aspects of your health. Strive to eat at least five servings of fruits and vegetables each day.

Being familiar with certain health measures or "knowing your numbers" is beneficial to health improvement and maintenance. Blood pressure, fast-

ing blood sugar, cholesterol, BMI, and your family's health history are areas to know. It is provided by the U.S. Department of Health and Human Services. The recommended screenings are based on current evidence provided by the U.S. Preventive Services Task Force.

There are several resources available to aid with tobacco cessation. If you carry health insurance with ASU, there is assistance available. A great, free resource is offered by UAMS (call 1-866-NOW-QUIT for more information).



What is the Journey to Excellence Document All About???

- Joe Phillips

This is a question that has been asked from most employees of Facilities Management. The truth of the matter is it's a report of the journey that all employees of Facilities are on and some might not even be aware of it. Let me see if I can better explain the current Facilities Journey to Excellence Document. It is a survey, inspection and report to the International Association of Higher education Facilities Officers-- (APPA Association of Physical Plant Administrators) about how Arkansas State University Facilities Management employees perform all aspects of serving its customers daily.

It boils down to how you as an employee of Arkansas State University Facilities Management perform the daily task to meet the needs of our customers. This report encompasses information from all areas of our daily operation from Landscape, Motor Pool, Custodial, Skilled Trades, Construction, Engineering and the Business Office.

The final Journey to Excellence report will be a written document describing how we as employees perform our daily task to better serve our customers through learning and implementing new procedures or programs to make work performance more efficient.

We are currently in the process now and have been collecting data for a couple of years about how we as employees of Facilities Management serve our customer daily. It's with this information we are able to answer questions from APPA which is an organization recognized nationally and worldwide as being the choice of some 5,200 higher educational facility professionals from 1,500 Higher Education institutions throughout the United States, Canada and abroad.

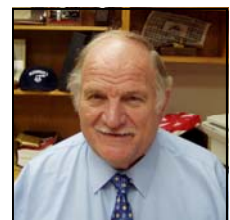
APPA each year promotes and asks for applications for the APPA (Award of Excellence) from its higher education's institutions which feel their employees are excelling in providing excellence in customer service and have in place the procedures and pro-

cesses that direct their daily operations.

Facilities Management continues to move forward with preparing the final documents for applying for this prestigious award that will recognize our employees for their excellence in service and operations. We will surely make some small changes in how we operate daily to correct some of the short comings we now experience. This is one reason if you have not been asked already to review the proposed application document. You can be assured in the very near future you will have an opportunity to give your feedback and input to make this document truly a document of the employees of Facilities.

SO WHAT IS THE JOURNEY TO EXCELLANCE DOCUMENT?

In short, it's our statements to questions from APPA about how we perform our work and the procedures and policy's we implement.





Who this is?



If you know who this is, email Jerilyn Miller at jmiller@astate.edu

AVC Advisory Board: Changes in the Board Members

- Terri Reithemeyer

In July, Al Stoverink said good bye to eight members of the AVC Advisory Board: (Pictured Below) Mark Wade- Engineering, Alicia Green- Custodial, Martha Phillips- Custodial, Gerald Adkisson - Skilled Trades, Dee Dotter- Custodial, Mark Clark- Skilled Trades, Larry Darr- Landscape and Clay Hurn- Business. Al honored all these employees with a plaque for their dedication, time and serving as the

voice for their respective departments.

During the time that they served, many things were on the agenda: employee satisfaction survey, solution to radio communications, employee light duty policy, overseeing of the discretionary fund, employee recognition, FM parking lot issues (parking tickets and parking availability due to band practice), KPI reports, equipment repair (vacuum cleaners)

and vanpool services for employees.

On August 17th, seven new members were elected to serve on the AVC Board: Andy Hill- Construction, Erin Brawley- Custodial, James Jones- Business, Don Neldon- Skilled Trades, Billy Pierce- Skilled Trades, Adam Prestidge- Landscape and Patricia White- Custodial.



Facilities Management Mission Statement

"We are committed to excellence in customer service, safety and integrity. We provide an environment that promotes quality learning through effective leadership and innovative development of Arkansas State University Facilities."

Benefits Open Enrollment

- Terri Reithemeyer

Do you need to change your benefits? If so, November is open enrollment month. Tami Watlington, Facilities Management's Human Resource Representative, will be taking appointments in the FM Training Room

on November 4th from 8:00 a.m.- 12:00 p.m. and the 5th from 1:00 p.m.- 5:00 p.m. to assist employees with first time enrollment in dental, vision and medical and ending entire coverage in dental, vision and medical. Any employee interested can sign up at the

front desk. If an employee is already enrolled in a benefit and only wishes to make changes, you must schedule an appointment with the HR office @ 3456.

Fall is in the Air

- Helen McCoy

Fall is in the air and it's time to get ready for winter. There are a few things that need to be done before it is safe to continue.

It's time to check the furnace, fireplace, flue and chimney. Have your chimney and furnace inspected by a professional. Be sure all the controls and shutoffs are in proper working order. Keep trash and other combustibles away from the heating system. If you have an electric heater, be sure not to overload the circuits.

Never use a torch or open

flames to thaw frozen pipes. The pipe could conduct the heat and ignite the wall structure. Use hot water or UL labeled device such as a handheld hair dryer.

Be sure every level of your home has a working smoke alarm and be sure to check and clean them on monthly basis. Remember to change the batteries when you set your clocks back on November 2nd.

The other major problem of winter is carbon monoxide (CO) poisoning. CO alarms should be installed outside of the sleeping areas and near fuel-burning appliances (about 10 feet away). If your CO alarm should sound, immediately push the reset/

Move to fresh air and make sure that everyone in the house is accounted for. DO NOT re-enter the premises until emergency services have arrived, the source of the CO has been determined and appropriate repairs made.

Also, some things that will just make your life easier if you take care of them now rather than later, check the insulation on your water pipes, seals around your windows and doors and make sure the under pinning is complete around your house. Frozen water lines and drafty windows are easier to repair when your aren't half frozen too.



Facilities Management



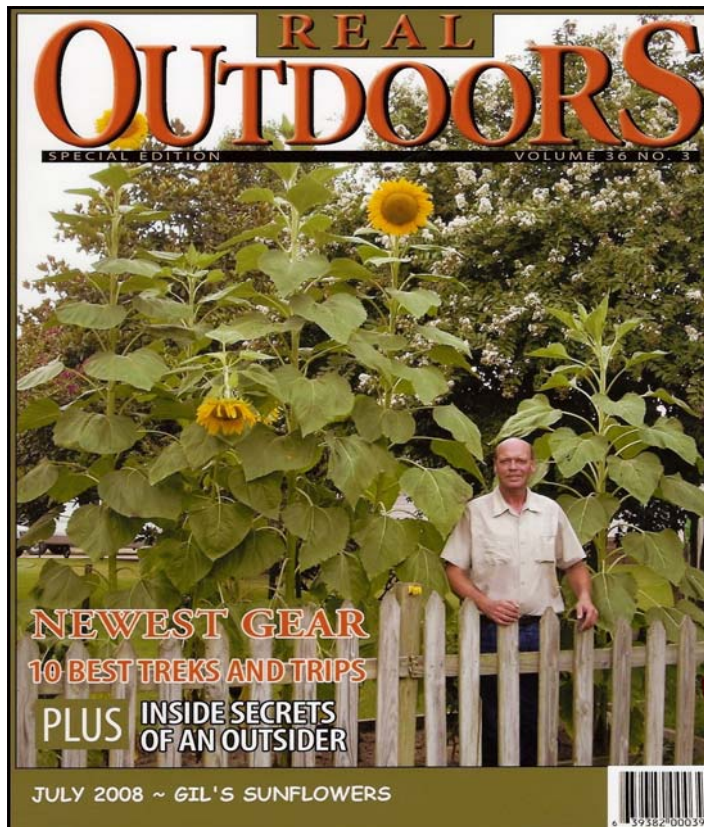
Gil's Sunflowers

- Terri Reithemeyer

Pushing nearly 15 feet tall, Gil Freeman's (from the Skilled Trades department) sunflowers are a sight to see. Gil states that when he worked in the manufacturing industry, he had a lot of stress. To find a way to reduce his stress level, he turned to gardening, finding it very therapeutic.

Starting off with a tomato plant in a 5 gallon bucket, Gil's green thumb took off. Today he has 18 raised bed gardens, 37 Crepe Myrtles, various rock walk ways and a victory fountain. Gil says that the key to his success to gardening is the use of soilless mix, compost, manure and organic material.

When asked about the victory fountain, he stated that he installed it for his wife, Tami a breast cancer survivor. Tami, who also works for ASU- Student Union, could not go outdoors



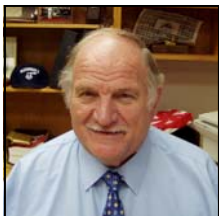
during her chemo treatments so Gil installed the fountain near her window along with planting flower beds for her enjoyment.

Gil would like everyone to know that October is Breast Cancer Awareness Month.

*Real success
is finding
your
lifework
in the
work that you
love.*

- David McCullough





Electrical Needs in Louisiana Met by Facilities Volunteers

- Joe Phillips

Clint Halcom's church sent out a plea for help from volunteers in our community to go and help hurricane Katrina victims try to put their lives back in order. Clint, his wife Maria and daughter Marissa volunteered their time and went down to the lower part of Louisiana with a large church group to do what they could do to help. After arriving and determining what the needs were, Clint, being a Master electrician, was sent to help finish wiring a 75 year old home.

This home had been in the family of a single mother of two and the grandmother who lived with them for the whole seventy five years until it was ravished by the hurricane and made un-livable. This family had been misplaced and living with relatives until they can move back into their own home.

Clint arrived on the scene and after some trial and error with local inspectors and reading up on the codes in Louisiana, Clint

and his family worked for four days, still liked finishing things up to schedule the rough in inspection, but had ran out of time.

After only five days, the Halcom's had return back to Jonesboro and resumed their normal daily routines. The only problem was that Clint did not like leaving the job unfinished. He was discussing this issue with his co-workers Woody Haynes, Rodney Lee and Zac Minton. After much discussion, they concluded that maybe they needed to return back to Louisiana and help Clint finish the job he had started. This group of Facilities employees contacted the lady who owned the house and proceeded back to Louisiana to donate their time and give up two work days and their weekend.

They all traveled together, paid for the gas, with lodging being provided in a local church by Operation Noah Rebuild. They arrived at the job site and went to work finishing the electrical work that Clint had started so arrangements could be made towards getting this house ready for this displaced family. They

finished the work of installing electrical fixtures and checked out of the system. These employees were more than happy to help this family that has been displaced for almost two years. With the donation of time and work done by these ASU Facilities employees will help speed up the move back in process.

While in the city, they saw much devastation that was still present from hurricane Katrina. They could still see high water marks on many buildings, most of them vacant along with the painted search and rescue marks.

The employees returned back to work with that feel good feeling in their bones that they had helped someone less fortunate to put their lives back together.

These men are to be commended for their commitment to make the world a better place and in doing so to give this needy family their home back and become normal again. They all have feelings towards going back to Louisiana next year sometime to help someone else put their live back together.

Flu Shots

Flu shots will be available second week of October at the Student Health Center for \$25.00. For more information, call 972-2054.



Volunteerism-It's My Calling!!

- Mike Ring

In his inaugural speech in January 1961, president-elect John F. Kennedy made some very profound comments. One in particular has stayed with me almost 48 years now. "My fellow Americans, Ask not what your country can do for you. Ask what you can do for your country." This statement can apply to many, many areas of our individual lives. Volunteerism is one of the most enjoyable and satisfying things we can do in our lives.

The word *volunteer* came into being around 1600. In the Merriam-Webster Dictionary, a volunteer is described as one who expresses a willingness to undertake a service. It is giving of yourself to help an organization or another individual in need of assistance. In 2001, my son Michael joined the United States Army. He told me that he really wanted to do something for his country. He volunteered at once to go to Iraq, where he is now currently stationed. When I asked him why he wanted to go so much, he told me that he really wanted to do something for his country and that he wanted to make a difference.



(Michael Ring)

It reminded me of some thirty years before, when I joined a

local police force. Whenever I was asked why I wanted to be a police officer, my standard answer was always that I wanted to make a difference. That still carries over in my life today. Whenever I see a need in my community or on my job, I want to help out those in need in any way I can. I want to make a difference there.

We all live in different communities, and if we look around them, we can always find something that needs to be done, or someone that could really use our help. Whether it is taking meals to senior citizens, or perhaps mowing their yard, and just simply checking on them to see if you can run any errands for them, we can all make a difference in people's lives.

We here at Facilities Management and ASU are paid to do certain jobs. But when you stop to think about it, there are many things we can do to help out our fellow employees. When you look around and see them struggling with items to be moved, or needing help to clear up a copy machine jam, or any number of things, it makes a difference for them if you ask them if there is any thing at all you can help them with. No, you may not get paid to do that particular job, but you will get paid in smiles and a "thank you for a job well done", as well as personal, heart-felt satisfaction inside of you for what you've accomplished to help others out.

In our FM picnics and get together, there is always something we can volunteer to do..cook, carry supplies to the location, clean up afterwards, there is just always something there for us. Being involved in the social areas of FM can surely make a difference for those in charge. They have a

good bit of responsibility and it's really a pleasure if we can ease their burden just a little bit. There are always committees to serve on at ASU, such as Santa's Tribe and others, or committees here at Facilities that takes great volunteers to succeed in their missions.

To be a part of our Facilities Management team is more than just a job. It is definitely enjoyable to work here and be a part of the FM team. But I really have found over the years how much more enjoyable it is when I get up and help in any way I possibly can. Being part of the team does not just involve doing only what we get paid for, but being a "true" part of the team means looking for other things we can do, whether it is working to help others or helping with our social activities.

Each of us can make a true difference in our communities, ASU, and Facilities Management when we get up, get active, and get involved. We can help those in charge to have less of a burden on their shoulders. If we just do every day simple things, we truly can make a difference and make life easier for those in charge or those in need of help. Not only that, you make so many friends that it makes a difference in YOUR life!! Those you help are so appreciative and thankful for what you do. I encourage you to get up, get active, and become well involved in these parts of your life. I can personally guarantee the satisfaction you will obtain by becoming a volunteer. To borrow the phrase from President Kennedy, ask not what your community, ASU, or Facilities Management can do for you, but ask what you can do for them!!! Become a volunteer and find real enjoyment and satisfaction in your life.



**Measure
not the work
until
the day's out
and
the labor is
done.**

- Elizabeth Barrett
Browning



The FM VOICE

is
published
quarterly.

Employee Birthdays

October		
Robert Hobbs	Skilled Trades	1 st
Frankie Upton	Custodial	2 nd
Gina Barnett	Custodial	4 th
Lanny Tinker	Administration	7 th
Darrell Barton	Skilled Trades	8 th
Gilbert Freeman	Skilled Trades	9 th
Thelma Carroll	Custodial	10 th
David Foster	Engineering	11 th
Brandon Jones	Custodial	12 th
David Harmon	Skilled Trades	12 th
Jonathan Carvell	Engineering	13 th
Bobby Burton	Landscape	14 th
Milton Poole	Skilled Trades	15 th
Betty Dotter	Custodial	16 th
Joseph Rolfe	Skilled Trades	16 th
Jessie Washington	Landscape	18 th
Tammy Webb	Custodial	20 th
Thomas Chaplain	Landscape	24 th
Diane Andrews	Custodial	25 th
Eric Boling	Skilled Trades	29 th
Robert Jones	Custodial	30 th
Brian Pettie	Landscape	31 st
November		
Michelle Morgan	Construction	1 st
John Isbell Jr.	Custodial	2 nd

Jeffery Ball	Landscape	2 nd
Bobby Colburn	Skilled Trades	3 rd
Al Stoverink	Administration	4 th
Dorothy Flynn	Custodial	10 th
Ervin Phillips	Custodial	11 th
Mike Ring	Skilled Trades	13 th
John Kern	Custodial	15 th
James Jones	Business	15 th
Michael Moreland	Custodial	17 th
Don Neldon	Skilled Trades	18 th
Rusty Stroud	Skilled Trades	18 th
Melvin Fitzhugh	Skilled Trades	18 th
Gary London	Skilled Trades	21 st
Lisa Lyons	Custodial	22 nd
Cody Lettenmaier	Custodial	22 nd
Mark Clark	Skilled Trades	25 th

December		
Scott Johnson	Skilled Trades	3 rd
Mirinda Neldon	Custodial	4 th
Marvin Cook	Skilled Trades	8 th
Martin Bryant	Skilled Trades	10 th
Steven Fleetwood	Landscape	12 th
Donald Dunn	Skilled Trades	13 th
David Gray	Skilled Trades	13 th
Grady Clark	Landscape	14 th
Greg Olson	Landscape	20 th
Shawn Brewer	Skilled Trades	31 st
Esther Boyd	Custodial	31 st

Retirees

Gene Gann

Skilled Trades

August 31st

Years of Service

October		
Gina Barnett	Custodial	1 yr
Andrea Ferguson	Custodial	1 yr
Alicia Green	Custodial	1 yr
Joe Thornton	Skilled Trades	1 yr
Bobby Warren	Custodial	1 yr
Erin Brawley	Custodial	2 yrs
Teresa Cole	Custodial	2 yrs
John Isbell	Custodial	2 yrs
Michael VanWinkle	Skilled Trades	2 yrs
Donna Simpson	Custodial	3 yrs
Steven Clifft	Landscape	6 yrs
Mackie Faye Smith	Custodial	6 yrs
Naomi Graves	Custodial	9 yrs
Greg Olson	Landscape	10 yrs
Anthony Passalacqua	Landscape	14 yrs
Ruth Ann Miles	Custodial	15 yrs

Brian Tibbs	Motor Pool	19 yrs
Don Neldon	Skilled Trades	25 yrs
Joe Rolfe	Skilled Trades	27 yrs

November		
Danny Potts	Landscape	2 yrs
Dwain Roberts	Skilled Trades	3 yrs
Paul Cox	Engineering	4 yrs
Dee Dotter	Landscape	5 yrs
Jerilyn Miller	Engineering	7 yrs
Peggy Green	Custodial	9 yrs
Richard Bergener	Skilled Trade	11 yrs
Lynn Cook	Skilled Trades	25 yrs

December		
Robin Cox	Custodial	1 yr
Ervin Phillips	Custodial	1 yr
Connie Scott	Custodial	1 yr
James Jones	Business	3 yrs
Charles Atherton	Skilled Trades	11 yrs
Joe Rolfe	Skilled Trades	27 yrs



Robert Jones
August 4



Robert Hobbs Jr
August 18



Peter Richardson
August 18



Jeremiah Reynolds
August 18



Justin Worley
August 18



Philip Moffitt
September 2



Earnest Hall
September 15



Justin Hall
September 22



Billy Householder
September 15



Bobby Ishmael
September 22



Lisa Kihlstadius
September 22



New Employees

Facilities Management Employees



Answers: Can You Name that Article?

1. Central Stores Stock Policy 05-16-001, Section 6, 2. Uniform Policy 04-50-004R1, section Uniform Exchange, 3. FM Service Vehicle operations 04-24-001, General policy 1, 4. Attendance Policy 07-12-001R2, section on Calling In, 5. Wellness Program Guideline 07-17-001R1, General Policies 1.