



FACILITIES ADMINISTRATION

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## EMPLOYEE OF THE MONTH: ROSIE DAVIS

Congratulations to Rosie Davis, administrative specialist III, on being selected as the November 2017 employee of the month (pictured above with Executive Vice Chancellor Dr. Kennard Brown, far right, Emile J. David, associate vice chancellor, left and Kenneth Bradshaw, director of facilities, right).

Rosie's nomination specifically outlined her consistent approach to going above and beyond, both inside and outside of the department. Most recently, she worked diligently to help organize the Campus Women's Resource Group event (Holiday Recipe & Food Tasting) which raised \$1,200 for the Mid-South Food Bank. This equates to 3600 meals for hungry families this holiday season. The event was a success and the food bank was extremely grateful! On a daily basis, Rosie gives more than her best from managing the facilities AVC's office, ensuring our website is current, notifying the campus for facilities related emergency shutdowns to the many tasks she takes on without being asked. She has produced this very newsletter for over two years which spotlights facilities' projects and employees and connects the department to campus events. Rosie also has been diligent in managing the Facilities Employee of the Month program, and to her surprise, this month she was nominated and chosen as the winner! She is a true champion for Facilities working as a team, recognizing and rewarding our employees, and ensuring the department's goals are met. Job Well Done Rosie!

## SPECIAL RECOGNITION TO EMPLOYEE OF THE MONTH NOMINEE: KARI CONRAD

Keep up the good work Kari!

**Special thanks to Dr. Kennard Brown for his support of the Facilities Employee of the Month program!**

### NOMINATE THE NEXT EMPLOYEE OF THE MONTH!

To submit a nomination, contact Rosie Davis at 901.448.3246 or rdavis92@uthsc.edu.

*Note: Only Facilities employees can nominate or be nominated for this award.*

### DID YOU KNOW?

The Facilities Archibus Maintenance, Key/Lock, and Motor Pool request forms can be found on our website?

**uthsc.edu/facilities**

## FACILITIES ADMINISTRATION TEAM

[uthsc.edu/facilities](http://uthsc.edu/facilities)

**Emile David**  
Associate Vice Chancellor

**Kenneth Bradshaw**  
Director

**Whit Sutton**  
Associate Director

**Kimberly Moore**  
Admin. Director of Facilities Business Ofc

**Allen Barton**  
Superintendent, HVAC

**Edwin Jeffres**  
Superintendent, Custodial Services

**Daniel Hutchinson**  
Superintendent, Mechanical Services

**Jeff Fields**  
Superintendent, Logistical and Recycling Services, Automotive Shop

**Scott Campbell**  
Safety Officer (Emergency Mgmt/Safety)

**Carla Griffin**  
Administrative Services Assistant

**Rosie Davis**  
Administrative Specialist III

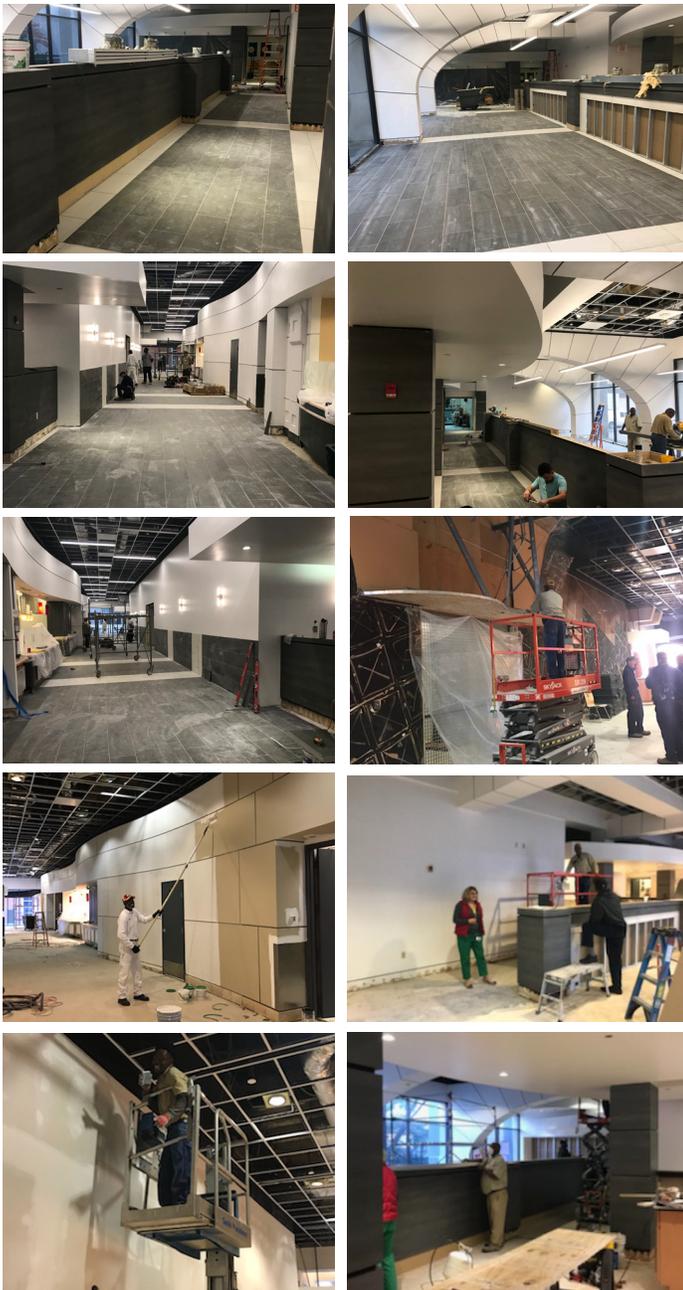
## FACILITIES ADMINISTRATION SPOTLIGHT

# CAMPUS PROJECTS, EMPLOYEES AND EVENTS

### MADISON PLAZA LOBBY AND FOOD COURT

Kari Conrad and Ray West, Project Managers

Renovations (below) are moving along in the Madison Plaza lobby and food court area. The ugly dark green and mauve walls, ceiling and dim lighting have been replaced with new white walls, ceilings and bright lights. The improvements really give the space a more clean and inviting look. The project is still on track even though there are still more renovations slated to take place. Look forward to more updates next month! Almost every facilities department and several vendors are working as a team on this project!



### SPECIAL THANKS TO FACILITIES FROM THE UTHSC RESEARCH COMMUNITY

Dr. Steven Youngentob

Dr. Youngentob sends a thank you to Emile David, Kenny Bradshaw, Allen Barton, and the facilities staff: "On behalf of the entire UTHSC research community, I would like to personally express my thanks for the tremendous job you and your staff did in helping prepare for our re-accreditation review. The site visitors commended us on the conditions of our older facilities and the institutional commitment to the program. Many thanks as well to all the many facilities staff who participated. Their important efforts should be recognized. I am very grateful that we have achieved a new baseline of excellence, and I look forward to working with you on further improvements."

### THE INFORMATION TECHNOLOGY SERVICES ANNUAL TECHNOLOGY FAIR

Facilities Department Winners

The 5th annual UTHSC ITS Technology Fair held in November had plenty of prizes (donated by vendors) to give away! Four employees from facilities won prizes:

- Emile David, \$100 Rendezvous gift certificate (wēpa)
- Denise Minor, a Drone (Proof Point)
- Glenda Tate, an Apple Watch (Siemens)
- Dorothy Dunbar, Latitude 7470 Laptop (Dell)

Employees enjoyed the interactive learning in a fun and engaging environment along with resources, services, and technology that will be available to employees through ITS. the best part was meeting the ITS staff and IT vendors. Congratulations to all of our winners (pictured below).



**WELCOME KIMBERLY MOORE  
ADMINISTRATIVE DIRECTOR OF FACILITIES BUSINESS OFFICE**



Welcome Kimberly Moore to her new role as administrative director of Facilities. She previously served as assistant director for the Office of Accounting and Budget with Finance and Operations at UTHSC. In her role here in facilities, she will be responsible for managing and coordinating the business operations of Facilities Administration. This includes budget preparation and control, accounts payable and receivable, contracts and grants, business resources, physical plant operations, auxiliary enterprises, and human resources administration. She's been with the university for more than 10 years. Moore is an alumna of Christian Brothers University and holds an MBA from Webster University.

**UTHSC IS GOING TOBACCO FREE  
Effective January 1, 2018**

UTHSC will ring in the new year by becoming a tobacco-free campus. Effective January 1, 2018, use of, advertising, sale, or free sampling of tobacco products on university property, facilities, grounds, and controlled venues will be prohibited, 24 hours a day, year round. For the full, detailed policy, visit the UTHSC website.

**FACILITIES EMPLOYEE SPOTLIGHT  
Gary Williams, Marcus Myers and Devin Dowell**

Thank you to facilities employees who helped to divert a potentially dangerous situation at our UT VOL SHOP recently. Gary Williams, Sr. Gen. Skilled Crafts Worker/ Carpenter Marcus Myers and Devin Dowell, maintenance mechanics were on break on a normal day when the clerk noticed a suspicious person hanging around in the store. She asked the employees to remain in the store and campus police were called to take care of the matter. Their dedication to other employees on campus quite possibly prevented an incident from taking place.

**A DAY IN THE LIFE OF  
FACILITIES BOILER OPERATIONS  
Patrick Loggins, Refrig. & Air Supervisor  
Allen Barton, HVAC Superintendent**

One of the most critical jobs here in facilities is our boiler operations. Responsibilities include the maintaining and operating boilers, maintain constant vigilance on the chillers, maintaining cooling towers, steam conducting systems, chilled water conducting systems, air/water cooled package units and split systems, control compressors, heating hot water, pumps, fans, and other equipment for proper operation and maintenance of the HVAC systems. The proper operation of all fume hoods and exhausts systems on campus also falls to this team. The entire team no doubt deserves the spotlight and a huge thank you for keeping the UTHSC campus functional each day! Some of the power plant staff is pictured below (two employees are not included).



**CELEBRATION TIME!**

**WELCOME NEW  
EMPLOYEES**

**Venita Harrell**  
Senior Custodian

**Jessica Blue**  
Senior Custodian

**Aleashia Eppenger**  
Senior Custodian

**PROMOTION**

**Javen Hall** promoted to  
Maintenance Mechanic

**WELCOME TO  
FACILITIES**

**Kimberly Moore**  
Admin. Director of  
Facilities Business Office

**HAPPY BIRTHDAY!  
DECEMBER  
BIRTHDAYS:**

**Ursela Howell**

**Scott Campbell**

**Rhonda Jones**

**Michael Fultz**

**Helen Bridgeforth**

**Ola Anderson**

**Shawn Miller**

**Freddie Clark**

**Santonio Patterson**

**Brent Stiles**

**Will Johnson**

**Bill Crewe**

**Jessica Blue**

**Marilyn Bailey**

**Phillip Minniefield**

**Todd Chambers**

**Daryl Hissong**

**Steven Massey**

## NEWS YOU CAN USE...

### KEY AND LOCK CONTROL MANAGEMENT

Key and lock control management is under Facilities Administration. If you need to turn in, transfer, have new keys issued, or have locksmithing needs do the following:

1) Complete a request form found on the facilities website under the key control tab (<https://www.uthsc.edu/facilities/key-control.php>).

2) Attach the form to an Archibus work order request (link found at the bottom of each page of Facilities website).

We are located in the Physical Plant Building (room 224). Office hours are 7:45 am - 4:45 pm, Monday through Friday. For further assistance, please call 901.448.6837.

### OUR MISSION

The Facilities Services Department is responsible for the basic operation and continuous maintenance of the physical properties of The University of Tennessee Health Science Center.

### UPCOMING OFFICIAL UTHSC HOLIDAY CLOSINGS

December 25 through 29  
**WINTER HOLIDAY**

January 1, 2018  
**NEW YEAR'S DAY**

### FACILITIES TRAINING - PERFORMANCE REVIEWS

**Facilitator: DAMON DAVIS, Compensation Manager, HR**

A major thank you goes out to Damon Davis for facilitating training for our entire organization on the performance review process. We are getting a jump start to ensure we meet the March 2018 deadline, when all reviews will need to be completed. Trainings were held on November 27, 28, and 29 to accommodate our large organization.

We appreciate the flexibility to train our organization sooner, so we can begin preparing, due to the large number of performance reviews that will need to be completed. Training included detail for the performance review process, self-assessments, measuring performance, SMART goals, and helpful evaluation tips for both supervisors and employees.

It takes four training sessions (covering employees' various shift times for facilities 200+ employees), and Damon did an outstanding job of accommodating the entire facilities organization.

**THE START IS WHAT STOPS MOST PEOPLE.**

**- DON SHULA**

**I AM EVEN THANKFUL FOR THE NEGATIVE THINGS THAT HAVE MADE ME A STRONGER AND BETTER PERSON.**

**- JOANNA KRUPA**



### THE UTHSC CAMPUS IS OUR #1 PRIORITY!

The Facilities Administration department at UTHSC is responsible for many campus and construction projects. *The Facilities Connection* will continue to spotlight Facilities projects and their progress to keep you informed!

**For more information, please contact:**

**Facilities Administration** | 201 East Street | Suite 113  
phone 901.448.5661

[uthsc.edu/facilities](http://uthsc.edu/facilities)