

Welcoming New Additions...

Nathaniel Moore, Custodial Superintendent
Facilities Management

Olga Slavick, Custodial Superintendent
Facilities Management

Brian Nichols, Custodial Superintendent
Facilities Management

Danielle Suttles, Postal Services Representative
Facilities Management

Retirement

Mericile Joanem, Custodial Worker
Facilities Management (8 years)



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On the Job: Steve Wasilefsky (left) and Terry Mead (right), both from Facilities Management, volunteered at the recent Faculty/Staff Tailgate event at Raymond James Stadium before the USF/Houston game, Terry's husband (center) helped out too!

Reminders

Open Enrollment ends at 6:00 PM on November 3!

Veteran's Day - November 10

Thanksgiving Holiday - November 23 & 24

Meet the Team

Learning & Talent Development

The Division of Human Resources' Learning and Talent Development (LTD) team is comprised of five dedicated individuals: Beverly Daly, HR Director (10 years); Anamarie Root, HR Assistant Director (4 months); Pat Geisler, HR Consultant (17 years); Denise Haunstetter, HR Consultant (4 years); and Desiree Henderson, HR Specialist (5 years).

The LTD team is an extremely busy group, providing a variety of training opportunities and resources for USF employees. Their work directly supports the recruitment and retention of A-level talent for USF, and the team is a driving force for employee development. LTD designs and facilitates training programs and courses that meet a wide range of employees' needs. They are responsible for training facilitation, tracking, reporting, and evaluation; as well as recognizing employees through the Length of Service and Outstanding Staff Awards programs.

Take Our Daughters and Sons to Work (TODS) is another program executed by the LTD team that engages employees by having them bring their children to work, and introduces their children to the



The Learning & Talent Development (LTD) Team: Desiree Henderson, Anamarie Root, Pat Geisler, Denise Haunstetter, and Beverly Daly.

university workplace and various career paths. LTD also coordinates a charitable program, the annual Community Giving Tree, in which donor employees are matched to children of employees who are in need during the holiday season.

One of the team's current goals involves redesigning the New Employee Orientation Program to provide a more engaging

experience. This includes launching e-learning training modules to streamline compliance training. The aim of the redesigned orientation is to immediately immerse new employees in the USF culture, so one of their first impressions is that USF is one of the best places to work and that they have made an excellent decision by choosing USF as their employer. With a positive on-boarding experience, employees will feel more welcomed, will be more likely to succeed in their new roles, and will want to stay at USF.

The LTD team also has other projects in the works. Based on the results of a recent system-wide training needs assessment, LTD is expanding current leadership, soft skills, and technical skills development programs while increasing awareness and communication of what USF has to offer for professional development.

The LTD team is an ambitious and determined group. They have already accomplished a lot and created great forward momentum; it will be exciting to see what they accomplish moving forward. They are satisfied knowing that when they go home, what they do is impactful and makes a difference at USF. Thank you, Learning and Talent Development, for all the amazing things you do for employees at USF.

Fire Safety

On October 11, USF Environmental Health & Safety hosted a side-by-side burn demonstration across from the Library. The demonstration featured two rooms of the same size, containing similar materials and furnishings; however, there was one major difference: one room was equipped with a fire sprinkler system and the other was not.

First, a fire was started in the non-sprinkler room and the initially small fire grew to tremendous size within the first 30 seconds and continued to grow, completely

engulfing the space within a minute. The presenter made a point to observe how the smoke rose, and stressed the importance of staying low to the ground when escaping during a building fire.

Next was the sprinkler enabled room and within seven seconds of the fire starting, it was extinguished by the sprinklers and all that remained was white smoke, as opposed to the billowing black smoke from the previous room. Because water was introduced early on in the fire, it wasn't able to burn many objects in the room, diluting the toxins that would have been emitted. This is a substantial difference from the first room and, thanks to the sprinkler system, the fire would have been contained in that room, leaving the rest of the house unharmed and habitable afterwards.



EH&S hosted a fire demonstration showing the benefit of having fire sprinkler protection. The room on the right had no sprinkler protection and was engulfed in flames in under one minute. The room on the left was sprinkler protected and the fire was extinguished within seven seconds, with minimal damage.

EH&S used this demonstration to stress the importance of sprinklers and urged any current and future homeowners to consider this investment, as it could potentially save them and their family's lives in the future. EH&S urges everyone to stay safe and know their fire emergency procedures.

For more information on fire safety, visit the EH&S website at usf.edu/ehs and be on the lookout for future safety training events.

Anniversaries

Facilities Management

Lee Capehart	31
Valerie Chapman	28
Margie Wright	28
Linda Goolsby	25
Matthew Knowles	16
Anthony Penny	16
Willie Jones	12
Jorge Nieto	8
Ralph Pettus Jr	8
Dusan Alavanja	6
Paula Darby	6
Jean Desir	6
Dontae Alexander	5
Shelli McNeal	4
Tania Pascual	4
Selecha Anderson	4
Eric Ramos	3
Amanda Eveland	2
Paul Mullins	1
Anthony Williams	33
Kimberly Tomkinson	17
Carmen Cruz	3
Savor Taylor	1
Cecelia Mitchell	33
Pooran Partap	29
Saul Ponce	6
Eliezer Rodriguez	3
Suchitramba Daniels	7
Kevin Hansen	1
Gregory See	32
James Campbell	18
Wayne Sharp	7
Edwin Tidwell	6
Earl Braffith	2

Business Center

Shawna Neckar	3
Sharon Smiling	1

Human Resources

Charles Welsh	20
Tiffany Jackson	7
Jane DeCrescenzo	2

Administrative Services

Wayne Espinola	11
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Open Enrollment for the 2018 Plan Year Ends Nov. 3 at 6 PM

Open Enrollment is your once-a-year opportunity to make any changes to your State Group Insurance benefits. You can change your benefits as many times as you want before the November 3rd deadline. Log in to **PeopleFirst** to make your choices and remember to select the green *Complete Enrollment* button when you are ready to save changes. If you make changes, look for a mailed confirmation statement in early December. Be sure all changes are correct, any eligible dependents are enrolled in coverage, and any ineligible dependents have been removed.

Your **HMO** Plan option for 2018 may have changed. If enrolled in the HMO, please be aware that you may be automatically defaulting to a new HMO provider based on your county of residence unless you make a designation during Open Enrollment.

Dental Options have changed. Several dental plans are ending. Employees enrolled in a plan that will no longer be available for the 2018 plan year must actively elect a new plan. Employees will **NOT** be moved into a comparable plan.

Review the [Employee Benefits Guide](#) published by the FL Department of Management Services. Page 4 contains provider contact numbers and web addresses; pages 26-27 contain the comparison of dental plans/providers.

All of the above information can be found at <http://www.usf.edu/hr/benefits/open-enrollment.aspx>

If you have questions about this year's annual Open Enrollment, please contact your [HR Service Center Benefits Specialist](#) or [Regional HR Office](#).

New Hires Enjoy a Meal with the VP

Once per quarter, Vice President Williams invites all Administrative Services new hires to share a meal with him as part of their orientation process.

In October the recent additions to the team met for a either breakfast or dinner in USF's newest dining facility "The Hub", located in the new "Village" residential area. In addition to enjoying some delicious food and getting to know some of their co-workers better, those in attendance got to hear a few words from the Vice President and had an opportunity to take part in a question and answer session.

Anniversaries (cont.)

Parking & Transportation Services

Timothy Barstow	7
Lawanna Ficca	4
Christina Moss	1
James Groover	1



"The Hub", USF's newest dining facility.



New hires enjoyed a breakfast with the Vice President



New hires on the night shift had dinner with VP Williams at the Hub.

Campus Safety Day Event

Throughout September and October, a variety of free safety related classes and events were offered to the campus community as part of National Campus Safety Month. This included USF's Campus Safety Day event. The turnout for Safety Day was great. An estimated 500 people from the USF community visited the event.

Many activities were planned for the day such as impaired driving simulations, motor vehicle crash rollover simulations, fire extinguisher training, and K-9 demonstrations. Specialized equipment like SWAT Team gear and bomb detection technology, along with fire department and law enforcement vehicles were on display. Law enforcement, fire rescue, and emergency management personnel were on-hand to answer questions and talk about their work.

The event was sponsored by USF Emergency Management, the USF Police Department, and the USF Community Emergency Response Team (CERT). Participants included the Hillsborough County Sheriff's Office, Tampa Police Department, Florida Highway Patrol, Temple Terrace Police Department, Florida Fish and Wildlife Conservation Commission, Hillsborough County Fire Rescue, Tampa Fire Rescue, the State Fire Marshall's Office, USF Environmental Health & Safety, as well as many other university and private sector partners. There were four food trucks and Bulls Radio provided music. This is an annual event, be sure to stop by next year!



Thinking Pink



In support of breast cancer awareness, members of the Division of Human Resources team took part by dressing in pink to show their support during "Pinktober".

Breast cancer is the most common cancer among woman other than skin cancer. Do what you can to learn more and show your support by visiting the American Cancer Society at www.cancer.org.

Administrative Services Excellence Awards

On October 16th Administrative Services held our third quarter Town Hall in the Marshall Student Center Oval Theater. The second and third quarter 2017 Excellence Award winners were announced at the event. Congratulations to all of the winners and nominees!

The quarterly Excellence Award winners were selected from an outstanding group of nominees based on their demonstration of excellence; specifically, in the areas of communication, action and effect, and “wow” factor. Each winner receives a monetary award and a framed certificate.

Also, each year’s annual Excellence Award winners are selected from the pool of quarterly winners for that year.

The Excellence Awards are open to ALL Administrative Services employees (administrative, staff, and OPS). If a co-worker goes above and beyond, please take a moment to nominate them. Nomination forms are available at Excellence Box locations located in or near most break rooms, or you can submit them online at usf.edu/ExcellenceAwards.

Remember to nominate your co-workers, for an Excellence Award!

All Administrative Services employees are eligible - administrative, staff, and OPS.

To achieve excellence, you must be competent in your job and perform at a level that will make people say **“Wow!”**

2nd and 3rd Quarter 2017 Excellence Award Winners...



Chuck Welsh



Megan Orlando



Julie Vanhorn



William Ray



Jorge Marquez



Aaron Nichols



Thomas Ehl



Clarence Bostick



Duane Campanello



David Dickman



Saul Ponce

Do you have an idea that will help make Administrative Services one of the "best places to work in Tampa Bay"?



Submit an Idea Proposal!



Pratik Madalli, Jorge Marquez, and Karan Ramachandra



The Recognition & Awards Pillar Team "WOW!"ed us at the Town Hall. (Left to Right) Michael Ballester, Wayne Wilcox, John Luksas, and Rosemary Frusci.

EXCELLENCE
EXCEED EXPECTATIONS

To achieve excellence, you must be competent in your job and perform at a level that will make people say **"Wow!"**