



On the Job: **Carmen Cruz and Eya Hernandez** planting flowers near the student memorial.

## Holiday Party

The Holiday Party will be on Friday, December 15 from 2:00 to 4:00 in the MSC Ballroom.

Remember to bring a stuffed teddy bear for the Rough Riders donation!



Artist: **Abbey Long**, Student Employee  
Administrative Services, Communications  
See more of Abbey's work on Instagram @spoopyrose

## Reminders

Dec. 25 - Jan. 1 - Winter Break  
The Office of Administrative Services  
wishes everyone a happy and safe  
holiday season!

Forward Focus will not be published  
in December, the next issue will be in  
January 2018

Holiday Party - Dec. 15, 2 pm - 4 pm,  
MSC Ballroom

## Meet the Team

### Logistics & Sourcing Team

The Logistics & Sourcing team, part of the Administrative Services Business Center, consists of four employees: Eric Berrios, Deandra Defranc, Josh Jaramillo, and team lead Tobin McCall; as well as Lamar Tompkins who is a Grainger employee that helps support the team. The team's focus is locating and purchasing products, materials, tools, etc. when needed for a project or job; but they do much more. The team works directly with their internal clients, usually Facilities Management technicians, to source parts and tools needed to keep the campus running.

Everyone on the team must be diligent in finding the right items and assisting their clients by getting what they need in a timely manner. It is a very client service focused job, and the team prides themselves on working face to face with those they serve, building a relationship with each person. Their main goal is to take care of their clients.



From left: **Deandra Defranc, Eric Berrios, Lamar Tompkins, and Tobin McCall**



**Eric Berrios** stands in front of the tarp used to protect food distributed following Irma

A notable accomplishment of the team was their efforts during and after the recent Hurricane Irma event. The National Guard was in need of a large tarp to protect and cover the many pallets of food being stored on campus to be distributed to people in need of assistance following the storm. The team quickly sourced a tarp that met the requirements and was able to assist the National Guard. The team also aided in receiving and delivering approximately 450 cots from the local Salvation Army depot for TECO technicians who rode out the storm on campus.

Like many of the areas throughout the campus, the Logistics & Sourcing team has begun transferring all hard copy, physical files, into digital files. The switch from analog to digital is a tedious and long process and the work being done by the Logistics & Sourcing team will be used as a prototype for other areas of the university. Student employees Deandra Defranc and Josh Jaramillo are playing an important role in this process. Under the supervision of the Administrative Services Business Center, they are responsible for researching hardware and software, as well as starting the process of the transfer.

The Logistics & Sourcing team plays a key role in supporting Administrative Services, as well as other areas of USF, in the on-budget and timely completion of projects. Their outstanding client service is a testament to their dedication and hard work. Thank you Logistics and Sourcing team for all you do for every corner of the campus.

## MoBull

MoBull Messenger allows you to receive official USF emergency updates via text message. If you haven't already, you are strongly encouraged to sign up at: [mobull.usf.edu](http://mobull.usf.edu).

## Welcoming New Additions...

**Thomas Shepherd**, Plant Operator  
*Facilities Management*

**Manuel Acevedo**, Groundskeeper  
*Facilities Management*

**Alain Bichotte**, Transit Bus Driver  
*Parking & Transportation*

**Ramcharan Mahabir Singh**, Transit Bus Driver  
*Parking & Transportation*

**Brian Davis**, Transit Bus Driver  
*Parking & Transportation*

**Jesse Strumpfler**, Transit Bus Driver  
*Parking & Transportation*

**Harry Quinones-Cabrero**, Cashier  
*Parking & Transportation*

## Retirement

**Patricia Smail**, HR Specialist  
*Human Resources (15 years)*

## Submit Idea Proposals and Excellence Award Nominations!

**Idea Proposal forms and Excellence Award nomination forms** are available at each Excellence Box location. If you have an idea that will help us become one of the "Top Places to Work in Tampa Bay", please fill out an Idea Proposal form and drop it in the box. Idea Proposals are collected on a regular basis by members of the Communication Pillar team.

You can submit your nominations and ideas online through the Administrative Services website under the About us page. <http://www.usf.edu/administrative-services/about-us/index.aspx>

Or you can also submit Excellence Award nominations in the boxes. Drop completed forms in the box or you can submit a nomination online at: [usf.edu/Excellence Awards](http://usf.edu/ExcellenceAwards).

## Anniversaries

### Facilities Management

Carolyn Glover	18
Gary Spencer	8
Patricia Jaipersad	8
Paula Scott	6
John Assam	6
Maritza Melendez Pinto	6
Thomas McCarthy	6
Ajante Howell	6
Fabio Soler	5
John McCaffrey	10
Richard Piccininni	1
William Eugene Banks	8
Scott Chelikowsky	7
Peter Gutzkow	6
Nicholus Murphy	1
Lawrence Burriss	7
Anibal Gonzalez	1
Matthew Palmer	36
Jose Tirado	15

### Human Resources

Debra DeFranco	4
----------------	---

### Parking & Transportation Services

Clarence Bostick	10
Catherine Lloyd	10
Duane Campanello	2
Devanshi Tank	1

### Administrative Services

Beth Beall	10
------------	----

## Paws & Relax



Students pose with Sunshine and Barbara Donerly at the Paws & Relax event this past Tuesday

As students are upon finals week, the pressure is high for those studying in the Library. Not to fear! Dogs like Sunshine (pictured above), who belongs to Barbara Donerly from Facilities Management, were on campus this past Tuesday to brighten their day and relieve the anxieties and tensions of finals week.

The event, called Paws & Relax, was hosted in front of the Library, and sponsored by the USF Center for Student Well-Being and Project PUP. Project PUP is a volunteer organization that uses pet visits to bring comfort and joy to everyone they meet, including the students of USF. PUP stands for “Pets Uplifting People” and is a non-profit organization with around 400 volunteers.

Paws & Relax included dogs of all shapes and sizes, along with three Llamas! It was Sunshine’s first large event. Although at first she was very nervous with so many people around, she calmed down with all of the sweet attention and petting the students gave to her ...sometimes 5-6 students all at once! The students seemed to relax Sunshine as much as she relaxed the students. She brought a smile to all, one student said “wow, this really works!”

Sunshine made for an easy conversation starter. The students loved her, many commenting that they missed their family dogs at home.

The students asked a lot of questions about Sunshine, frequent questions were:

**What kind of dog is she?** She is a lean, long legged White Sheppard/Alaskan Malamute mix with some signs of wolf.

**How old is she?** She is about 13. Barbara and her son adopted her from the SPCA 10 years ago and named her Sunshine.

**How did she lose her front leg?** 1 1/2 years ago she had to have the leg amputated due to an increasingly very painful condition in her shoulder joint.

**Is she still in pain?** Her recovery was difficult but she was a trooper and now has no pain, although she can no longer run like the wind.

A while back Barbara started thinking that, as an amputee survivor, Sunshine had a special gift to take to patients in hospitals, however she needed to be certified as a therapy dog first. On the day she was evaluated by Project PUP and received her certification, one of the volunteers encouraged Barbara to take her to visit the Veterans at the HEP Village in Clearwater, which they have been doing now for about six months.

Following the Paws & Relax event, Barbara said, “I was happy to share the sunshine of our lives with the students and hope to return if it is held again in the spring.”

To learn more about Project PUP you can visit their website at [projectpup.net](http://projectpup.net)



Sunshine was popular at the Paws & Relax event!

EXCELLENCE  
EXCEED EXPECTATIONS

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