



On the Job: **Kanaan Pinkney**, Groundskeeper, cleans off the sidewalk between the Business Building and Cooper Hall.

Guiding Principles Safe

Being safe is one of our four guiding principles. Safety is always paramount. Your safety and the safety of others should always be in the front of your mind while on the job. Constantly look for opportunities to enhance safety for you, your co-workers, and the university community.

When you have a safety concern, immediately bring it to the attention of your supervisor so it can be addressed as soon as possible. You can also submit ideas for safety improvements through our idea proposal boxes or online at: usf.edu/administrative-services/about-us/



Robert Guiz and Eya Hernandez work together to safely set out new plants on Holly Drive in preparation for THE Young Universities Summit.

Reminders

-  Independence Day - Wednesday, July 4th
-  2nd Quarter Town Hall - Scheduled for July 25th
-  Don't forget to nominate a deserving co-worker for an Excellence Award!

Take Our Daughters & Sons to Work Day

Human Resources hosted the 10th annual Take Our Daughters & Sons to Work Day on June 8th from 8 AM to 12 PM. This event allows children between the ages of 8 and 18 to visit campus and participate in different workshops to learn about future career paths. The event kicked off in the School of Music with an address by Dr. Merry Lynn Morris from the USF School of Theatre and Dance.

The day included two departmental workshops designed to showcase various careers to the children who attended. These workshops ranged from fire safety with Environmental Health & Safety to tours of WUSF and the police station, as well as simulations at the College of Nursing where children learned about

CPR. The workshops expose attendees to different career fields and how their interests may align with their fields.

For one attendee this means she will be studying public health after having been to the TODS event for the last 10 years. She has enjoyed the event so much, she will be returning as a volunteer to help run the event in the future.

Thank you to all those who helped make this year's Take Our Daughters & Sons to Work Day a major success!



A group returning to the school of music from their fire safety training with Environmental Health & Safety.

You can view more photos of the event by visiting: usf.edu/hr-training/recognition-programs/tods

We achieved a 60% participation rate!

The Faculty & Staff CampaignSM

For the University of South Florida System

The Office of Administrative Services achieved a 60% participation rate for the 2018 Faculty & Staff Campaign. That's an 8% increase from last year's participation rate! Thank you to all who took part in this year's campaign.

Emergency Management helps shape the Campus Resilience Program

The Department of Homeland Security's Office of Academic Engagement recently released three exercise starter kits designed to help higher education institutions prepare for disasters as part of their Campus Resilience Program. These exercise kits include tabletop

exercises for hurricanes, active shooter(s), and cyber threats that better prepare personnel for emergency situations that universities may face.

USF was chosen to be one of only four universities in the United States to participate in the testing of an exercise kit and was one of only two to test the hurricane starter kit. The training materials were used in one of the Department of Emergency Management's hurricane preparedness exercises. These exercises include specific scenarios for University decision-makers to run through, as if they were facing the emergency at that time. By practicing the procedures and learning how to handle changing scenarios ahead of time, USF, and other universities, will be better prepared when or if these situations ever occur.

After running through the exercise with these starter kits, USF's team was able to provide valuable input on the strengths of the materials in the kit and where the kit could be improved. Some additions made due to the feedback provided by USF include a glossary and an After Action Report template. USF personnel also found areas for improvement with their own processes such

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Anniversaries

June 2018

Facilities Management

Edna Williams	32
Lonnie Bohannon	24
John McCall	21
Larry Young	16
Ermilot Blanc	13
Nainan Desai	12
Beverly Eckhardt	11
Suze Jean-Louis	11
Eric Jackson	10
Julie Van Horn	6
Edwin Vasquez	4
Debra Miller	4
Hari Patel	3
Jeffrey Peterson	3
Joelle Mendez-Hinds	3
John Benedict	1
Stevette Reeves	1
Charlotte Woods	1
Edward Elms	1

Human Resources

Brian Allman	39
Jennifer Louisius	4
Nadia Hampton	3
Jo Anne Townsend	1
Anamarie Root	1
Maria Guinand	1

Parking & Transportation Services

Frances Salo	11
Gareth Neville	7
Beth Anne Collins	4
Sandra Mace	4

Retirements

Brian Allman, Assistant Director
Human Resources (39 years)

Diane A Neyland, Administrative Spec.
Business Center (26 years)

Mercedes Castaneda, Custodial Worker
Facilities Management (19 years)

Larry Young, Sr. Custodial Worker
Facilities Management (16 years)

Maria E Pino, Custodial Worker
Facilities Management (14 years)

Hubian Zhong Lin, Fiscal & Business Spec.
Business Center (11 years)

William Eugene Banks, Safety & Compliance Manager
Facilities Management (9 years)

Welcoming New Additions...

Kelli Young, Fiscal & Business Spec.
Business Center

Mercedes Alisha Latee Hardiman,
Custodial Worker
Facilities Management

Tricia Lee Miller, Sr. Human Resources Spec.
Human Resources

Sheri Neshiem, Director
Human Resources

Anthoinette Dashawn Thomas, Human Resources Specialist
Human Resources

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as additional Health and Human Service components. With the kits now released to universities across the United States, USF's additions and feedback can be used as best practices for higher education institutions in the Department of Homeland Security's focus on preparedness and resiliency.

Quiet Quality Awards

The Quiet Quality Awards are a campus-wide employee recognition program implemented by the USF Staff Senate to increase employee recognition. Candidates are evaluated based on conscientiousness, professional manner/positive attitude/interpersonal relationships, work performance, responsibilities, team-oriented, and suggestions for improving USF. Congratulations to the following QQA recipients:



Adella Amison, Administrative Services Business Center



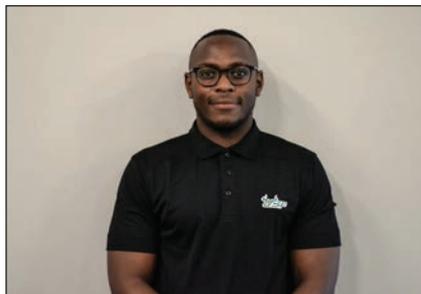
Dorothy Johnson, Human Resources

Retirements

Within the last month, the Office of Administrative Services has had multiple retirements. Collectively these employees worked 74 years for OAS and are known for excellence in the work they perform. We wish them each the best of luck in the future!



Brian Allman, Assistant Director of Human Resources, was hired in 1979. During his 39 years at USF, the university grew exponentially and Brian's role in Human Resources grew as well. Brian was instrumental in the development of the current classification and compensation systems. Human Resources will miss his historical perspective and his sense of humor!



Francis Mbayiwa is a student assistant in the Business Center who (while not retiring) will be leaving the office after 2 years. Francis will soon begin his professional career and he thanks the business center for the "pivotal role" they played in his professional development.



William Eugene Banks (Gene) dedicated his entire career to the field of Safety. During his 9 year tenure at USF, Gene worked as the manager of Fire Safety where he was known for his strong understanding of fire code. Gene's expertise guided the department and he will be missed during his retirement.



Diane Neyland (right) started as a temporary employee who was hired on for a few months to clean up a storage area, 26 years later and she is now retiring from the Administrative Services Business Center. Diane was known for her quick wit and always having something to say when someone walked into a room. The ASBC won't be the same without her!

Preparing for THE Young Universities Summit

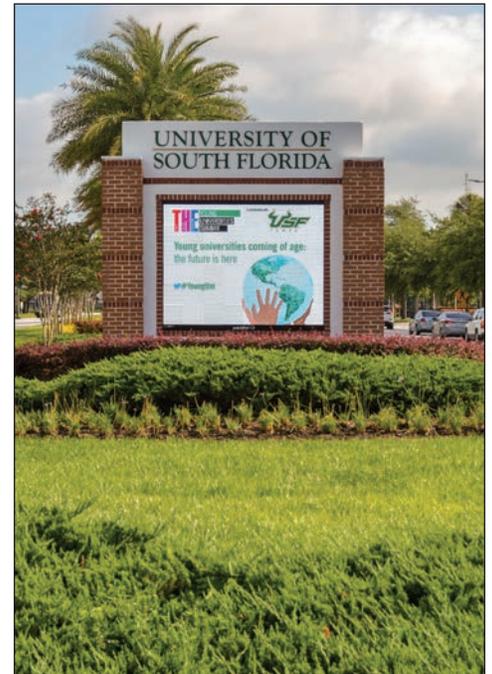
USF proudly hosted Times Higher Education's (THE) Young Universities Summit from June 5 to June 7. The annual summit brought together leaders from the world's best and most ambitious young research universities to discuss their institutions' success as knowledge creators and their impact on the wider higher education sector. USF was the first institution in the United States to ever host this summit. With 261 attendees and 88 universities represented, major preparations were made on campus.

For our grounds teams, preparations began about 30 days prior to the event, after leadership determined areas of improvement that should be addressed. These areas included the Marshall Student Center, Leroy Collins Boulevard, and the Patel Center for Global Solutions. The areas were chosen due to the

proximity of where summit attendees would tour and visit during their time on campus.

After identifying these areas of concern, the grounds teams went to work. The next four weeks employees worked on a compressed schedule to complete the major projects presented to them. Over 5,000 plants, 3,000 sq. ft of sod, and 500 annual flowers were among some of the refreshments made throughout campus. Work continued throughout campus, up until the day before the summit, with the majority of work being completed by June 1st.

While the initial request was a grooming of the area, the event's importance created a need for a refresh of multiple areas on campus. Through hard work of the grounds teams, USF was ready to show off its beautiful campus to summit attendees.



Leroy Collins Boulevard after being refreshed with new mulch and plants.



Groundskeepers trimmed numerous hedges around campus to make sure all foliage was well kept for THE Young Universities Summit.



The sidewalks outside the College of Business were power washed, along with other areas of campus, as part of the preparations for THE Young Universities Summit tour.

SERVICE PHILOSOPHY

"WE **IMPACT** LIVES EVERYDAY BY **EXCEEDING** EXPECTATIONS AND CREATING **WOW** MOMENTS"

Safe

- Safety is always paramount
- Ensure your safety and the safety of others in all activities
- Look for opportunities to enhance safety

Responsive

- React positively to all inquiries
- Answer inquiries in a timely manner
- Take ownership and follow through

Helpful

- Be welcoming and friendly, act in a courteous manner
- Look for opportunities to assist others
- Be resourceful: Find quick and clever ways to overcome difficulties

Competent

- Know your job
- Seek continuous learning
- Do it right the first time



ADMINISTRATIVE
SERVICES

