

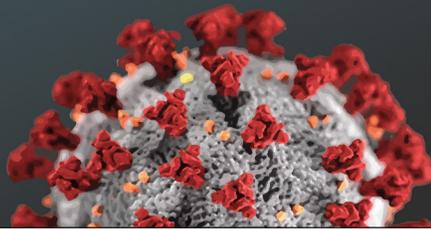
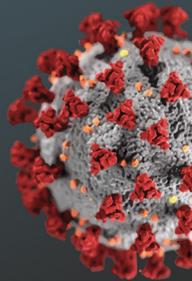


On the Job: Raymond Mensah, Brian Davis, and Scott Alvarez volunteered to serve food at the Employee Appreciation event.

## USF is closely monitoring the coronavirus outbreak.

For updates from USF please visit [usf.edu/coronavirus](https://usf.edu/coronavirus)

For the most recently updated and accurate information visit [cdc.gov/coronavirus](https://cdc.gov/coronavirus)



Visit the links above to find up-to date information on the COVID-19 outbreak.

## Reminders



Don't forget to nominate a deserving co-worker for an Excellence Award!

We **impact lives**  
every day  
by **exceeding**  
**expectations**  
and **creating**  
**WOW**  
moments.

## Employee Appreciation Event

Even the best employees cannot perform well when they are not motivated to do so, and feeling appreciated plays a big role in one's motivation. This is why employee recognition and appreciation is an important part of the culture of the Office of Administrative Services.

As a way to show appreciation for all of the hard work OAS employees do, employee appreciation events, planned by the Recognition and Awards Pillar, were held on March 10. Employees in every department of OAS got to take a relaxing break from work with their coworkers.



Three sessions of the appreciation event were held, one for each shift. Attendees had the opportunity to kick back, take a break from their usual work day, and enjoy a fun atmosphere. The two hour long events provided delicious food, snacks, desserts



Employees from the ASBC attending the event gathered to take a photo together in front of the "photo booth" backdrop.

and drinks. The event space was filled with festive green and gold decorations and there

was a photo backdrop where employees were invited to take photos with each other. Employees were also encouraged to mingle and dance as upbeat music was played.

The event was a huge success, a big thanks to the Awards and Recognition Pillar for the hard work and planning that went into it. Every day our employees work their hardest to exceed expectations and make this campus a better place, so thank you for all that you do!



Christopher Duffy serving cookies at the event.

## Tips and Tricks for Working from Home

Due to the coronavirus outbreak, many USF employees are working remotely. There may be difficulties making this transition: from technical issues, to working in an unproductive atmosphere. A few simple adjustments to your day can make the transition a lot easier.

Finding a way to productively work remotely is a learning process for everyone. Wayne Espinola, the OAS Web Content Administrator, who has been a remote worker for a total of 8 years, provided some simple tips and tricks that can make the process go more smoothly.

First, create and adhere to a daily schedule, including breaks and time for lunch. It's okay to occasionally break out of your schedule, but eventually you'll feel like you're working at all hours and will quickly burn-out. Another tip to make sure your home and work life don't bleed together is to create a separate workspace, if possible. When you're working on the couch or at your table, it may be difficult to focus on either your work or home life effectively.

When creating a separate workspace is not possible, using headphones to drown out distracting sounds can help with focus. If you work better with controlled background noise, you can play some ambient sound. Check out this site that lets you mix your own ambient sounds: [asoftmurmur.com](http://asoftmurmur.com).

Finally, staying in front of your computer all day does not help your mind or body. Make sure to take breaks and move around; this can also give you some extra time to think about a project. Exercise is also important for your wellness. Given that you don't have to commute right now, use that time to refuel your own tank; even if it's just a 10 minute walk.

For help on the virtual side of things, the USF library has put together a guide to USF-related online resources. The guide, which you can find at [bit.ly/USFLibraryGuide](http://bit.ly/USFLibraryGuide), includes information on accessing your voicemail outside of work and signing documents online.

## Stay Connected with OAS

When you are isolating physically, staying connected can prevent you from feeling mentally and socially isolated. Along with checking in with coworkers one-on-one, following the OAS social media channels will help you stay in the loop when you're out of the office.



You can find OAS on Facebook and Youtube at USF Administrative Services. On Twitter we are @USF\_AdminSvc and on Instagram we are @USFAdminServices.

## Anniversaries March 2020

### Facilities Management

Jesus Holland	21
John Wilson	20
Russ Schmitt	20
Eya Hernandez	19
Steven Bury	18
Yiu Cua	15
Bradley Orr	14
Pathum Narkmongkol	13
Ruben Gutierrez	9
Steven Marshall	9
John Shuey	8
Bernice Pugh	7
Otis Evans	7
Dwight Cuadrao	7
Supat Yarngnork	7
Amber Cross	5
Carl Pritchard	5
William Land	4
Robert Moore	3
Juan Pena	3
Eshwardai Narain	2
Armando Gonzalez Tapia	2
Takeshia Richardson	2
Bryant Santos	2
Ismael Vazquez Franqui	2
Steven Heisler	2
Dominique Williams	1
Keith Williams	1
Tonia Hobough-Toca	1
Shannon Kelly	1
Mitzi Hess	1
Christian Bailry	1
Michael Ross	1
Richard Callahan	1
Dameka Robey	1

## Welcoming New Additions

**Donald Mingo**, Custodial Worker  
*Facilities Management*

**Hidie T Dowe**, Custodial Worker  
*Facilities Management*

**Hanka Bajraktarevic**, Manager  
*Building and Maintenance Operations*

**Michael Dale**, Custodial Worker  
*Facilities Management*

**Maria Riusech** Custodial Worker  
*Facilities Management*

## Retirements

**Edna Williams (33 years)**  
Custodial Worker  
*Facilities Management*

## Anniversaries (cont.)

### Parking & Transportation Services

Robert Jordan	17
Orlando Rivera	14
James Orf	13
Eric Tate	6
Daniel Preble	5