All Staff Meeting

Winter 2018
Agenda

Welcome

New Employees

Organizational Changes

Summer Staffing

2017 One Group Updates

2018 New Member Recruitment (Custodial, Trades, Utilities, Logistics, Administration)
2017 New Employees
(Full time/Permanent/Annual)

Maddy Ewig
Kyle McIntyre
Rebecca Matott
Danielle Pullen
Kenneth Ayhens
Jorge Rivera

Genie Mergard
Timothy O’Hara
Amy Enwright
David Pippin
Katie Stone
Organizational Changes
M&O
Organizational Chart
Logistics
Organizational Chart
Summer Staffing
DATE: January 9, 2018

TO: Facilities Services Maintenance & Operations Managers, Supervisors and Support Staff

FROM: Mary K. DePentu
Director of Facilities Maintenance & Operations

SUBJECT: 2018 Maintenance & Operations Summer Employee Timeline

The following is the 2018 summer timeline for student workers and staffing upgrades:

January 2018
- Third week supervisors complete request to fill’s (RTF)
- Fourth week RTF’s start signature authorization

February 1, 2018
- RTF’s due at Human Resources

March 2018
- Second week interviews to be held Tuesday, Wednesday or Thursday
- Third week recommendation forms begin authorization chain and delivered to Human Resources
- Fourth week appointment letters
  - Back-fill RTF’s start signature authorization

May 14, 2018
- Adjusted shift begins
- Student workers arrive
- First Temporary Upgrades
  - Electrical Fire Safety
  - BTF Paint Shop
  - Upgrades within permanently assigned shop

May 31, 2018
- Second Temporary Upgrades
  - Transferring staff to temporary assigned shop. For example; Grounds staff assigned to BTC will transfer on this date.

August 1, 2018
- Supervisors request student workers extension.

August 8, 2018
- Student workers last day
- Fun Day at Fallbrook

August 9, 2018
- Second Temporary Upgrades return to permanently assigned area
- Also including BTF-Paint temporary staff, change of 2017

August 22, 2018, Wednesday
- Adjust shift ends

August 23, 2018, Thursday
- First Temporary Upgrades return to permanently assigned lines
  - Electrical Fire Safety
  - Upgrades within permanently assigned shop

August 27, 2018
- Classes begin

September 19, 2018
- Lock Shop Upgrades ends

September 20, 2018
- Lock Shop Upgrades return to permanently assigned lines

If you have any questions, don’t hesitate to contact me.

Cc: M. Fields
   A. Plotner
   A. Bradberry
   M. Familo
   H. DeMar
   C. Walpole
One Group Solutions
Group 1

Allen Bradberry
Mary DePentu
Larry Gettino
Rebecca Kempney
Bob Lloyd
Jason Mirisoloff
Linda Paris
Marissa Specioso
Michelle Turner
Charlene Walthert
Improving Internal Communications

Workshops will be set up for all of Facilities Services to improve communication, resources, and interdepartmental support.

Some topics include: improve on three C’s (collaboration, communication, cooperation), understanding your customer, effective listening, additional TMA training, document availability, and transparency.
Group 2

Roy Ayotte  
Brian Bateman  
Allen Bradberry  
Mark Dixon  
Fred Donabella  
John Ferlito  
Kevin Fetterly  
Steve Frasier  
Brit Hallenbeck  
Dan Hoefer

Kevin Knopp  
Mike Lotito  
Paul Lower  
Fred Matteson  
Pat McMahon  
Jason Mirisoloff  
Derek Richards  
Joe Scanlon
Design Standards Solutions

The group has worked to develop guideline specifications for materials, products and installation methods related to all construction on campus.

The final product will be utilized both in-house and by Architectural and Engineering consultants to streamline the Construction Document production/review process and ensure compatibility with Campus systems.

Will be revised and updated biannually to keep information up to date.
Group 3

Christine Body
Allen Bradberry
Mary DePentu
Cindy DeWolf
Lisa Drake
Candy Malone
Betsy Sippel
Michelle Turner
Casey Walpole
New Employee Orientation (NEO) Network

Planning, organization, and communication

New orientation is recommended to be a year-long process

The goal is to have new employees feel: welcomed, engaged, invested, appreciated, and be part of the team
Group 4

Lori Cook  Ron Randall
Mary DePentu  Vern Reynolds
Kevin Dice  Royal Rogers
Beth Gentile  Scott Stuart
Robert Hallenbeck  Jason Taylor
Mike Izyk  Dan Upcraft
Aaron Johnson
Paul Lurcock
Jason Mirisoloff
Jeff Monette
Future data collection for WebTMA

Elimination of yellow cards & monthly work orders - except in special circumstances

Will work off of customer generated work orders only

Driving toward direct input into WebTMA via tablets & desktop platforms
Group 5

Lori Cook
Linda Dahlin
Sherri Devercelly
Nicole Germain
Thane Goldberg
Gabe Gonzales
Julie Grimshaw-Lyons
Howard Hanlon
Patricia Harrington
Debra Hayden
Rebecca Kempney
Paul Lurcock
Donna Monette

Richard Mosher
Darryl Munger
Nancy Wilcox
George O'Neil
Ismael Perez
Gerri Roy
Skip Sanders
William Schaffer
Kristin Schlosser
Robert Smith
Jason Taylor
Melena Perkins
Brian Sanders
Department Training

Training for ALL staff in communication, teamwork, civility, and developing leaders.

We all learn differently and are comfortable with smaller or larger groups so we need to have plenty of options for training.

Examples: on-line, website, group (small groups, large groups), one-on-one, classroom settings with trainer, supervisor team, training once a week in small groups (then move to every other week, then once a month), videos, reading material, emails, something similar to toolbox meetings
Thank You!

@OswegoFacilities