



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

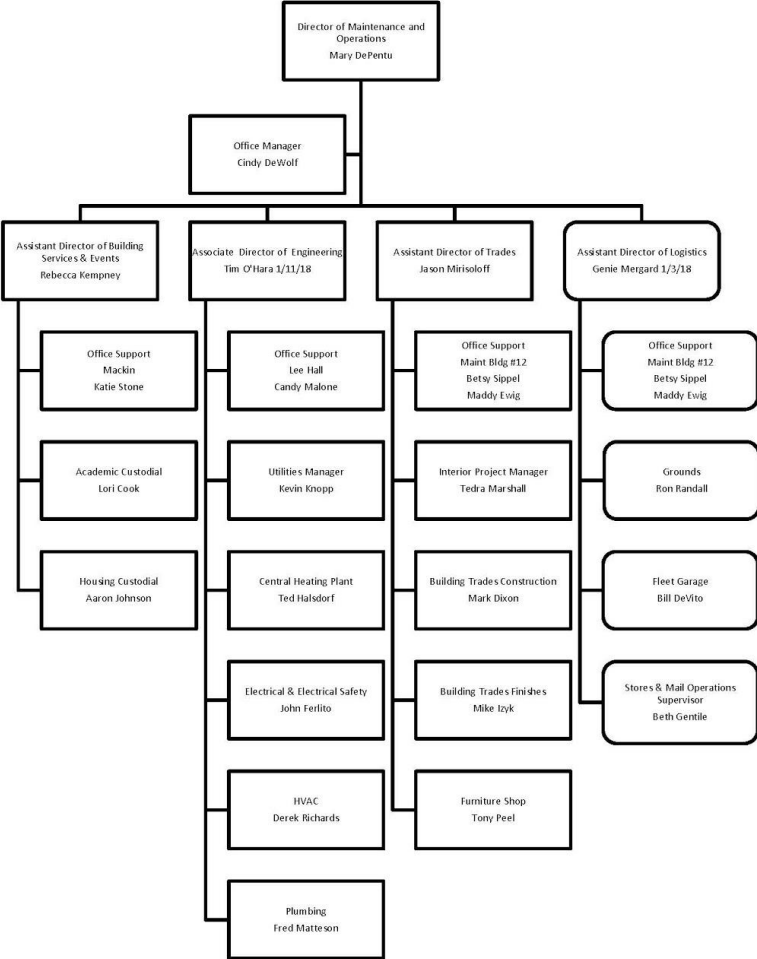
Amy Enwright

David Pippin

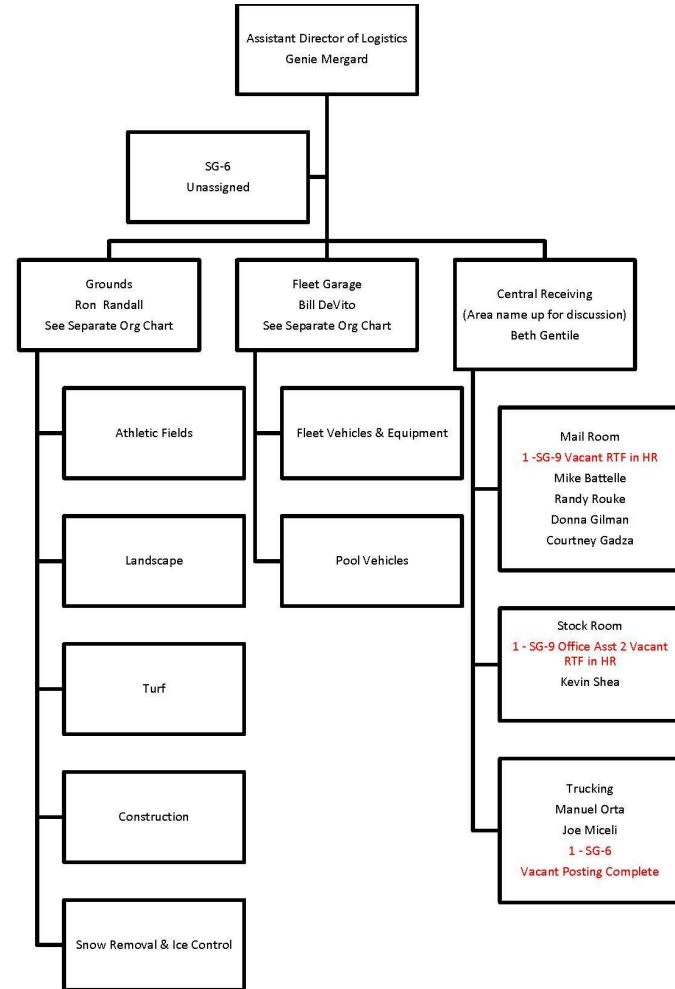
Katie Stone

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. Farnilo
H. DeMar
C. Walpole

One Group Solutions



Group 1

Allen Bradberry
Mary DePentu
Larry Gettino
Rebecca Kempney
Bob Lloyd
Jason Mirisolloff
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 Hoefler

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
Mary DePentu
Kevin Dice
Beth Gentile
Robert Hallenbeck
Mike Izyk
Aaron Johnson
Paul Lurcock
Jason Mirisloff
Jeff Monette

Ron Randall
Vern Reynolds
Royal Rogers
Scott Stuart
Jason Taylor
Dan Upcraft





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