



Facilities Management  
Services Division

## Newsletter



## Words from Vice President

**Congratulations, Welcome and  
Thank You!** Winners of our  
Employees of the Quarter award. Their  
commitment to (Finish Reading on Pg. 3)



*Lucille Smith* – Receptionist

### 2021 Employees of the Quarter!

Employees of the Quarter  
award to recognize staff who  
provide exceptional service  
by going above and beyond  
their normal job  
responsibilities.

(Finish Reading on Pg. 2)

## Movers & Shakers!

Design & Construction Services  
Facilities Planning  
Renovations  
Building Services  
Administration  
Maintenance & Operations

(Finish Reading on Pg. 6)



*Steve Whitfield* – Operations Mgr.

## Celebrating Spring New Hires!

**Clarence Colbert**

**Durrell Bowes**

**Paul Kany**

**Shaquilla Smith**





**April 2021**

*Employees of the Quarter!*

**Winners!**

*Derrick Williams*

*Harvey Johnson*

*Derrick Chisolm*







## **Congratulations, Welcome and Thank You!**

Congratulations to Derrick Williams (Maintenance and Operations) and Harvey Johnson and Derrick Chisolm (Facilities Information Systems), winners of our Employees of the Quarter award. Their commitment to advance our mission of customer service with a positive attitude is greatly appreciated and should be followed. Congratulations to Pawan Tah and Bonte Mitchell for completing 35 years and 30 years of service respectively.

Let's welcome, Paul Kany, Director of Building Services who started with us in March.

Thanks to all our staff who showed up every day over past one year, clocked in and kept all GSU facilities clean, safe, and functional as required. Their continued perseverance and dedication is highly appreciated.

*Continue to stay diligent and be safe!*



Georgia State employees will be recognized  
at the virtual service celebrating 5 - 45 years  
of service during 2020.

## Recognition Awards Ceremony



<b>35 Years</b>	<b>Pawan Tah</b>		
<b>30 Years</b>	<b>Boniate Mitchell</b>		
<b>20 Years</b>	Juliette Grayson	Kevin Chappell	Jeffrey Day
	Donovan Bailey	Deborah Loflin	Valerie Woods
<b>15 Years</b>	Paul Anderson	Telese Williams	Tedene Daniels
	Willie Woods	Jermia Ringo	
<b>10 Years</b>	DeWayne Beckett	Karen Brundage	Clifford Clark
	Gerald Dunn	Thomas Linville	Jeremy Pirtle
	Eduarda Santillan	Emebet Sisay	
<b>5 Years</b>	James Berryhill	Anthony Burrell	Kenneth Butler
	Gerald Champagne	Shakita Crockett	Pataski Flowers
	John Fulkerson	Natasha Green	William Height
	Lucious Jackson	Misael Martinez	Tyrone McDuffie
	Angela Norman	Nichelle Porter	Paul Skelton
	Alvin Smith	Latrice Terry	Terry Willerson
	Alexis Winger		

## Director of Building Services

I want to take this opportunity to introduce myself as the new Director of Building Services. As part of the Facilities Management Division at GSU, I oversee Grounds, Custodial Operations, and Campus Services. I have been in Facilities Management for my entire career, most recently as the Director of Support Services for Piedmont Healthcare for the last eight years. I look forward to returning to Higher Education, where I began my career. The university experience is an unforgettable time of life. While facilities management might not be on students' minds, we pride ourselves on providing the best setting for students and all customers.

I chose Georgia State University to work alongside others who practice the mission of transforming students' lives. Since joining GSU, I have had the opportunity to meet many outstanding and dedicated individuals that care about the university, one another, and the mission at hand. My onboarding experience has further affirmed my decision to become a part of the GSU Family. I am excited to be a part of this team and continually work towards improving the experience that all stakeholders receive from our services while placing our fellow team members' value at the highest level.

### People On The Move!

*Alexis Wininger* - On April 3, 2016, Alexis Wininger became an employee of GSU in the Facilities Management Department as a Custodian I. Alexis earned her A.S. of Science from Perimeter College in May 2019. She will graduate from GSU with her Bachelor of Social Work in May 2021. Alexis will be furthering her education in the Advanced Standing Master of Social Work program in the Andrew Young School of Policy Studies at GSU for the Summer 2021 semester.

*Quantae Head* - Quantae Heard has been with the Facilities Management Service for eight years as a Custodian I. During this time, he has earned a degree in Biology from GSU. Recently, he was accepted into the Masters in Public Health program, where he plans on matriculating, starting this fall. After completing this program, he plans to attend medical school to become a urologist or emergency room, physician.





## Design & Construction

### Library North Addition

Library North's 6,800 square foot new addition includes two levels of floor space with a roof terrace. The façade of the addition facing the new campus greenway is primarily made of glass that runs the height of the building and ties the inside of the building to the greenway. A monumental stairway and elevators that go from the ground level to the upper level are showcased at the entrance to the addition and provides access to the greenway. The main staircase and focal feature of this addition has 3 lounge areas for students built into the stairway's framework. The ground level of the addition houses a reception area, collaboration areas, and common areas for students. Level 1 of the addition ties into the former entrance to Library North, including lounge seating and collaboration areas for students. The roof terrace, with the capacity to host events for 150 people, boasts both covered and open areas with planters and informal seating for students and faculty. Construction on this addition commenced in July 2020 and is expected to be open to the public by June 2021.



## Planning

The Facilities Planning Department has worked for the last year with a consultant firm out of Denver, Colorado, to survey GSU use of space. Overall the results suggest that our campuses are generally adequate to support our current academic and research programs. But, as we all know, our enrollment continues to rise in numbers so the consultant team looked at our space needs for when enrollment increases to 40,000 students on the Atlanta Campus and 20,000 students across the five metropolitan campuses. Their findings are that GSU will need to add substantial amounts of square feet in both research and academic space to accommodate such growth.

With a total enrollment growth to 60,000 students across our six campuses, a great deal of planning on just to support such growth will be a major challenge in coming years, both in funding and locations. It is probable that the answer will be in a combination of renovations to existing properties as well as new buildings and/or additions to current ones. And, of course, more space to support expanded programs will require more faculty and staff in support of new and different spaces. Welcome to the dynamics of growth and success of which we are all an essential part!



## Renovations

In the Renovations department we received over 65 FMR's for the quarter as we now start to prepare for the fiscal year close-out. In collaboration with Georgia State University Auxiliary and Support Services, the Renovation's and Perimeter Campus crew installed hot food vending machines on the Dunwoody, Clarkston and Decatur campuses. To better serve the returning students and provide them with a convenient, nutritious option to fast food and snacks. Additionally, the Renovation's crew also assisted the nursing clinics at Dunwoody and Clarkston campus with the installation of push-button door access devices to assist in maintaining social distancing and providing a safer interactive environment for both the students and the clinic nurses.

Renovation's main campus crews have been working hard on multiple jobs, including 7 Classroom South and the Renovation of the Panther Food Pantry at 75 Piedmont. The next quarter will be a hectic time of the year. However, the Renovation department will be well prepared for a smooth finish to the fiscal year.

## Maintenance & Operations

GSU Maintenance and Operations (M&O) is constantly trying to address mechanical system issues. Sometimes these issues are complex and take significant investigation, trial and error, and coordination. Three projects that have been significant challenges for the M&O team at GSU: the chilled water plant at One Park Place, the laboratory ventilation systems at the new Alpharetta laboratory expansion, and dedicated outdoor air system (DOAS) at the College of Law. The One Park Place chiller plant required making some modifications of piping to stabilize flow through the chillers and prevent operational issues and damage to the chillers. The laboratory systems at Alpharetta required repeated controls modifications in order to get the heating and cooling circuits of the system in tune and operating properly. The DOAS at the College of Law had issues properly maintaining temperatures since the building was turned over to GSU. Through multiple modifications to the controls equipment and sequences, the GSU team was able to resolve this ongoing issue.

*GSU M&O would also like to recognize the following individuals for their continued dedication and performance throughout the pandemic and overall day-to-day work:*

*Terry Miller, Nathan Jordan, Cliff Hanson, Jose Lopez, Greg Unger, and Kingsley Chime.*





## Building Services

### Ground Maintenance

The Building Services team members continue to place the safety of all customers as a daily priority in the services they provide. The custodial team continues to follow a cleaning and disinfecting schedule to maintain a healthy and safe work environment. The locations of these services include but are not limited to main entrances, offices, classrooms, teaching labs, meeting rooms, conference rooms, break and copy rooms, buildings and parking deck elevators, and restrooms. The team also continues to follow the required COVID-19 CDC and USG Board of Regents guidelines and cleaning protocols and monitors any changes in the best interest of our customers.

### Setup and campus Moving crew

The campus services team has been increasing with moves, and set-up requests as Faculty and Staff begin making their transition back to their designated locations. The team has also been assisting with removing surplus items and large miscellaneous trash discarded on dock areas and other sites that can become an eyesore and a hazard if not removed. The team will play a role in set-ups and moving items for the Spring Commencements held in May of 2021. Well, until the next time, *"Enjoy the Sunshine."*

## Administration

Our Division, University, Board of Regents, and other regulatory entities present practices, guidelines, policies, and helpful hints that we should be aware of and/or follow. With so much to be mindful of, how can we possibly keep track of it all??

Well, if you have questions, the **Administrative and Customer Services Department** has answers! We provide accounting, budget status reports, human resource support, training, and general administrative services to all the units within Facilities. Our responsibility is to stay abreast of the practices and policies that affect our jobs and to communicate the same. We are here for you!

Did you know that more than 50% of our staff have fifteen plus years of experience at Georgia State University and twenty plus years of experience in our respective fields? We do! All of our teams are skilled and talented individuals, and we strive to be efficient, professional, and expedient in our delivery of the services we provide. So, please feel comfortable in approaching us with questions. We will help you solve your dilemma or accurately point you in the right direction to someone who can. If you got questions, we have answers!

Even if you have a general question that you would like for us to address more thoroughly, let us know. We may be able to post your question and the response in this newsletter or on the Facilities web page: <https://facilities.gsu.edu/>

At present, it is best to reach the Administrative and Customer Services Department staff by email, but if that does not work for you, feel free to call 404-413-0800 or 404-413-0770, and someone will be able to assist or direct your call to the correct party. We are here for you! A contact guide is on page 9. It lists some, but not all the services we offer.





# Handy info!

## Administrative and Customer Services Department Staff

### Got Questions?

<b>Who:</b>	Should I contact if my mobile work phone is not allowing me to make calls?
<b>What:</b>	Should I do if I am injured on the job?
<b>Where:</b>	Can I go to get floor plans for the spaces on campus?
<b>When:</b>	Will my vendor be paid? I submitted the invoice three days ago.
<b>Why:</b>	I cannot access my Email account at this workstation?
<b>How:</b>	Do I get my uniform shirts replaced?

Questions About: <b>Building Services or Building Maintenance PO or Invoice</b>	Montrell Gaines, Perimeter Randene Tinsley, Downtown
Questions About: <b>P-Card Submission / Reconciliations, Travel, Reimbursements</b>	Randene Tinsley
Questions About: <b>Customer Services Center (FMR's, Work Orders, Supply Orders, Uniforms, Vehicles)</b>	Constance Collier-Mercado, Bonte Mitchell, Valerie Woods
Questions About: <b>Departmental or Project Related Budgets, Spectrum/ Panthermart Access, and Training, or any general administrative processes</b>	Patrick Dukes, Monica Phillips
Questions About: <b>FMSD-Admin Group (FMR and Project Related Purchases, Payments and Journal Transactions, New Vendor Requests, conference room scheduling)</b>	Ursula Allen, Laurie Cappuccio, Ernest Jean-Francois, Tanya Phillips, Monica Phillips
Questions About: <b>Computer/Laptop Issues, Software challenges, Mobile Phones, Network Access, Computer/Microsoft Training, Building/Room Floor Plans, Building/Room Number Assignment, Facilities Webpage Maintenance</b>	Derrick Chisolm, Alvin, Clark, Deborah Dunbar, Kenneth Gilkes, Harvey Johnson, Debbie Loflin, Farrah Vaughan
Questions About: <b>Hiring Actions, Job Posting, Timesheets, Reporting Absences and Leave, FMLA, Worker's Comp, Injuries, Regulatory Training</b>	Kevin Chappell, Jill Chu, Rochely Sepulveda, Shalonda Williams
Questions About: <b>Departmental Agency contracts and payments</b>	Richard "Gerald" Dean



## UPCOMING EVENTS / TRAINING

Deborah Dunbar ★ Microsoft Certified Instructor

Having a trained workforce means your employees are learning new skills. That will improve production, cuts time, reduce the production cost, reduce mistakes, *build confidence in your staff*, and create a better working environment! **Microsoft Excel, Word, Access, PowerPoint, and essential Microsoft Management skills, and Archibus training.**



Editor: *Anona E. Albert*

Creative Design Information Technology: *Deborah Dunbar*

Committee: Administrative: Kevin Chappell ★ Design &

Construction: Nikki Porter ★ Fire Safety: Jennifer McWhorter

Maintenance & Operations: Paul Skelton ★ Planning: Mary Flemister

Renovations: Luther Holt ★ Building Services: Paul Kany

# SAFETY TIPS

## (FIRE AND SAFETY)

Have you changed the battery in your Smoke Detector at home lately?

We changed our clocks for Day Light Savings Time back on March 14, 2021.

When you change your clocks, you need to change the batteries in your smoke detector(s) to protect your family/home.

*Smoke Detectors*

# Saves Lives!

