



Facilities Management
Services Division

Newsletter

Words from Vice President

Congratulations, Welcome, and Thank you! Winners of our Employees of the Quarter award.

(Continue on Page 4)

Welcome Our New Hires

ANDREINA MENDEZ
BOBBY LASTER
BRANDON MIDDLEBROOK
CAROLYN DANIELS
DAMARIE HARRIS
DARRIEN BOOKER
DAVE STAPLES
DEKEVIN JESTER
DERRICK PATRICK
ERIC HUGHLEY
ERICA WILSON
NATASHA GRIFFIN
ROBERT KELLY
TRIVIA JOHNSON
VALARIE WARE

Employees of the Quarter Awards

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

(Continue on Page 2)



Movers & Shakers

Administrative Services

Building Services

Design & Construction

Facilities Planning

Maintenance & Operations

Renovations



February 2022

Employees of the Quarter

Thomas Linville

Plumber II

Here is just one of many examples of his diligence. With the recent upgrades and changes to Panthermart, it has been particularly challenging navigating the system, so when Tom reaches out, I try to shift gears to assist when I can. I would sometimes silently wonder what he was doing reviewing his orders/the Panthermart system even after 3:45 pm. He would be intent on his mission, so I never inquired. He recently told me, though, that he would clock out -- to not trigger an overtime request -- then return to the computer to ensure that the supplies needed to complete his work orders were in the system. After learning how to add/process the orders, Tom would casually mention that he could help his colleagues with questions about what he had learned. That was a standard reflection as he finished his requisition. I never made a big deal of it, but when you are a person that consistently cares not only about your success but also the success of others, it speaks volumes of your character.

Monica Phillips, Business Manager II

Tion Anderson

Grounds Keeper II

I want to nominate Mr. Tion Anderson for the Facilities Management employee of the quarter award. Mr. Anderson started with Georgia State University in May of 2016 as a Groundskeeper I and was promoted to a Groundskeeper II in April of 2019. In August of 2021, Mr. Anderson stepped into a temporary role leading our Campus Services team. Mr. Anderson was ultimately responsible for the continuation and success of the Campus Services unit. On top of taking this challenge on, Mr. Anderson is working on his bachelor's degree in Business through GSU.

His forward-thinking, process improvement drive and customer service has been noted and appreciated by the customers that he interacts with along with the Facilities Management team. I am very proud of Tion and look forward to his academic and professional growth.

Paul Kany, Director Building Services

Andreina Mendez

My name is Andreina Mendez, and I am really excited to join Georgia State University as a Senior Construction Project Manager. Thanks to the team for giving me such a warm welcome during these first couple of months. I have been in the field for 21 years, mainly in Construction Management, including Higher Education, high-rise buildings, and Commercial Construction. Using my experience, I hope to collaborate with the team that works hard to provide the outcome from inception to completion of each campus-wide project.



David Staples

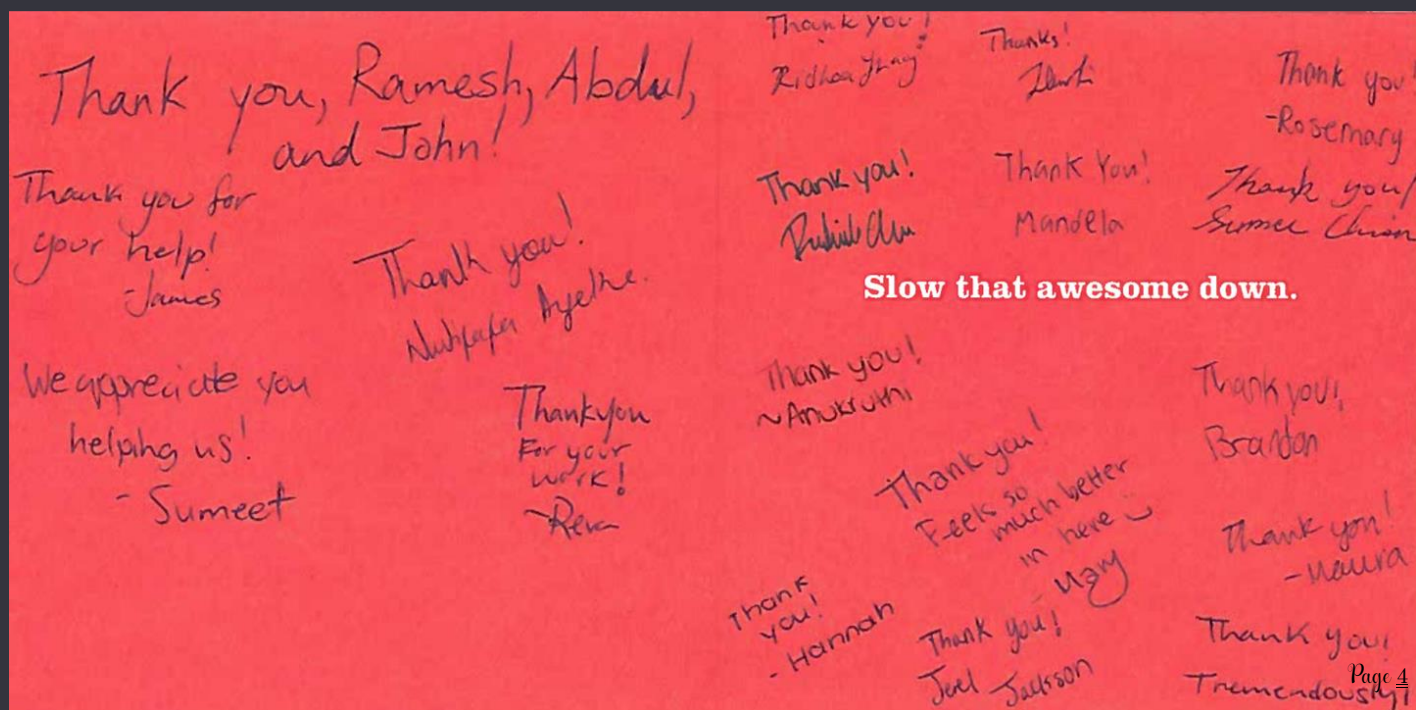
Greetings from the Renovations Department! Thank you to all who have made my first few months a welcoming transition. My previous career "backdrops" have included leadership positions in restoration and renovation, mechanical contracting, and telecommunications software development and operations. It is my pleasure to be counted among the Facilities Management and Renovations teams professionals specifically. "Team on 3"!

David Staples

Director, Renovations

(Married to Kimberly, four children, four grandchildren, six horses, and two dogs)



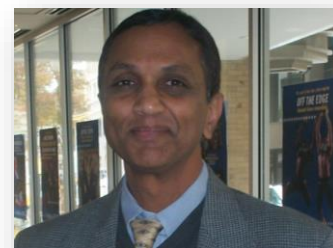


Welcome to 2022!

Despite continuing challenges from the Covid-19 pandemic and severe staffing shortages, we have persevered and provided much-needed support to all university academic and administrative departments. For that, many thanks to all our Facilities staff for their diligence and dedication. I am excited about the start of three new directors (Building Services, Administrative and Customer Services, and Renovations) as they are highly qualified and bring many years of experience. The calendar may show a new year, but our mission remains the same – “plan, design and provide a safe, clean, comfortable and attractive built-environment to our students, faculty, staff, and students.” Providing timely and professional customer service is a critical component of our department. Recently we received an email from a faculty member regarding uncomfortable temperatures in Classroom South 200, and our Maintenance and Operations staff members were able to respond quickly and address the problem. Here is the response we received from the faculty member:

I want to thank you both and the people who fixed the problem. Classroom South 200 is pleased to be in now, and my students and I thank you for it! The zone manager came by for the start of my class today to see if everything was okay, and I could have hugged him. Instead, I gave him a fist bump and my enthusiastic thanks. If you want a hug later, I would happily give one. Thank you! We also received two thank you cards signed by the students in his class.

Congratulations to Tom Linville, Plumber II, and Tion Anderson, Grounds Keeper II, for being selected as Employees of the Quarter (4Q-CY 2021). Because of employees like them, we could support the university activities 24/7.



KUDOS AND CREDITS

Thank you

Willie Stephenson Dill Jr. and Chou T. Tam

Labs, Research Science Center 3rd and 5th Floor Sweep

Thursday, November 11, GSU President Blake visited the labs in the Research Science Center 3rd and 5th floors. The floors needed an emergency sweep Wednesday, November 10. Willie and his team have always done an AMAZING job maintaining our floors. Willie, Chou, and team members were able to pull everything together on Tuesday to be on point Wednesday to be ready for the big day!

You both did an amazing job!

Kiana Stephenson
Project Coordinator
Institute for Biomedical Science



We are lucky to have her

Maria Urbina

Sports Arena Kinesiology and Health Department

I am writing to you regarding one of your staff members Maria. She recently started to work in the Sports Arena Building within the Kinesiology and Health Department. Maria works very diligently. She one day offered to clean the dust on my desks, which had never happened before. I really appreciate her hard work in keeping our office area clean and organized.

Kind regards,

Feng Yang, PhD

Associate Professor

Department of Kinesiology and Health



We appreciate his hard work and dedication

Brian Taylor

Language Research Center

In Jim Bohanon's absence, I wanted to let you know what an extraordinary job Brian Taylor did for us at the Learning Research Center (LRC) over the last few months. Brian was responsive to each and every request and made sure to coordinate with me in every instance to ensure that the research would not be interrupted as he assigned tasks to his staff or sent contractors to the LRC as needed. Please add this commendation to his upcoming 2021 performance evaluation. Once again, we at LRC appreciate Brian Taylor's hard work and dedication to his job.

Dean Blake B.S. CMAR, RLATG

Associate Director, Division of Animal Resources



Thank you

Grounds and Landscaping Team, Steven Whitfield and Tion Anderson

Rialto and Center Parc Stadium

On behalf of the University Events Team, I'd like to thank all of you for your support and hard work on this semester's commencements at the Rialto and Center Parc Stadium. We appreciate your skills and dedication, value your partnership and enjoy working with you. Please share our gratitude with your teams because that is also an essential part of our success.

Christopher Robertson

Assistant Director

University Events Management

Great job to the Facilities Team

Bruce J. Johnson, Willie Stephenson Dill Jr.

Petite Science Center 4th Floor Rooms
439,444,450 and 451

I am Kimberly Morelli. I am part of the faculty for the Department of Physical Therapy. I wanted to give a big thank you to your team! They have done an amazing job this semester, and they need to be recognized. I have been at Georgia State University for 11 years, in Petite Science Center for ten years. This is by far the best crew regarding The cleanliness of our classrooms and the overall space. I really appreciate all that you and your team are doing!

Kimberly Morelli, PT, DPT, MTC
Clinical Professor and Director of DPT Program
Byrdine F. Lewis College of Nursing and Health Professions
Department Of Physical Therapy

Bruce and Willie,
Hi Kimberly,
Excellent news to hear. Thank you so much for sharing this with us. I will ensure our team is recognized for all Georgia State University's hard work and dedication.

Paul R. Kany
Director Building Services Division
Facilities Management Services Division
Administrative

Greatest Appreciation!

Steven Whitfield, Willie Dill, and The Entire Grounds Team

Natural Science Center
Mass Spec Instrument Move

I just wanted to express my greatest appreciation to you your team for the help to move the instruments this morning. You all are professional and friendly.

Siming Wang
Senior Research Scientist
Director of Mass Spectrometry
Facility, Chemistry

Thank You
Montrell D. Gaines

I can always count on you to get the job done. I don't say it enough, but I appreciate you.

Monica Phillips
Business Manager II
Facilities Management Services Division

Thank you for your Diligence and Professionalism.

Monica Phillips

Retirement Gift

What could have easily been swept under the rug and forgotten, but you stayed there for me and it is appreciated. Please tell Ramesh thank you as well, and hopefully, I'll stroll through there someday soon to see you guys.

Paul Anderson, Retiree

Teamwork and Support

Bonte Mitchell

Tanya Phillips, before she left, mentioned that she was very appreciative of the support Bonte provided her when challenges arose with events in the Brown Commerce Building. Tanya referenced an event scheduled in the building, but Bonte recalled that the person responsible for the setup was on the absence report. Bonte alerted Tanya and reached out to Building Services contacts to get support.

Monica Phillips

Business Manager II

Facilities Management Services Division

Let's brag about our Electricians

James Cook and Jason Cochran

This morning I had the pleasure of working with James Cook and Jason Cochran. These two are always quick to find solutions to problems, and they really do their utmost to make sure that their customer feels that their issues are important to them. When we called for help today, they were here super-fast. These guys have a great work ethic, and they really do care about the University and those who work within its walls.

Please convey my deepest gratitude for all that they do for us. Whatever their pay, I'm sure it is not enough to cover all the hard work they do each day!

Kristen Brown

Digital Media Coordinator

Department of Communication

Facilities Planning Department

The Facilities Planning Department wants to take this opportunity to thank our Facilities colleagues who have, throughout this pandemic and staff shortages, diligently maintained our campuses in working order and appearance. These thanks are mainly directed to Building Services and Maintenance and Operations staff for sustaining us and our buildings through it all

– *Many Thanks*

Woohoo, Becky!



Becky Owens just recently received her Specialist Graduate Certificate Degree in August from the Andrew Young School of Policy Studies (AYSPS) in Planning and Economic Development.



Black History Month



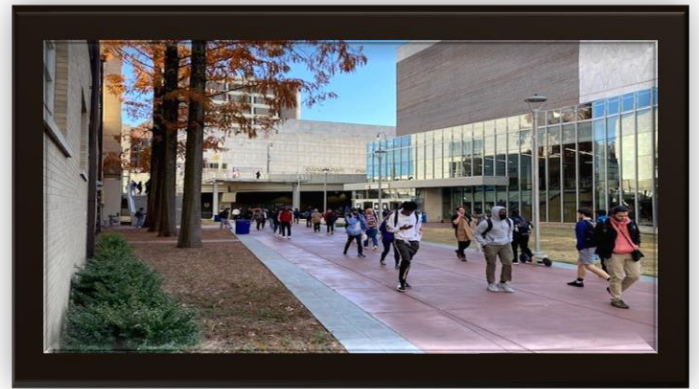
Black History Month is an annual observance that originated in the United States, where it is also known as African-American History Month.

It has received official recognition from governments in the United States and Canada and more recently has been observed in Ireland, and the United Kingdom.



Design and Construction Services

Clarkston Campus, CL Building and Dunwoody Campus, NC Building Auditorium Renovations Design and Construction Services (DCS) recently renovated the Clarkston Campus CL Building Auditorium and the Dunwoody Campus NC Building Auditorium. Both classrooms had original finishes that dated back to the 1980s with a 200 seat capacity. The renovation included new carpet, paint, auditorium seating, acoustic panels, LED lighting, and upgraded audiovisual systems. Renovation of these auditoriums will allow Perimeter College to create a more state-of-the-art learning experience for students, faculty, staff, and guests. Croft and Associates designed the project. The contractor was Macallan Construction, and the DCS project manager was *Becky Owens*.



Facilities Planning

In 2012 the New York firm Sasaki and Associates were finalizing the Campus Master Plan with projections for campus growth in programs and enrollment. The state objective was reached and exceeded in many cases. The two fundamental assumptions within that study were that student enrollment would eventually get to 40,000, of which 8000 would be in student housing. President Becker embraced those assumptions and endorsed enrollment growth to 40,000. These assumptions have shaped much of the university's Atlanta Campus current development plans. These plans include another research building to support impressive growth in research grant funding and an academic building to provide classrooms and labs to keep growing new academic programs. Consolidation with Perimeter College and its five campuses in 2016-17 has only enhanced the perspective that GSU will continue on its current trajectory of growth and quality.



Renovations

Your Renovations Department Cabinet and Carpentry Shop recently commissioned a piece of furniture art destined to host, inspire and honor great speeches and presentations at Veterans Hall. Crafted from hearty oak and painstakingly finished, this lectern is our in-house artisans' proud tribute to an honored campus location. Special recognition goes out to lead Cabinet Maker Robert Brou and Finisher Nick Wiseman for their creation. The podium is slated for delivery in late January.

The Renovations Cabinet and Carpentry Shop continues to be cutting edge, most recently in health, welfare, and protection. The staff responded to a call for dozens of transparent lectern shields. The craftsmen in Renovations designed, built, and installed the "shield" feature to podiums and desks across multiple GSU campuses. The changing state of in-person health and welfare concerns has not outpaced the Renovations Department's creativity and skills. *What can we create for your space?*

Quotables from the field:

"Hi, Dock,

I appreciate you, Ivan, and Mr. Bell for all your work! You guys are prompt, professional, and friendly. I hope your department values your positive reflection on your department."

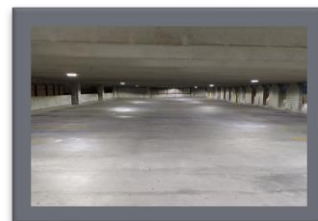
Signed, Happy Client



Before Photograph

Maintenance and Operations

GSU Maintenance and Operations is committed to sustainability initiatives and always seek out projects that improve our campus utility consumption and performance. Over the past five years, GSU has aggressively pursued lighting upgrades by switching bulbs and fixtures from fluorescent, metal halide, or high-pressure sodium to light-emitting diode (LED). A prime example of this is the recent conversion of Parking Deck G, in which we replaced the old metal halide fixtures with high-performance LEDs. Parking facilities are excellent candidates for lighting improvement projects as the lights stay on 24 hours a day and use high wattage light fixtures. The parking deck now uses about 50% less energy through fixture count, wattage reductions, and improved controls that utilize occupancy and daylight dimming. GSU M&O is always seeking out the next efficiency improvement on campus. If you have suggestions or ideas for a campus improvement initiative, please reach out to the maintenance and operations staff!



After Photograph

Building Services

Campus Services and Custodial Services:



Winter is here

Our Building Services teams are in full winter mode in providing various services to our campus community. We continue to focus on the importance of a clean and healthy environment for our students, faculty, and fellow staff members. We consistently monitor Covid- 19 related instances and respond accordingly to meet campus needs. The winter break was a refreshing time to share with our families and friends, but we are all eager to see what the Spring semester holds. Our mission for 2022 will be to continue building a culture that provides employee engagement, increased morale, growth, educational opportunities, and a sense of supporting one another. I am very proud of our teams' work and services this past changeling year and look forward to an exciting 2022.

Paul R. Kany
Director, Building Services
Georgia State University Facilities Management Division

Grounds and Landscaping Services:

Hello everyone,

I hope all are keeping warm as possible during the winter months. We briefly encountered some snow and ice on the downtown campus this month. During the inclement weather, the grounds team implemented their action plan and spread 66, 5-gallon buckets of ice melt at a designated campus location. To make sure we had coverage to address any ice or snow issues that may have caused safety concerns on Saturday, the department had a staff member on campus from 7 pm Saturday until 7 am Sunday. On Sunday morning, January 16, 2022, we scheduled other grounds team members to work to prepare the campus for the return of the university community on Tuesday, January 17, 2022. I want to thank each team member for their dedication and commitment to addressing their customers' needs and keeping them safe. Other work tasks that our teams are accomplishing are removing all the leaves that the beautiful fall colors left behind and preparing areas for fresh mulch and straw on all campuses. We also have several beautification enhancement projects scheduled on several campuses during the fall.

Until next time stay warm and stay safe!

Go Panthers!

Steven Whitfield

Building Service Administration & Support



Administrative and Customer Services

In this issue, we highlight our hardworking **Facilities Information Systems (FIS) team.**

Wishing you all the best in 2022!

from Facilities Information Systems!

2021 was a big year for FIS! During the last year, the team said goodbye to a time-honored pillar in our organization. Alvin Clark retired – passing the mantle to our dedicated Derrick Chisolm, the new manager of Facilities Information Systems.

We welcomed a new talented CAD/ CAFM Specialist - Zuri Haley-Robbins. He will work closely with our creative Farrah Vaughan, the other CAD/ CAFM Specialist, documenting Georgia State University's nearly 15 million



square feet and keeping our CAD drawings up to date.

Our pleasure is to consistently provide computing and information services to our internal and external customers. Derrick Chisolm maintains our servers, network infrastructure, and dynamic website while leading his talented team. Harvey Johnson,

our hard-working programmer analyst, has facilitated the upgrade of our work order management system while keeping over 60-time clocks online across all Georgia State University Metro Atlanta campuses. Our Microsoft Certified Instructor and Network Planning Analyst, Deborah Dunbar ensures that department-issued Android and IOS devices are secured, tracked, configured, and supported for nearly 400 employees. She has won awards for her Microsoft training classes and is the creative designer of this vibrant newsletter. Debbie Loflin, our PC Support Specialist, works her incredible magic by providing desktops and laptops support to our community of nearly 400 employees across our Atlanta campuses. Most of our Facilities Information System employees have worked for this department together for over 15 years. We are committed to handling all the technical issues that arise.



GOT QUESTIONS?

WE'VE GOT ANSWERS:

Our bustling Facilities Management Services Division HR (FMSD) HR Team works tirelessly to assist our nearly 400 staff members!

One **big** question we're receiving in HR right now:

When and how can I get my W-2 forms for my 2021 tax returns?

If you signed up by December 31st, 2021, for electronic W-2s, you already have access to them via OneUSG. Login to OneUSG - <https://oneusgconnect.usg.edu/>

Select the Payroll icon, taxes, and View W-2. You can then download and print your W-2.

If you missed the consent deadline or chose not to receive your W-2 electronically, you should receive it by mail on or before January 31st. It will be mailed to the address on file with Human Resources.

If you do not receive it via mail by early February, contact University Human Resources Payroll at payroll@gsu.edu or 404-413-3302.

We look forward to serving you.



22222		Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips		6 Medicare tax withheld	
		7 Social security tips		8 Allocated tips	
d Control number		9		10 Dependent care benefits	
e Employee's first name and initial Last name Suffix		11 Nonqualified plans		12a	
		13 Statutory employee Retirement Third-party sick pay		12b	
		14 Other		12c	
				12d	
f Employer's address and ZIP code					
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax	
		18 Local wages, tips, etc.		19 Local income tax	
				20 Locality name	

Form **W-2** Wage and Tax Statement **2022** Department of the Treasury—Internal Revenue Service
Copy 1—For State, City, or Local Tax Department



Make 2022 your best training development year ever.

Deborah Dunbar

Microsoft Certified Instructor



Nothing remains the same with exciting and sometimes frustrating changes. Quality training will assist staff employees in meeting higher demands and working faster, confidently, and more efficiently. But without the necessary experience, education, or knowledge to effectively use the latest programs and tools, employees can feel frustrated, limited, and stressed. **Sign up for our Microsoft classes. Microsoft Excel – Formulas, Pivot tables, Dashboards, Word, Access, Create stunning PowerPoint slide decks. Indispensable Microsoft training from the absolute beginners to the advanced employees. Archibus training for Facilities staff and Building Facilitators.**

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 ★ Building Services: Paul Kany ★ Renovations: Denise Ekpoudom

SAFETY TIPS

(FIRE AND SAFETY)

In case of Fire and Smoke:

- 1. Crawl Under Smoke!**
- 2. Get Out!**
- 3. Close the door!**
- 4. Exit the building!**
- 5. Proceed down the stairs!**



- Call 911 to report a fire at your home.
- **Do not return to the building until you have been given instructions to return.**

Smoke Detectors

Save Lives!