



NOVEMBER 2012

Reception held for third shift Housekeepers

quick fix

A special reception was held in appreciation of third shift Housekeepers on Friday evening, Nov. 9, at Ram's Head Dining Hall.

The reception was hosted by the Covenant Event Committee, a branch of the Carolina Covenant's *Covenant Gives Back Program*, which consists of student volunteers who have received comprehensive financial aid packages in order to graduate from the University debt-free. The students volunteer in a variety of on- and off-campus community service projects throughout the year and host a biannual appreciation reception in order to give back to the University.

This semester, the committee chose to honor the third shift Housekeepers for all their hard work and dedication, and created 200 handmade invitations that were handed out to each staff member.

Emily Palmer, chair of the Covenant Event Committee, commented, "As students, we simply could not have the same experience without your huge contribution to the University."

Facilities Services appreciates this generous recognition from this outstanding group of scholars!

From the Suggestion Box

Suggestion: Why do some departments/offices send virtually their entire staff to conferences? It appears that nothing useful is ever brought back or shared. Maybe attendees should do a presentation upon their return, or limit the number of people who can go and stop wasting resources.

Response: This submission was received several months ago, so a response is long overdue. Fortunately, a policy/procedure concerning travel and training in Facilities Services has been in development and is being finalized that will address these concerns, as well as spell out other specific expectations when attending and participating in conferences, workshops and other educational or career development opportunities. In short, the policy/procedure has many guidelines that are to be followed to ensure attendance is both beneficial to the employee(s) and a worthwhile investment by Facilities Services and the University.

Here is a preview of some specifics of the policy:

- Facilities Services supports professional development and training for all members of the department as it relates to knowledge, skills and abilities related to their job responsibilities. Facilities Services also supports and allows educational leave for attendance at approved meetings, institutes, conferences and workshops. Further, Facilities Services provides administrative funding for such training activities, funds permitting.
- Training or professional development requests must be primarily programmatically based, directly related to the individual's organizational responsibilities or related to the Facilities Services mission.
- Approval of travel/educational leave for Facilities Services staff to attend meetings, institutes, workshops or other professional development activities is granted by the employee's supervisor, next level manager, department head and/or Assistant Vice Chancellor for Facilities Operations, Planning, and Design (if appropriate) and is contingent upon a variety of conditions including the following:
 - A. The time off to attend a meeting does not interfere with the functioning of the department and/or work unit or the accomplishment of its work objectives.
 - B. The relationship or importance of the function to the person's job assignment and the benefits derived by the individual and the Facilities Services organization.
 - C. The number of individuals requesting to attend a single meeting/class/workshop/ seminar.
 - D. The demonstrated record of achievement or professional development resulting from an individual's prior participation in professionally-related extracurricular activities.
 - E. The number of educational leave requests previously approved for an individual.
 - F. Advance submission of request (normally 30 days in advance).
- All training/travel must be approved by the department head or Assistant Vice Chancellor for FOPD in advance of travel arrangements.

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- Facilities Services staff members who have been granted educational leave, with or without departmental funding, to attend professional development functions are expected to complete agreed upon reporting or other outcomes as determined in advance with the departmental director or training coordinator upon completion of or return from the activity.
- All expenses not specifically authorized in advance are the responsibility of the Facilities Services staff member.

This is just a brief recap of some of the highlights of the policy that is in the final stages of development. The full policy will be posted on Facilities Services' website once it is complete.

Energy Management brings home Energy Award

The University was recently awarded the Association of Energy Engineers' 2012 Region II Energy Award during the World Energy Engineering Congress held in Atlanta Oct. 31 – Nov. 2.

The prestigious award recognizes the extraordinary achievements of the University's Energy Conservation Measures (ECM) program, which has resulted in avoided energy costs of \$11.4 million over a two and a half year period.

The ECM program is a component of the University's official Energy Use Policy that was enacted in July 2009. It includes seven specific conservation measures that focus on the reduction of the campus' energy use and carbon footprint, such as reducing or eliminating the heating or cooling of spaces during unoccupied times and establishing appropriate temperature standards for facilities. All seven of the measures are carried out without compromising standards for the health and safety of the campus population.

As of February 2012, the ECM program encompassed 134 campus buildings. In breaking down the \$11.4 million in avoided energy costs, the University achieved a 24.5% reduction in energy use and accumulated savings of 212.75 GWh of power, 69,000 metric tons of carbon dioxide and 44.4 million gallons of water.

The World Energy Engineering Congress is presented by the Association of Energy Engineers, a professional society of more than 16,000 energy engineering and management professionals from throughout the United States and nearly 90 nations abroad. The association's Region II is comprised of states throughout the Mid-Atlantic and southeastern United States, plus Washington, D.C. and Puerto Rico.

ECM Team members Tommy Anderson and Lane Adams accepted the 2012 Region II Energy Award on behalf of UNC. For more information on the University's ECM program, visit Energy Management's website at www.save-energy.unc.edu.

November Safety Topic: Slips, Trips & Falls

Log on to <https://ishare.facilities.unc.edu/HR/Safety/default.aspx> for information on this month's topic. If you do not routinely work with a computer, your supervisor can assist you in accessing and viewing the information.



QUICK FIX