



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Facilities Newsletter

Fall 2015

Announcing Anna Wu as the Associate Vice Chancellor for Facilities Services

Anna has been serving Carolina as the University Architect and Assistant Vice Chancellor for Facilities Operations, Planning and Design since 2012. In that role she directed a team responsible for the planning, design, maintenance and operations of the University's academic buildings, research facilities, residence halls, grounds and landscapes.

Anna has worked at UNC since 1995, when she was first hired as a facilities architect with Facilities Planning. Bruce Runberg then hired her in 2001 as the University Architect and Director of Facilities Planning, a role in which she led a professional staff of architects, engineers, landscape architects and planners, responsible for the planning and design project management for Carolina's campus. Together, they executed Carolina's \$2.3 billion capital program.

Anna received the C. Knox Massey Distinguished Service Award from UNC in recognition of her service to the University. In 2009, she was elected to the College of Fellows of The American Institute of Architects.

She received her Masters of Architecture degree from Harvard University and her Bachelor of Arts degree from the University of Pennsylvania.

Carolina Cares, Carolina Shares State Employees Combined Campaign

October 1st-November 9th



Find your charity online at ncsecc.org



Tar Heels Give More!

Last year, UNC employees showed their generosity by making [Carolina Cares, Carolina Shares](#) the lead contributing agency to the State Employees Combined Campaign. This year, campaign officials hope Carolina employees can give even more.

Tar Heels Give More is the theme of this year's campaign. The campaign raised \$780,000 for charities last year. Organizers hope to raise \$1 million this year.

So far, Carolina employees have donated \$338,077 in the first three weeks of the six-week campaign. This year's campaign is half the length of last year's three-month effort, so time is growing short for employees to donate.

We can continue our tradition of giving by participating in this year's Carolina Cares, Carolina Shares campaign and pledging to one or more SECC charities. You can once again make your donation online -- an easy, convenient, and secure way to support your favorite charity with multiple search options available that will make it even easier to find the charity of your choice. In addition to online giving, paper forms will be provided to all faculty and staff. (If you do not receive a form or you have questions regarding the pledge process, please contact your division leader or team captain.)

Important Information: Only payroll deduction and credit card options are available online. If you wish to pledge by cash or check, you must complete a paper form and submit your form and contribution to your team captain. If you wish to pledge by payroll deduction or credit card, please click on the "Give Now" link below and follow the instructions to enter in your UNC-Chapel Hill Onyen and password.

GIVE NOW! When you get to the website, enter your UNC-Chapel Hill Onyen and password.

As you open each page, you will immediately see that this process is very easy! There are only five steps, and it should take only five minutes to complete. We believe that online giving is a true convenience for making your gift to the SECC charities, and we hope you will too!

**Thank you for your gift to the State Employees Combined Campaign.
We deeply appreciate your generosity and thoughtful consideration of others.**

Facilities Services Team Captains:

Bob Humphreys
Jewel Golson-Roberts
Bridget Baucom
Lynn Friend
Tracy Agnew

FACILITIES SERVICES IN THE NEWS

Congratulations to Steve Gooch for completing his training with the APPA Institute!



Steve Gooch, Grounds Supervisor for Housing Support, has been in a supervisory position with UNC for 10 years. Over the past 3 years, Steve completed the APPA Institute.

Steve got involved in the Institute because he has an interest in how facilities are maintained beyond Grounds and he sees an interplay between the buildings and grounds and the people that occupy them. Additionally, higher education is a dynamic environment – facilities are in constant use, quite often 24/7 – and Steve saw the Institute as a great opportunity to see how the pieces fit together, to basically create the environment for student success. The Institute gives you a nice overview of the different areas of responsibility as far as facilities management is concerned. You get a chance to understand how it all works and comes together, not only on the maintenance side but the personnel side. Steve truly appreciates UNC's investment, not only in himself but in its workforce as a whole, in order to create the best team they can, and APPA is a wonderful avenue to better understand what we all do in Facilities Services.

• WELCOME NEW EMPLOYEES

Grounds:

Hser Htoo
Kiler Hamiton
Thomas Bentley
Christopher Penny
Frank Capel
Todd Hoffman

Building Services:

Jeremy Yeatts
Christopher Steele
Kenneth Sanders
Travis Anthony
Christopher Burnette

Housekeeping Services:

Chit Maung
Monique Savage
Ndaye Kidimbu
Mu Lay Kay
Maunt Maung
Gyi Way
Estela Flores
Demonte Amerson
Khin Yee
Lae Moo
Hannity Saw
Philip Mogeni
Mu Law Htoo
Kawlar Wahmu
George Dennon
Myo Tun
Ah Yong N-Mawn
Naing Lin
Ko Soe
Lisa Henderson
Engineering Services:
Sarah Towles
Patrick George

Facilities Planning:

Noah Carbulon
Bailey Gatens

Business Operations:

Matthew Ellis
Michael Barnwell
Alice Moore

ANNOUNCEMENTS

TRAINING:

Justin Case has accepted a promotional opportunity in the Finance and Administration (F&A) Division, Continuous Improvement and Business Intelligence unit. His last official day with Facilities Services is Thursday, October 15th. As Training Specialist for the Continuous Improvement and Business Intelligence unit in F&A, Justin will provide financial and timekeeping systems training, including curriculum design, development, needs assessment, and session evaluation, for University employees. His training responsibilities will include computer-based training, classroom training, and one on one instruction. In addition to systems training, Justin will have responsibility for explaining related policies, procedures, and business processes to employees; and communicating to campus and internal system users about changes in financial systems, including system enhancements, and all opportunities for training.

Justin has been a member of the Facilities HR team since August 12, 2013, and he will be sorely missed. We wish him the best in his future endeavors.

HUMAN RESOURCES:

- **Annual Benefits Enrollment**

Annual enrollment is the time of year when employees can change or update their benefits for the next calendar year. If you want to make changes to your health insurance, NC Flex benefits and University benefit plans, you can do that from October 15 through November 18.

Changes that are made during annual enrollment become effective January 1, 2016. Payroll deductions for health insurance will change in December and all other deductions will change in January. By now, employees should have received their annual enrollment packets through campus mail. The State Health Plan will send enrollment materials to employees' home addresses.

Important Steps to Take:

- State Health Plan rates are increasing in 2016. To significantly reduce the cost of your health insurance payroll deduction (premium), you should complete three wellness credit activities to get the lowest medical plan premiums available. These include: 1) designating a primary care provider, 2) attesting to non-tobacco use and 3) completing an online health assessment. Links to these wellness credits are available through the eEnroll portal.

- Because dependent day care and health care flexible spending account contributions affect employees' taxable income each year, the IRS requires annual enrollment. This means that unless employees sign in to the eEnroll portal and set up their annual FSA contribution amount for 2016, their FSA deductions will stop in January.

HOW TO ENROLL:

- With your UNC Onyen and password. For assistance with finding your Onyen or setting a password, call 962-HELP or go to onyen.unc.edu.
- Choose your health plan and all NCFlex benefits through single sign-on with your UNC Onyen and password at <https://connectcarolina.unc.edu> (UNC-administered plans such as MetLife Group Term Life and Reliance Standard AD&D still require paper enrollment forms located at <http://hr.unc.edu/benefits/2016-annual-enrollment/>).
- Detailed instructions and screenshots showing how to access the wellness credit information are available at <http://hr.unc.edu/benefits/2016-annual-enrollment/>.
- The State Health Plan's health assessment wellness initiative is available within the eEnroll system and will require you to log in at <https://www.myactivehealth.com/Portal/PortalLogin.aspx?SupplierURL=8002> to complete.
- The smoking attestation is not a part of the health assessment and requires certification through the eEnroll system.

KEEP YOUR RECORDS: Print a copy of your enrollment record.

IF YOU NEED HELP:

- With your Health Assessment, contact Active Health at 800-817-7044; if you need help with enrollment, contact 855-859-0966.
- With the online enrollment process, Benefits Services staff will be available to provide in-person assistance on Mon., Oct. 27, through Friday, Oct. 31, from 9 a.m. to 4 p.m. in the Office of Human Resources (Administrative Office Building, 104 Airport Dr.).

IF YOU HAVE QUESTIONS:

- Or need assistance by phone, contact BenefitFocus Customer Service at 855-859-0966.
- Additional Annual Enrollment information is located at <http://hr.unc.edu/benefits/2016-annual-enrollment/>

- **Winter Breaks 2016 and 2017**

As indicated in the forwarded email, **the University will close for an entire work week during the 2016 and 2017 winter breaks.** This information is being provided well in advance so that employees can plan their leave use accordingly, since there's one day during each of these weeks that employees must code their own available leave. We'll send an email reminder to all employees as we get closer to these one-week closings.

Please note that this year's (2015) winter schedule is not affected.

If you have questions about the 2016 and 2017 holiday schedules, please contact OHR Benefits at 919-962-3071 or benefits@unc.edu.

- **ALSCO - New Uniform Ordering - Status Update**

In order to manage the process (ordering, receiving, and distribution), we are using a staggered ordering system.

High-Visibility items for Grounds, Masons and Roofers are on order.

- Items for Grounds have been received and currently being checked in by ALSCO.
- Items for Grounds will then be embroidered.
- Items will be delivered to MRO Storeroom to be verified for accuracy and distributed.
- Delivery of Grounds items is planned for week of October 12 – 16. Other groups to follow shortly thereafter.

High-Visibility items for Maintenance Second Shift and certain other team members will be ordered after an approved 100% cotton item is approved.

We met today with coordinators from HVAC, EMCS, Life Safety, and Recycling to begin the ordering process.

We will soon meet with coordinators from Design & Construction, Maintenance, Garage, Shared Services and any other group.

- We will in contact with management to request a coordinator be named to assist with the process.

We will then meet with Housekeeping since they are such a large group with multiple shifts.

- We will be in contact to request a coordinator be named to assist with the process.
- We will also work together to determine a location for the uniforms to be delivered, verified for accuracy, and distributed to the multiple shifts.

All of the shirts and jackets will be embroidered with the appropriate UNC logo.

- ALSCO has a large embroidering machine but can only handle the process by staggering the orders.

Any questions contact Wayne Sexton 919.962.4165 or Whitney Cheek 919.843.3930

SAFETY:

Personal Protective Equipment (PPE)

One of the most important areas of training is the proper use and wearing of PPE. It doesn't sound like a difficult training session, but there is more to it than just putting on safety equipment for a particular job. We should do "Pre-Plan" or do a "Job Hazard Analysis", before performing a job and see if there is a hazard involved. If there is a possibility we should want to either remove or isolate the hazard from the task on hand. If the job requires wearing PPE to protect us from certain hazards, we need to be sure to follow some basic procedures. Employees are responsible for using the appropriately issued personal protective equipment for the job they are doing.

Different areas on our body we may need to protect could include eyes, ears, head, hands, feet, and any other areas that could be exposed to a hazard while doing a job. Personal Protective Equipment should be just like it says, personal. The equipment should fit the user to allow the user mobility while at the same time protecting the user from a hazard.

Some areas to pay attention to when using PPE are as follows;

- Will it give me the protection I need?
- Does it fit properly?
- Has the equipment been visually inspected properly per the manufacturer's recommendation?
- Remember to be sure and take the time to wear the proper equipment, as it could be the best time you ever spent.

Supervisor

It is the supervisor's responsibility to ensure the employee is provided the proper personal protective equipment properly and effective training.

Each employee must be trained to know the following information:

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life and disposal of the PPE

Supervisors should inspect all PPE at least once a month to ensure that it is safe to use.

Additional information and the University policy on PPE can be found on the University EHS website within the IMAC Manual. Any questions please feel free to contact Safety Manager TJ DeLuca with any questions.