

FACILITIES

Newsletter

July 28, 2023

Vol 3



THANK YOU!



Facilities Management

Facilities Management is a unit of the Division of Finance and Administration.

Under the supervision of the Assistant Vice Chancellor for Facilities, Facilities Management comprises of two departments – Facilities Operations; and Facilities Planning, Design, and Construction. Our primary mission is delivering required services, financial oversight, and providing a liaison with appropriate Federal, State, and local agencies on matters related to planning, design, constructing, operating and maintaining the physical campus environment.

Facilities Management strives to provide a safe, clean, accessible, and attractive environment which enhances the abilities of academic and administrative departments to provide a personalized education experience.

Each department has independent web pages (located at the left) which provide specific information related to their mission and services.

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HVAC/ PLUMBING

June Project



GPAC – cooling tower cleaning



Library – fire pump repair



Library – fire pump repair



Moore Hall - hot water, actuator replacement

Thank you HVAC!

Your hard work has not gone unnoticed, and your contributions have been invaluable in helping UNCP achieve its goals.

HVAC/ PLUMBING July Project



Pine Hall - water line repair



Pine Hall - water line repair



DF Lowery - chiller repair

Thank you HVAC!

You have gained the admiration and appreciation of your peers for your efforts, and it serves as a testament to your commitment and dedication.

Facilities Planning, Design, and Construction



This is the Special Collection project @ the library.



This is the Brick project at the UC. The Brick project is highly successful, having achieved its goals in just months.



Thank you Design and Construction for an amazing job. You exceeded all expectations and delivered an incredible result.

Housing Maintenance

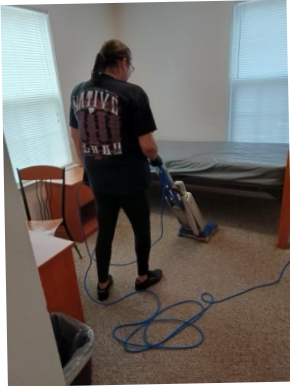


During the summer, minor maintenance is done in the Residence Halls. This includes patching, painting, changing HVAC filters, adjusting doors, making simple plumbing repairs, repairing non-complex floors, replacing lighting lamps, replacing bathroom fixtures and assets, adjusting cabinets and minor appliances.

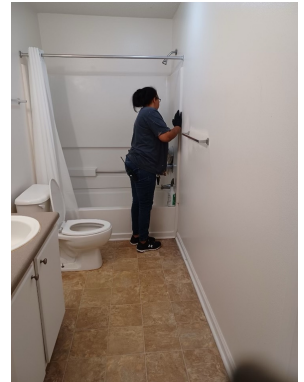


Thank you Housing Maintenance for your dedication and hard work! Your efforts have been invaluable in maintaining our housing quality, and we sincerely appreciate it!

Housing Housekeeping



After the summer season, it's important to give the entire house a deep clean to ensure that it is looking its best.



Lisa Jacobs operating the Chariot Scrubber



Lisa Jacobs demonstrates bonnet cleaning to new employees.



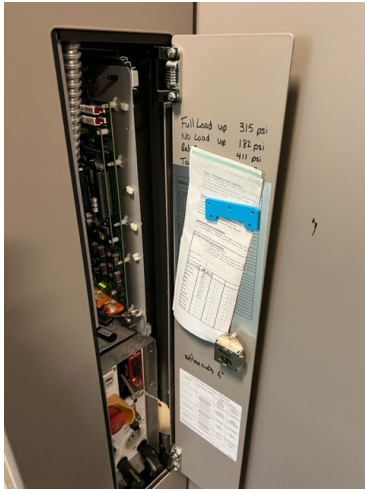
Maude Jones and Timmy Barton cleaning carpet at Pine Hall



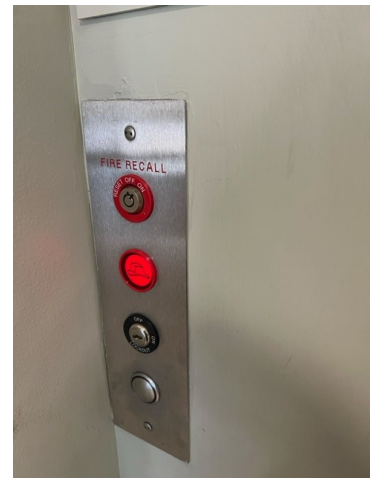
Damion Barton cleaning the carpet at Pine Hall

Your efforts to maintain the cleanliness of the Resident hall are greatly appreciated.

Service Contract Coordinator



Performing elevator inspections



Regular inspections are the key to keeping elevators running safely, efficiently, and with minimal disruption.

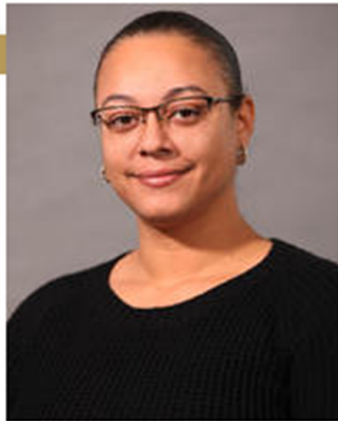
Thank you!

Employee Announcements



June
SHRA
Employee of
the Month

Courtney Page
Energy/Utilities & Sustainability
Coordinator
Facilities Operations

A headshot of Courtney Page, a woman with blonde hair, wearing a patterned blazer over a brown top.

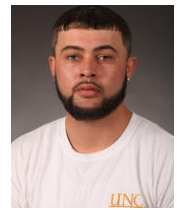
Maude Jones
Bldg Environ Tech
maude.jones@uncp.edu

Maude Jones has been transferred from Housekeeping 2nd shift to Housekeeping 1st shift.

Top Stories



Recognition of Special Contributions



DF Lowry HVAC



DF Lowry HVAC Project

Our DF Lowry facility recently experienced an HVAC outage impacting the entire facility and its occupants. Facilities discovered the issue Monday morning. Dean Jacobs immediately brought in a service provider to troubleshoot the issue. He already had a service provider scheduled to be on campus for another project and could call them immediately. This minimized travel time and costs. Once a determination was made of what the issue was, Dean put an action plan in place.

Dean and his team immediately provided mobile spot coolers for critical office spaces within the facility.

Dean had our service provider gather information for a repair proposal ASAP.

Dean began obtaining materials and equipment to connect our temporary chiller to the facility.

Finally, a call was made to the manufacturer to see if there was an opportunity to receive assistance from them. This appears to be premature equipment failure.

By Thursday, July 13th, the temporary chiller was operational, and the entire facility was cooled.

Dean remained focused and dedicated to the task, and coordinated all aspects of both temporary and permanent solutions simultaneously. All the while, a new student orientation was scheduled for Friday and Saturday this week. With well over a hundred new students along with parents participating in programs on campus, and in particular, the DF Lowry facility being the main hub, the timing was critical, to say the least.

Dean is currently coordinating the permanent repairs with the aggressive goal of having them completed over the weekend.

Dean and team, thank you for your dedication, ability to remain focused under pressure, and innovative efforts to address this need in record time, at an opportune time when UNCP needs to shine brightly.

FACILITIES RESIGNATIONS



We regret to announce the resignation of three of our team members.
Congratulations on your new endeavor!



Nelson Locklear
Building Environmental
Manager



Hollis Richardson
Facilities Maintenance
Supervisor



George Morales
Facilities Superintendent



We wish you the best of luck!

FACILITIES

RETIRING IN THE NEAR FUTURE

We wish them success in their retirement endeavors and thank them for their dedication and hard work over the years.



Diane Locklear
Bldg Environ Tech



Mary Parker
Administrative
Support Associate



Taylor Fields
Business Services
Coordinator



Judy Stevens
Bldg Environ Tech



Jean Jacobs
Bldg Environ Tech



Bobby Locklear
Project Manager



Happy Retirement!



2023 Safety Observance Calendar

July			
July	National Fireworks Safety Month	Prevent Blindness America	preventblindness.org
July	Vehicle Theft Prevention Month	National Highway Traffic Safety Administration	nhtsa.gov
August			
August	National Immunization Awareness Month	Centers for Disease Control & Prevention	cdc.gov
August	Back to School Month	National Safety Council	nsc.org
August	Children's Eye Health & Safety Month	Prevent Blindness America	preventblindness.org
August	Drive Sober or Get Pulled Over	National Highway Traffic Safety Administration	nhtsa.gov
Aug. 6-12	Stop on Red Week	National Coalition for Safer Roads	ncsrsafety.org
Aug. 14-20	Safe+Sound Week	OSHA	osha.gov

EMPLOYEE

Resource Community

UNCP EMPLOYEE RESOURCE COMMUNITY

Sponsored by the UNCP Inclusion and Diversity Council, Employee Resource Communities provide a space for socialization and a social support for employees. ERCs are asked to meet at least once per semester.

Current ERCs include:

- American Indian
- Asian American / Pacific Islander
- Black / African American
- Caregiver
- Hispanic/ Latiné
- LGBTQIA+
- Women

**Join
Now!**

Interested in joining or learning more?
Please visit uncp.edu/ERC



Equal Employment Opportunity & Diversity Fundamentals (EEODF)

In accordance with the North Carolina general statute 126.16.1, all managers and supervisors are mandated to attend EEODF training coordinated through The North Carolina Office of State Human Resources (NC OSHR) within one year of their appointment. This training addresses EEO law compliance and issues of workplace diversity in state government and focuses on developing awareness and building skills to be used on the job to assist managers and supervisors in understanding important employment discrimination laws that impact day-to-day managerial decisions. Case studies and other activities are used to learn how to apply the laws' principles to create fair, equitable, and inclusive work environments. The skills taught in EEODF enable university managers and supervisors to address complex diversity issues in a legally compliant manner.

Attendees must complete a series of online modules prior to attending the training session. It is important to ensure you have at least two (2) weeks to complete the modules, prior to enrolling in the class. Modules cannot be completed the day before the training. You may access NC OSHR's online learning management center via <https://ncgov.csod.com/client/ncgov/default.aspx>. NOTE: All online modules and the assessment must be completed before you have the option to register for an available classroom session. You will not be admitted to a classroom location without completing all learning objects.

UNCP's Office of Human Resources will provide multiple opportunities to participate and register in a one-day EEODF training session from 8:30 a.m.

-4:30 p.m. offered on the following dates:

- Monday, August 21, 2023
- Tuesday, August 29, 2023
- Tuesday, October 24, 2023
- Tuesday, December 12, 2023

Each session will be held at the Office of Regional Initiatives, 115 Livermore Drive, Pembroke, and is limited to 25 participants.

If you are a UNCP manager or supervisor and have not yet completed the EEODF training, please take the time to review this information and give yourself at least two (2) weeks to complete the required modules. If you have difficulty creating an account in the OSHR portal, please contact Sheila Hardee at 910.521.6587 or via Sheila.hardee@uncp.edu.

Equal Employment Opportunity and Diversity Fundamentals (EEODF) Training.

If you have completed this training at another institution or agency, please forward your certification to the Office of Human Resources at your earliest convenience.

We appreciate your support and assistance with complying with this NC OSHR mandate





Braves Kickoff 2023

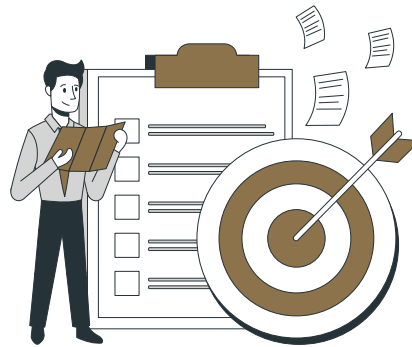
August 8-10

The theme this year is "We Launch Dreams." Braves Kickoff two-day event with flexibility to select a schedule that meets your department's needs.

Tuesday, August 8 - Divisional and departmental meetings
Wednesday, August 9 - Braves Kickoff Main Event held in the Givens Performing Arts Center
Thursday, August 10 - Divisional and departmental meetings
More information to come!



Things to Do!



Julian T. Pierce 10th Annual Memorial Art Dinner - August 5 at 6 p.m. in the Jones Auxiliary Gym. **[Click Here](#)** for ticket information.

State Employees Credit Union Members - Enjoy discounted tickets at the following theme parks this summer! **[SECU_ThemeParkFlier.pdf](#)**. Click Here to access your member portal.

NC Blackberry Festival - Downtown Lenoir, NC - July 14-15 - Click Here for more information

North Carolina Peach Festival - Candor, NC - July 14 at 7 p.m. - Click Here for more information

NC I Love Food & Sweets Festival - Wilmington, NC - July 15-16 - Click Here for more information

Blues Festival 2023 - Southern Pines, NC - July 15 - 12:30-11:30 p.m. - Click Here for more information

Gears and Guitar Music Festival - Winston-Salem, NC - August 4-6 - Click Here for more information

Remember to File Your Wellness Benefits

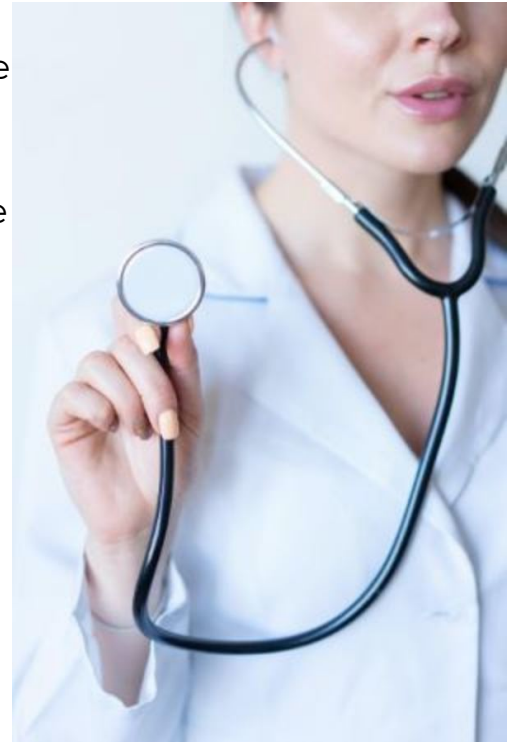
Starting January 1, 2023, participants of the NCFlex **Accident** and **Critical Illness** Plans (administered by Voya) became eligible for a wellness benefit. This benefit is payable once per year, per covered person for completing an eligible health screening test. The deadline to file a wellness claim through Voya is six months after the screening or at the end of the plan year, whichever is later.

If you participate in both plans, you can receive a wellness benefit from each for the same screening! **[Learn more about eligible screenings and how to file a claim here.](#)**

The NCFlex **Cancer** Plan (administered by Allstate) also has a wellness benefit, payable once per year, per covered person. Allstate's **[wellness benefit](#)** does not have a filing deadline. Non-University employees can access their Allstate account under "Quick Links" in the **eBenefits platform**. Anyone can access their account by visiting **www.allstatebenefits.com/mybenefits**.

Some screenings may overlap all three plans (Critical Illness, Accident and Cancer), meaning you could potentially have a wellness benefit from all three plans if enrolled.

Reach out to **ncflex@nc.gov** with any questions.



REMEMBER!

New Employee Onboarding

Monday, August 7 (New Faculty Onboarding)
Monday, August 21 and Tuesday, August 22
Tuesday, September 5 and Wednesday, September 6

Bi-weekly Leave Reports Due by 12 Noon

Monday, August 14
Monday, August 28
Monday, September 11th

Monthly Leave Reports Due by 5 p.m.

Monday, July 31
Thursday, August 31

