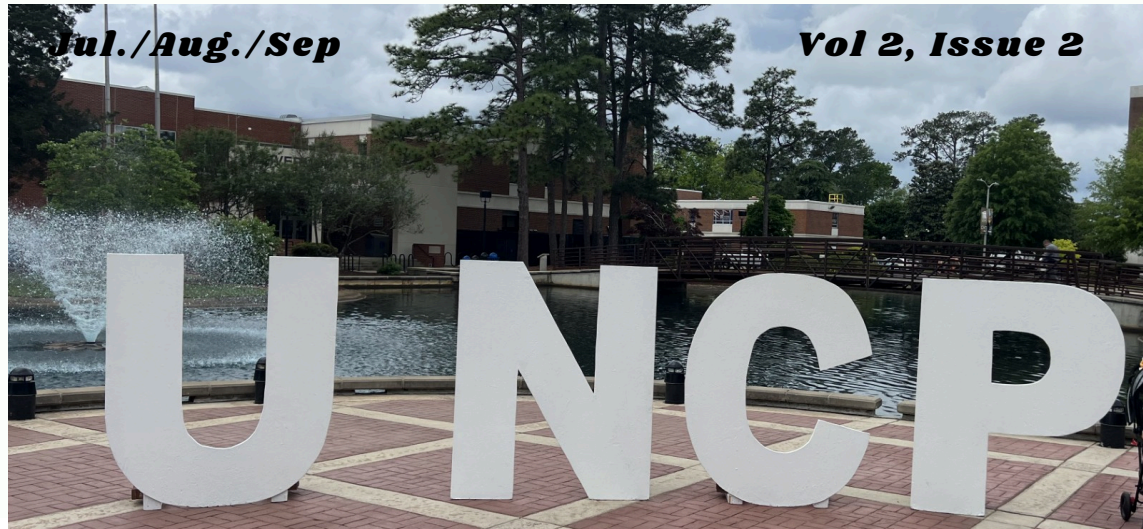


# FACILITIES

# Newsletter



Dedicated to keeping our team informed, connected, and engaged.



Jul./Aug./Sep

Vol 2, Issue 2

New Staff.....	2
Meet Staff.....	2
Training for Grounds.....	3
Doing Right and Trivia Day.....	3
Training Spotlight.....	3
Employee of the Month.....	4-5
Appreciation Week.....	5
Facilities Highlights.....	6
Open Enrollment.....	7
Reminders.....	8



## Welcome to Open Enrollment

September 30 - October 25, 2024



Open Enrollment is just around the corner! This is your annual opportunity to review and make changes to your benefits, including health, dental, vision, and other insurance options. Be sure to mark your calendars and take advantage of this important time to ensure your benefits align with your needs for the upcoming year. Stay tuned for more details and resources to help guide you through the process. Don't miss out!



Kevin Witmore joined the Design and Construction Department on January 6, 2020, bringing with him a passion for innovation and precision. Since then, he has become an invaluable asset to our team, consistently delivering high-quality work on a variety of projects. Kevin's attention to detail and dedication have been key to the successful completion of numerous design and construction initiatives. Whether it's developing new building plans or overseeing construction, Kevin's expertise ensures that every project is completed to the highest standard.

We are proud to have Kevin as part of our team and look forward to his continued contributions to our department's success!



# WELCOME NEW STAFF

The Newsletter

Wednesday, September, 25th, 2024

**Harold Deese** has officially joined our Electrical Shop, starting on August 19, 2024. He brings a wealth of experience from his four years at DepomPower, where he developed his skills in electrical maintenance and repair.



We are excited to welcome Harold to the UNCP Facilities family. His expertise and commitment will be a great asset to our team. Please join me in extending a warm welcome to Harold as he embarks on this new journey with us.

Let's all come together to help Harold feel at home and supported in his new position.

**Carey Locklear** joins UNC Pembroke as a Building Environmental Services Technician in the Grounds department, effective August 19, 2024.



Carey brings with him valuable experience from his previous position with the Town of Red Springs, where he worked for the past two years. We are confident that his expertise and background will greatly benefit our team.

Please join us in extending a warm welcome to Carey and wishing him great success in his new role!

## Meet Staff



Meet David Hunt, a valued member of our Facilities team who joined us on April 18, 2022. As part of the Carpentry/Painting Shop, David brings a wealth of experience and a strong work ethic that has quickly made him an integral part of our department.

Please join us in recognizing and appreciating David Hunt for his contributions to our team.



# Training for Grounds: Grounds Technical Skills Training a Success!

On July 19, 2024, the Facilities Department hosted a highly successful Grounds Technical Skills Training session, led by Vincent, our Grounds Manager, and Richard, the Facilities Superintendent. The training focused on enhancing essential skills for maintaining our grounds to the highest standard.



Attendees learned valuable techniques related to equipment handling, safety protocols, and effective landscape management. This hands-on experience was designed to ensure that our team is equipped with the latest knowledge and best practices to keep our campus looking its best.



We extend our gratitude to Vincent and Richard for their leadership and dedication to continuous learning within the department. The training exemplifies our commitment to professional development and maintaining a safe and beautiful environment for everyone.

Stay tuned for more training opportunities in the future!

By: Vincent Garzo and Richard Smith



## Doing Right and Trivia Day

On July 26, 2024, the staff participated in "Doing Right and Trivia Day," an event designed to promote relaxation and team bonding. Employees were able to unwind while enjoying a friendly trivia competition. To add to the enjoyment, refreshments were provided, giving everyone a refreshing treat as they took a break from their daily routines. The event offered a perfect opportunity for staff to connect, have fun, and appreciate one another in a relaxed atmosphere.



By: Travis Chavis and Richard Smith

## Training Spotlight

On Thursday, September 12, 2024, the Environmental Health & Safety Department conducted a comprehensive training session on aerial lifting. This important training focused on the safe operation of aerial lift equipment, a critical skill for many employees who work at heights. The session covered best practices for operating the lifts, proper safety protocols, and how to identify potential hazards while on the job.

Participants gained hands-on experience with the equipment and learned valuable techniques to ensure both their safety and the safety of those around them. This training is part of our ongoing commitment to maintaining a safe and compliant working environment across campus. Thanks to everyone who participated in making our facilities safer!



Bernice Oxendine assisted Harold Deese in setting up his equipment for the aerial lifting training.



James Ball from Grounds



John Corey Lockelar from Motor Pool



Jeremiah Chavis from Housekeeping

# Employees of the Month

**Gary L. Locklear** has been imperative in helping develop a regularly scheduled trash pickup program. Gary has been tracking his normal schedule for a period of time. With the use of this information, we were able to put together a binder that shows the scheduling and locations of all campus trash cans and pick-up locations. With the development of this schedule, it will greatly help any staff member who may be filling in to know where and when to go to specific locations without having to guess anymore. Gary has always been a devoted team member of UNCP Grounds. He will always do anything that is asked of him and do it to the best of his ability. Gary brings happiness and laughter to a lot of staff members with his stories and jokes. Gary is dependable, knowledgeable, methodical, and has a great sense of pride in anything that he does.

July



August



**Tammy Barton** is an excellent employee always willing to go above and beyond, whether it is training new employees or volunteering for an event, Tammy always succeeds as a team player. Recently the supervisor was on vacation, and she help the manager with assigning task that needed to be done. Tammy also works to engage with students on campus by offering help when needed or giving directions. Tammy is also extremely determined, when she does not know the answer to something she will work diligently to find someone who can help. I believe that Tammy embodies all that we are known for here at UNCP, soaring above and beyond Tammy is a gem to Brave Nation.



# Employee of the Month



# September



**Michael Dimery** went above and beyond in preparing the football and soccer fields for the first games of the season. Michael stayed out in the very humid hot weather all week to ensure both fields were completed. Michael at one point had to be told to take a break to get cooled down and drink water. The rest of the carpenters, and facilities staff worked around the stadium during this time feeding off of Michael's energy. Michael worked diligently with the entire team going from one task to the next without being asked. From our co-workers, all the way up to the Chancellor, fans, the athletics department, and visitors were all very pleased and many mentioned how good the field looked. Michael has shown to quietly move from one task to the other, never questioning the task. Michael puts his best effort into each task. Michael's dedication, teamwork, and strong work ethic make him an outstanding member of our facilities team, and he is truly deserving of recognition.

## HOUSEKEEPING APPRECIATION WEEK

We are proud to celebrate Housekeeping Appreciation Week, recognizing the dedicated individuals who ensure our environment remains clean, safe, and welcoming. Our housekeeping team works tirelessly behind the scenes, making sure every space is spotless and comfortable for everyone.

Their attention to detail, commitment to hygiene, and positive attitudes help create the warm and inviting atmosphere that makes our facility shine. Whether it's early mornings, late nights, or anything in between, they consistently go above and beyond to provide us with a clean, inviting place to work and visit.

Let's take a moment to express our gratitude to our housekeeping heroes for their hard work, dedication, and care. Your contributions are deeply appreciated, and we are incredibly thankful for everything you do.

**Thank you for making our spaces brighter, better, and healthier!**



We would like to extend a heartfelt thank you to all the departments that contributed to making Housekeeping Appreciation Week a success. Your generous donations helped us celebrate our hardworking housekeeping team and show them how much we appreciate their dedication.

Special thanks to:

- Sodexo
- Education
- Lumbee Hall
- Fieldhouse
- New Students

Your support made this celebration possible, and we truly appreciate your contributions!

# Facilities Highlights



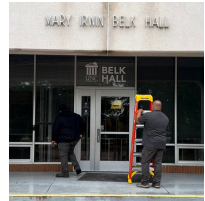
On August 8, 2024, Tropical Storm Debby impacted North Carolina. We were fortunate that the storm did not cause extensive damage to our campus. However, the storm did present some challenges that required prompt and effective response from our team.

Our Facilities Management team played a crucial role in both the preparation and recovery phases. Prior to the storm's arrival, they ensured that all necessary precautions were taken to minimize potential damage. This included securing equipment, inspecting vulnerable areas, and reinforcing structures as needed.



In the aftermath of the storm, the Facilities team swiftly moved into action, conducting thorough inspections to identify any issues and addressing them promptly. Their efforts included clearing debris, checking for any water damage, and making necessary repairs to ensure that our facilities remained safe and operational.

We extend our gratitude to the Facilities Management team for their dedication and hard work during this challenging time. Their proactive approach and swift response helped to mitigate the impact of Tropical Storm Debby and ensured a smooth recovery process.



On Thursday, August 8, 2024, David McQueen and his team tackled an important project at the North Hall Apartment. In addition to making essential repairs to the building, they were also tasked with addressing a significant issue caused by heavy rain. The team worked diligently to pump rainwater out of the elevator pit, ensuring the elevator system remained operational and preventing further water damage. Their quick and efficient response not only safeguarded the building's infrastructure but also reinforced the team's dedication to maintaining the facility's safety and functionality. David McQueen and his team's expertise and teamwork were crucial in completing the job under challenging conditions.



On Wednesday, August 28, 2024, John Corey Locklear demonstrated his dedication to preparing for the upcoming football season. Always eager to assist, he utilized the aerial lift to move the large signs over the entrance gate. This critical task ensured that the food vendor could set up smoothly in time for the event, contributing to the overall success of the preparations. John's proactive attitude and hands-on approach exemplify his commitment to making sure every detail is in place for game day.



On Friday, August 30, the Setup staff worked diligently to prepare for a special event in support of the football team ahead of their first game of the season. This preparation included carefully moving the mats to the auxiliary gym. To enhance the atmosphere and create a more authentic game-day feel, they placed artificial turf grass on top of the mats. To create a welcoming and professional environment for the team. By completing the setup a day early, the staff ensured that everything was ready for the big event, allowing the football team to focus on their game day preparations. Their efforts contributed to a smooth and well-organized kickoff to the season.



By: Kevin Cousineau

On September 5th, the Plumbing Department identified a leak in the sewer line. Upon discovery, they immediately initiated efforts to pinpoint the exact location of the issue. The team began mobilizing the necessary resources, including personnel and equipment, to assess the extent of the damage and plan for the necessary repairs. This proactive approach ensured that the situation could be addressed efficiently, minimizing potential disruptions and preventing further complications.



By: Ro'Darius Mack

Maude Jones from the Housing Housekeeping team is using the chariot scrubber at Oak Hall to maintain the floors, ensuring they look clean and polished. Her dedication to her work is evident, as she takes pride in making the space look its best. Maude truly enjoys her job, and her commitment helps create a welcoming environment for everyone at Oak Hall.



By: Tammy Barton



On Friday, September 20, 2024, Sarah Hunt, the Energy/Utilities & Sustainability Coordinator, and Ro'Darius Mack, the Building Inspector, collaborated at the UNCP Dining Hall on the "Weigh the Waste" project. This initiative focused on assessing the amount of food waste generated, aiming to raise awareness about sustainability and reduce waste across campus. Their joint effort was key to promoting more efficient resource use and fostering a culture of environmental responsibility within the university community.

By: Ro'Darius Mack

Corey Prevatte and Timothy Chavis from the HVAC and Plumbing team worked on the water heater system in the Facilities bathroom on Monday, September 16, 2024. Their task involved inspecting and repairing the water heater to ensure it was functioning efficiently, providing consistent hot water for the building. Their expertise and attention to detail were critical in maintaining the facility's plumbing system and ensuring the comfort and convenience of staff using the bathroom. This maintenance work is part of their ongoing commitment to keeping campus facilities in top condition.



By: Ro'Darius Mack and Flor Todd.





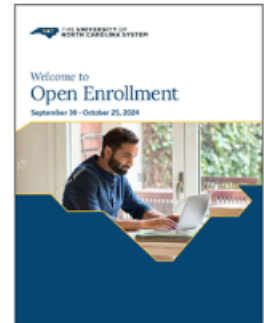
Open Enrollment Begins September 30

There are just a few changes for 2025, including one important new step to take for the State Health Plan. See below for a quick summary of everything you need to know and do. As a reminder, we have two enrollment platforms—eBenefits for State Health Plan elections and UNC Empyrean (COMPASS) for all other benefit elections.

Both eBenefits and Empyrean platforms are accessed by logging in to BraveWeb.

What's New for 2025

Table with 2 columns: Action Needed, 70/30 Plan and 80/20 Plan. Details about PCP designation and plan changes.



Click here for detailed information about 2025 benefit options.

Good news for 2025: Your health plan premiums will remain the same as 2024!

NCFlex Changes

Table with 2 columns: Dental Plan, Flexible Spending Accounts (FSAs). Details about premium increases and FSA limits.

LEARN MORE

Click here for more Open Enrollment information. You can also visit www.shpnc.org for details about your health benefits, https://myapps.northcarolina.edu/hr/benefits-leave/income-protection-benefits/ for details about your UNC income protection plans, and www.ncflex.org for details about your NCFlex benefits.

TO-DOs FOR EACH ENROLLMENT PLATFORM

eBenefits (Benefitfocus)

NEW for 2025: You will need to log in to designate your Primary Care Provider under Aetna during Open Enrollment.

- If you enrolled in the Enhanced PPO Plan (80/20) through the State Health Plan during 2024 and want to participate in that option in 2025, you must enroll for coverage during Open Enrollment.
• If you want to reduce your premium under any of the plans offered by the State Health Plan, you MUST complete your tobacco attestation. If you fail to take action during Open Enrollment, you will not receive the \$60 monthly wellness credit in 2025.

Questions about enrolling? During the Open Enrollment period of September 30 - October 25, 2024, the Eligibility and Enrollment Support Center will have extended hours. Call 855-859-0966, Monday-Friday, 8 a.m.-10 p.m., ET, and Saturday, 8 a.m.-5 p.m., ET.

UNC Empyrean (COMPASS)

- You will continue to go here to enroll in/make changes for all benefits except health.
• Flexible Spending Accounts (FSAs) require re-enrollment every year, so your benefit election from last year will not roll over for 2025. If you want to participate in either of the FSAs, you must make an election during Open Enrollment. Keep in mind:
- The 2025 Health Care FSA maximum annual contribution limit has increased to \$3,200.
- The 2025 Dependent Day Care FSA maximum annual contribution limit remains unchanged at \$5,000.
• All other elections made through this platform will remain in effect for 2025 unless you make a change during Open Enrollment.

Questions about enrolling? Call the University of North Carolina Benefits Service Center at 833-862-1490, Monday-Friday, 8 a.m.-5 p.m., ET.

ENROLL BY OCTOBER 25 TO ENSURE YOU GET THE BENEFITS YOU WANT

Health Benefits

If you are currently enrolled for coverage under the State Health Plan, you and any currently covered dependents will be automatically enrolled in the Base PPO Plan (70/30) unless you actively enroll. To reduce your premium by \$60 (via the tobacco attestation) or to enroll in the Enhanced PPO Plan (80/20), you must take action during Open Enrollment. In addition, you will not have a Primary Care Provider on file if you do not actively designate one on eBenefits (Benefitfocus).

NCFlex Benefits

If you don't actively enroll, you'll have the same coverage as 2024 with one important exception: You will not have Flexible Spending Accounts (FSAs). To participate in either FSA (Health Care or Dependent Day Care), you must make an active election, even if you currently participate in one.

Open Enrollment Assistance

On Campus:

- October 11, 2024, 10:00 am - 4:00 pm / Location: Weinstein Health Science Building, Room 258
• October 17, 2024, 1:00 pm - 5:00 pm / Location: James B. Chavis Student Center, 1st Floor
• October 24, 2024, 8:30 am - 4:30 pm / Location: Mary Livermore Library, Room 232

To Enroll by Phone:

- State Health Plan Elections - Call 855-859-0966
• All other NCFlex & UNC System Benefits - Call 833-862-1490

The Office of Human Resources (OHR) will provide enrollment assistance throughout the Open Enrollment Period. Visit OHR in Lumbee Hall, Suite 347. Appointments are preferred but not required, call 910-521-6279.

Open Enrollment is September 30 - October 25, 2024. Be sure to enroll to get the coverage you need for 2025!

# Important Dates

## 2024-2025 Braves Kickoff Annual Compliance Training



staff must complete mandatory compliance training each year. Beginning in 2024-25, all annual evaluations will include a field for supervisors to indicate the successful completion of mandatory training.

Computer lab is available for all Facilities staff to complete their Percipio trainings.

Training Details:

- Location: HSCI- 258 Computer Lab
- Availability: 2:00 pm to 4:00 pm.
- **Every Thursday- Starting August 15, 2024 until December 5, 2024**



### Bi-weekly Leave Reports Due by 12 Noon

- Monday, October 7, 2024
- Monday, October 21, 2024
- Monday, November 4, 2024
- Monday, November 18, 2024
- Monday, December 2, 2024
- Monday, December 16, 2024
- Monday, December 23, 2024

### Monthly Leave Reports Due by 5 p.m.

- Monday, September 30, 2024
- Thursday, October 31, 2024
- Wednesday, November 27, 2024
- Monday, December 23, 2024

### New Employee Onboarding

- Monday, October 7 and Tuesday, October 8
- Monday, October 21 and Tuesday, October 22
- Monday, November 4 and Tuesday, November 5
- Monday, November 18 and Tuesday, November 19

#### Contact Us: Facilities Leadership

Victor Deese, Assistant Vice Chancellor for Facilities Management, [victor.deese@uncp.edu](mailto:victor.deese@uncp.edu)

Mark Vesely, Director of Operations & Maintenance, [mark.vesely@uncp.edu](mailto:mark.vesely@uncp.edu)

Richard Smith, Operations & Maintenance Superintendent - Setups, Grounds & Housekeeping, [richard.smith@uncp.edu](mailto:richard.smith@uncp.edu)

Flor Todd, HR Consultant (Facilities), [flor.todd@uncp.edu](mailto:flor.todd@uncp.edu)