10 Expectations
1. Honesty & Integrity
2. Communication
3. Think of the Entire Team
4. Look at the Big Picture
5. Treat People Fairly
6. Anticipate deadlines
7. Develop relationships
8. Be a Role Model
9. Accountability
10. Follow Up

Facilities sets new tree plan

Procedure’s goal is to maintain number of trees on campus

UAB places a high value on its trees and recognizes the aesthetic, environmental and educational benefits trees provide to the campus.

To that end, the Facilities Division has created a Tree Evaluation, Preservation and Mitigation Procedure. The procedure provides standards for the evaluation and preservation of trees as part of the land development and building construction process for UAB. It also establishes the mitigation requirements a project must meet for the removal of existing trees on its construction site.

“In order to balance campus growth and development with sustainability, it is necessary for us to design sustainable procedures in grounds management,” said Tim Sullivan, Manager of Campus Services and Grounds. “The procedure will

New Campus Master Plan approved by BOT

Planning Design & Construction set out to update the UAB Campus Master Plan a year ago, incorporating feedback from staff, faculty, community stakeholders and City of Birmingham representatives. The new plan was adopted in early February by the University of Alabama System Board of Trustees, and is the first comprehensive update since 2001.

The new plan, which can be found online, will serve as a foundation to strategically guide the physical shape of the campus.

Key components of the plan include travel into and within the campus by creating areas that are walkable, safe for cyclists, transit-friendly and easily accessible for visitors. The plan also allows for better integration with the business community
PLAN
From Page 1

around UAB to enable the university to be a top-level, cultural leader of innovation.

So, what does this mean for the Facilities Division? The plan sets short term projects, including renovations at the Football Operations Building & Facilities, the new Collat School of Business Building, the new College of Arts & Sciences Building, the new Police Headquarters and the expansion of the School of Nursing Building.

These projects will need commitment from many of the Facilities Division’s departments to execute and maintain after completion. Our Division will maintain the same excellent level of customer service for the new buildings that we have for the existing buildings.

In addition to these projects, a parking and transportation study is underway as well as planning for the development of specific streetscape standards to achieve a consistent look and feel within the UAB campus.

To learn more about the Campus Master Plan, visit http://www.uab.edu/vpad/Pages/Campus-Master-Planning.aspx.

Sign-up | Update | Download

Don’t forget to sign-up or update your B-Alert settings to include text alerts. Visit uab.edu/balert for more information.

And don’t miss out on the new Rave Guardian app free from your phone’s app store. Sign up using your UAB email address.

Core Values

Enhancing Customer Service
Stewarding Facilities Resources
Valuing the Environment
Enhancing Safety
Promoting Sustainability
Valuing Inclusivity
We have had some good suggestions in the All-Hands and Comment boxes. We’ve listed them throughout this section and placed a star next to the question to indicate this was a particularly good recommendation and something we can look into solving.

Our goal is to have the comments and questions coming in to help move our department forward. At times, it is even pointing out something that doesn’t make sense that is currently done. When pointing out an issue or concern, it is extremely helpful to also note any possible solutions.

With your help, we can excel in our Division. You have wonderful ideas that can make us a better team and we’d love to hear those! Keep the excellent suggestions coming!

Q: How do I become IT trained with HVAC status or to be better capable to handle troubleshooting the problem that may happen?
A: This is an excellent question. Please see your engineer so we can look at your specific situation and develop a plan for you to be appropriately trained.

Q: Why can’t we have Christmas bonuses? Turkey or ham?
A: UAB must abide by the state law, which prohibits gifts to employees. Unfortunately, a ham or turkey or other similar items are deemed a gift and cannot be provided to employees. However, our FACE committee continues to work diligently on fun activities that celebrate our employees as allowed by the University.

Q: How long do I have to be cancer free before I can get into HVAC program?
A: There is no requirement to be “cancer free” to be in an HVAC job. We don’t understand the HVAC program part of the question. Are you referring to the apprentice program from the past? That was not a program that was working. Right now, Facilities Management and Facilities HR are developing a new apprentice program that we hope to roll out sometime in the near future. Participation will be based on testing, ability and other parameters determined by the committee.

Q: Why do you profit off of parking of employees in UAB parking decks?
A: Parking Services is a self-supporting division of the University. All parking fees collected are used to support the parking system.

Q: Why do you have OT for HVAC positions?
A: Over the past decade, we have not received an increase in our state funding allocation close to 7%. We have had smaller increases – between 0% and 4.5% in recent years. All of the funding was used to support compensation, which includes salary increases as well as benefit increases. If this does not answer your specific question, I would be happy to talk through this with you. Please contact me and we’ll set up an appointment at your convenience to discuss.

Q: Can I get more pay for all the thing that I do around here?
A: We try to do volunteers first and then try to rotate it so that everyone has an opportunity for OT. Facilities Management and HR will check with all of the areas to see if there is a written procedure to follow for this.

Q: Why can’t the HVAC program have OT?
A: How long do I have to be cancer free before I can get into HVAC program?

Q: Can I get more pay for all the thing that I do around here?
A: We try to do volunteers first and then try to rotate it so that everyone has an opportunity for OT. Facilities Management and HR will check with all of the areas to see if there is a written procedure to follow for this.

Q: I wonder why parking can’t be free like some other hospital does for their employees? You have employees living from check to check. I think we need to get free parking.
A: Parking and Transportation has responded to this question: As the largest employer in the city, our University faces challenges that most other employers don’t have to deal with. Our infrastructure in enormous and parking fees are used to support the system.

Q: Why do you profit off of parking of employees in UAB parking decks?
A: Facilities Division does not profit from parking fees. We asked Parking and Transportation for further information and they have responded: UAB Parking Services is a self-supporting division of the University. All parking fees collected are used to support the parking system as a whole.

Q: Will they provide parking for Building Services since we come in so early?
Q: Free parking for Facilities.
A: Parking Services is not housed within the Facilities Division. That department determines parking rates based on their needs and operational costs. As such, unfortunately, parking rates are not negotiable or scalable. We will pass your recommendation on to Parking Services for consideration.
We have grouped all questions regarding communications in this area.

Q: I suggest you add a “Facilities Friendly Faces” slide to the DBBs, showing photos of Facilities Division employees smiling. Psychologists believe a smile can instantly lift your spirit and boost your mood. Smiling is the universal sign of happiness. This addition to the DBBs could promote an environment of workplace positivity.

A: This is a great suggestion. We are always looking for ways to highlight our employees and will find a way to incorporate this idea on the DBBs. Thank you!

Q: Please consider editing the FACE Suggestion Form. If the form is completed with a “concern” then include a section for providing a “solution.” In this way, we are both listening to our employees’ concerns and allowing our employees an opportunity to provide a solution. This will assist in the creation of a solution-focused culture and empower our employees to reframe thoughts about a problem into thoughts about how to solve a problem.

A: This is a great idea, and is certainly something we can do. Thank you for the suggestion!

Q: When a question is asked in the newsletter and no answer is given except it will be looked at, why is there no follow-up section on question with that response?

A: We are in the process of reviewing past issues of the Newsletter to revisit questions that have not been fully answered. This is a great reminder and exactly the kinds of suggestions we’re looking for from employees.

We have grouped all questions regarding safety in this area.

Q: Is the safety of employees taken into consideration when having these types of meetings? We need police/security.

A: The police will be attending the next All-Hands Meeting, and will be one of our guest speakers. We will begin including emergency procedures at the start of every All-Hands Meeting.

Q: We need UAB Police to patrol the areas mentioned in B-Alerts. It’s not happening now and sometimes the areas mentioned are near our work areas really early in the mornings.

A: The police department has responded to this comment – that they do patrol the areas mentioned in B-Alerts with undercover officers in unmarked vehicles as well as officers in marked patrol vehicles. Please call the police at 911, if you feel unsafe.

Q: We need police/security during large meetings such as this one and other large gatherings

A: The police will be attending the next All-Hands Meeting, and will be one of our guest speakers. We will begin including emergency procedures at the start of every All-Hands Meeting.

Q: Why do they have 24 hours but don’t have overtime and when you get to work your area is filthy and trash is piled everywhere. If you don’t want overtime help then leave the 24 hours alone.

A: Work is scheduled based on the budget, desires of the University, and the amount of work expected in an 8 hour shift. OT is not authorized to meet the needs of day to day operations.

Q: We have a problem with communication in the maintenance department with knowing what is going on from one shift to another. Nights, evenings and weekend crews are the last to know.

A: Most information is given to the employees when the managers first learn of the new information. This usually happens during the day. It is supposed to flow out to each department through the supervisors and group leaders throughout the campus. This does tend to make the later shifts and weekend shifts a little behind the curve when they find out. However, it is not meant as a slight. It is a part of the timing needed to get the information out. Managers and group leaders should talk to each other to stay apprised of current activities, also. We are trying to increase the communication through emails, Digital Bulletin Board postings, website information as well as word of mouth. If you feel that this is not working, we would like to hear other options for communicating that would be a benefit to you. Please feel free to contact Mike Gebeke at mgebeke@uab.edu or Jolene King at jolenek@uab.edu.

Q: Building services employees always have to clean up after construction. Can something change to prevent us from double cleaning an area?

A: Maintenance should do a “rough” clean when they have completed a project and should call Building Services to do the final clean once the work is done. Building Services has the training, equipment and materials to do a proper clean while maintenance does not. We’ve received this question several times. If you have more specific information to share, please email FAC-suggest@uab.edu.
We continue to encourage Facilities Division employees to submit questions via the comment boxes, via email to FAC-suggest@uab.edu, and during the All-Hands Meetings. We also want to be clear about what will not be printed in this Newsletter:

- Defamatory remarks about another employee.
- Inflammatory comments meant to incite rather than produce meaningful and positive change, and
- Questions obviously meant as jokes.

Our team values our employees input, especially recommendations for solutions, so please keep them coming.

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**Answers to All-Hands, FACE questions**

**Q:** Is there a set date when Nursing Bldg. expansion will start? Is it true the fountains in Unity Park are going to be shut down for renovation?

**A:** If the Board approves the construction budget and contractor this Spring, we should break ground in July on the School of Nursing. Long-term, Unity Park is expected to be redesigned, but for now, the fountain is not planned for demolition.

**Q:** Can we say Merry Christmas?

**A:** Employees are encouraged to use whatever phrase they feel comfortable using. However, Happy Holidays is a more inclusive phrase to use on our campus where employees and students from over 123 countries live and work together. Happy Holidays appropriately addresses all of the holidays that are celebrated including Christmas.

**Q:** Please have paper towel dispensers set back to longer sheets in the Facilities Admin Building. A hint of paper towel isn’t enough.

**A:** Thank you for this suggestion!

**Q:** Can women untuck our shirts?

**A:** Mike Gebeke and Jolene King are looking into some more casual options for the summer. During the school year, tucking in the Uniform shirt is a requirement.

**Q:** I just want to say thank you all. Thanks for the raise and thanks for the new employees, and we appreciate all the good things that the department does for us!

**A:** Thank you for your work to keep our campus beautiful and running smoothly. We are glad we were able to find internal money to fund raises for employees this year. Your positive spirit and sincere thank you helps all of us and all of UAB. Thanks for being a role model!

**Q:** Why can’t we wear headphones or listen to the radio? To some people, it helps us work better and get us through the day. It is not fair that some people wear their headphones freely and some can’t.

**A:** Headphones restrict your awareness and safety in an environment where you need your senses to perform your job properly. If there are people using headphones, they will be instructed not to in the future.

**Q:** Would it be possible to get a bank or credit union at Hill Center? This would make it convenient to do business at break or lunch on weekdays.

**A:** A bank location was discussed for the new Student Center, but unfortunately were no institutions that wanted to commit to placing a branch here. There is an ATM located in the building, and a second one may be added.

**Q:** What are the plans to better use UAB Highlands, especially remodeling the old south wing into office space?

**A:** There is a long-range intent to renovate the South Tower at UAB Highlands but there is no time frame assigned with that effort. The timing will be linked to increases in patient volumes at the hospital, which will drive the need for additional office space in the South Tower. UAB Health System will continue to watch changes in patient volumes as they consider their next steps at the Highlands campus.

**Q:** 1. Speaking with the regional manager of Eglin yesterday: why not purchase a sweeper/vacuum truck? It would drastically improve sanitation, aesthetics, and would substantially decrease man hours. There is a variety of applications we could use it in Grounds (leaf removal, event cleanup, storm drain maintenance, etc.) These time consuming jobs that take hours would be decreased to minutes.

**A:** We do have vacuum trucks on campus and use them. Eglin is a vendor that would like us to buy from them. Touch base with your supervisor or Tim Sullivan if you need to use one. We evaluate equipment and purchase as needed when budgets allow.

2. Why are we a proud member of Tree Campus but do not have a tree crew?

3. Why do 99% of universities have sanitation crews and we do not?

4. When you look at classifications for grounds, please take into account the net pay in comparison to other companies. While I used to be paid less per hour, I was bringing home, on average, $1200 more a month under the same job title.

5. With parking, look into Smart Meters.

6. With Sustainability, look into mpg of our current work trucks. Mine consumes approx. 6 times the amount of gas compared to the new vehicles.

7. University of Texas will be allowing qualified students and employees to carry concealed weapons on campus in the next year or 2. Over 90% of the shootings happen in gun-free zones. Will UAB consider this?

**A:** Thank you for sharing your concerns. There are several items that require more discussion to fully answer and we would be happy to discuss your concerns with you. Please contact Mike Gebeke at mgebeke@uab.edu or Jolene King at jolenek@uab.edu if the following answers do not fully respond to your questions.

1. We do have vacuum trucks on campus and use them. Eglin is a vendor that would like us to buy from them. Touch base with your supervisor or Tim Sullivan if you need to use one. We evaluate equipment and purchase as needed when budgets allow.

2. Currently our Grounds Team serves as generalists for all of our Grounds needs. If you have a specific concern or this approach is not working, please talk with the manager. We chose to utilize our existing personnel for the jobs we can do and use outside help for the specialty jobs that are uneconomical for us to do.

3. I’m not sure what you are referring to with this. We have people who police the grounds to pick up trash and empty trash cans as part of their jobs and we have a recycling crew that collects the recycling from campus.

4. UAB reviews job descriptions on a regular basis to make sure pay is competitive with the market.

5. Parking is a different division, but we will pass on the information.

6. Sustainability is looking at the MPG and agrees with you.

7. Chief Purcell or one of his representatives will be at a future All-Hands Meeting and can discuss this. UAB’s Dangerous Weapons and Firearms Policy, enacted in 2013, states: “UAB prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus.” The Facilities Division follows UAB policy set forth by the Board of Trustees for all three campuses in the UA System.
The Facilities Division honored 82 employees for their service to the division and the university during a ceremony on March 2.

The Facilities Division recognized employees with 5 to 30 years of service. All recognized employees received a certificate and Service Award pin.

The Service Award Program is designed to recognize and express appreciation to employees at each five year milestone who have completed five or more years of service to UAB.

“It’s important that we take the opportunity to recognize our employees who have made a significant career commitment to UAB,” said Jolene King, Assistant Vice President for Facilities Administration and Occupational Health & Safety. “They have put the hard work in every day for years, and deserve to know how much they are valued.”

More than 1,000 employees were honored during the annual universitywide Service Awards Program, held at The DoubleTree Hotel March 4. The program honors all UAB employees who have achieved a service award milestone.
Within the new procedure, all trees impacted by construction projects will be assessed for their value and the construction project must either add new trees to the site or add funds to the University’s Tree Fund equal to the value of the impacted trees.

“The Tree Fund will be a great resource to replace trees, shrubs, landscape materials and maintenance of existing trees,” said Jolene King, Assistant Vice President of Facilities Administration and Occupational Health & Safety. “With this new procedure we are protecting what is already on campus and ensuring what must be removed for construction will be replaced, which is one way we are being good stewards of our resources.”

The goals of the procedure are to maintain a zero net loss of trees on campus, to increase the number of trees and amount of greenspace, and to inform those who build on campus about the value of trees on campus and how to protect and preserve them during construction.

While many trees on campus are relatively young, there are several significant trees, categorized by type of tree, location on campus or association with a historical event. The preservation of these Heritage Trees is critical to campus, and every effort will be made to preserve them.
### Scott recognized with Outstanding Woman Award

Demetria Scott, Project Manager in Supplier Diversity, was recognized with the Outstanding Woman Staff Member Award in a ceremony March 17.

The UAB Commission on the Status of Women presents the awards annually during Women’s History Month to honor women in the UAB and Birmingham communities who have mentored or served other women, taken a courageous stance or overcome adversity to achieve a goal.

“It’s really wonderful to be recognized by my peers with this award,” Scott said. “We work hard to ensure minority and woman-owned businesses are given opportunities to work with UAB, and that work was awarded by a group of women in such a wonderful way.”

Candidates for the award are nominated by UAB faculty, staff and students, Birmingham residents, mentors and others from around the country and are selected by a committee of women.

### Facilities Division Professional Development Center schedule for APRIL 2016

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<td>OPEN</td>
<td>EXCEL (Tools for Power Users) 9 a.m.-Noon</td>
<td>INSITE– View FM 9-11 a.m.</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
<td>Scheduled free time for employee computer use.</td>
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<td>10</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
<td>Intro. to Computers 9-11 a.m.</td>
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<td>24</td>
<td>Outlook Basics 9-11 a.m.</td>
<td>EXCEL (Advanced) 8:30-11:30 a.m.</td>
<td>Outlook Intermediate 9-11 a.m.</td>
<td>Intro. to Computers 8:30-10:30 a.m.</td>
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Register for classes by contacting Laura Marsh at ilmarsh@uab.edu or 934-1054.