Cooper named 2019 Employee of the Year

Sandra Cooper, UAB Environmental Services Specialist for seven years, said she doesn’t really have bad days. Why? Because she takes pride in her work — something she learned from her mother.

“I got my work ethic from my mom,” said Cooper, whose dedication to her job earned her the title of UAB’s Employee of the Year for 2019. “She never met a stranger, and everyone was crazy about her. She did things the way I do.”

Those ways include excelling at her work duties, getting to know each of her customers and always providing a listening ear — because you never know what people are going through, she says.

“God gives me a listening ear,” Cooper.

In September, UAB HR Benefits began rolling out information about the Open Enrollment process for benefit-eligible employees. Weekly communications have enabled employees more time to review available benefits and changes.

UAB’s annual open enrollment for benefits will begin Oct. 25 at 7 a.m. and conclude Nov. 11 at 5 p.m. Eligible employees can choose among insurance plans for 2020. All information about the open enrollment toolkit can be found on the UAB for Me portal at uab.edu/benefits.

This is an active open enrollment, which means any benefit-eligible employee who does not select a 2020 health care plan option during this period will not have UAB-provided health care coverage beginning January 2020. Detailed offerings of these plans will continue to be provided in coming weeks to better enable you to make the best choice for your household.

The UAB Benefits Fair will be held 7 a.m.-4 p.m. Oct. 31 in the UAB Hospital West Pavilion Atrium to help answer any questions you may have before choosing your benefits for 2020. Can’t make it but have individual questions? Contact Facilities HR at 934-8835 or the UAB Benefits office, at 934-3458 or benefits@uab.
COOPER
From Page 1
continued. “A customer might have had a death in their family or one of their pets may have died. One time, a customer was having a panic attack. I’ve been through that, so I know about it and could help.”

Cooper’s customers are grateful for that attentiveness, her colleagues say.

“Sandra makes our floor a nicer place to work in more ways than one,” said Tom Brannan, vice president for Advancement. “She maintains a terrific attitude even as she does a very difficult job, and her friendliness is one of the perks of working on our floor. I and everyone else on our floor appreciate her tireless work ethic and wonderful attitude.”

For each one of Cooper’s assigned tasks, she says she strives to take it a step further. If she’s cleaning the floors, she goes out of her way to dust the walls. “Everything is shining once I’m finished,” she said.

Cooper often is responsible for training new employees, and colleagues say she is patient, thorough and clear in her explanations and always introduces them to the team.

“I remember the first time I met Sandra Cooper like it was yesterday,” said Brenda Evans, Record Management Specialist in the Office of Gift and Biographic Records. “She was one of the most professional, friendly and polite people I had the pleasure of meeting and talking to during that time.”

“She loves people, works hard and always tries to lift the spirits of those around her,” echoed Beverly Matlock, Director of Compliance Audits and Reporting. “I believe these characteristics represent all that is good at UAB.”

Cooper says her main focus is getting familiar with her customers and making sure they are satisfied with her work. “If you do your job and do it right and make sure you satisfy your customers, you’re straight at the end of the day,” she said.

OCTOBER IS . . .
FIRE SAFETY MONTH

Fire preparedness is key when working in high-rise buildings or typical office environments filled with electrical and combustible items and large equipment. UAB has several resources that, when coupled with personal initiatives, can help keep employees safe during a fire emergency.

1. KEEP AN EYE ON YOUR APPLIANCES

At UAB, portable space heaters are restricted to devices in which the heating element is limited to not more than 212 degrees and the power will disconnect if the device tips over. UAB Campus Safety and the Red Cross both recommend keeping any flammable items at least three feet from anything that gets very hot.

Also, avoid overloading outlets and extension cords, and submit a work order at 934-WORK(9675), if you see frayed or exposed wires, loose plugs or outlets without cover plates.

2. MEMORIZE THE LOCATION OF YOUR BUILDING’S FIRE EXTINGUISHERS AND EXITS

If you’re in a large building, UAB Environmental Health & Safety (EH&S) can help you post signage to assist employees in locating extinguishers. The U.S. Department of Labor recommends using the PASS technique when operating a fire extinguisher: Pull the pin, aim low, squeeze the handle and sweep side to side.

Always look for two ways out of a space, UAB Campus Safety recommends. Knowing an alternate route could save your life should the main exit through which you entered or with which you are familiar becomes blocked.

Additionally, keep hallways and stairwells free of bicycles or other equipment to make evacuation easier, and do not secure any items using fire equipment.

3. KNOW THE FIRE EMERGENCY ACTION PLAN FOR YOUR BUILDING

Each building administrator has a Building Emergency Action Plan, which is shared with new employees and can be explained upon request. If your facility needs a plan, training sessions or inspections, contact UAB Campus Safety.

Employees can also consult the EH&S Fire and Life Safety Program manual, which details information on codes and standards, emergency action plans, fire evacuation drills and the dos and don’ts of fire prevention and safety.

4. KEEP GEAR IN YOUR OFFICE FOR EMERGENCIES

Store a pair of heavy-duty footwear in your office in case of a difficult evacuation. Bottled water, a first-aid kit and a whistle to signal for help are also recommended items in ready.gov’s Build a Kit checklist.

5. KNOW WHERE UAB’S HELP PHONES ARE LOCATED

Familiarize yourself with the location of Help Phones on your daily routes; they are a direct link to UAB Police and are monitored 24 hours a day. If you see a building fire and are not directly in harm’s way, call 911 or UAB Police.

Help Phones, operated by UAB Emergency Management, are in building hallways, elevators, parking lots, parking decks, between buildings and in other remote areas. To operate Help Phones in metal boxes, open the door and pick up the handset. To use the smaller, yellow Help Phones, press the red button once and wait for a dispatcher to answer. Elevator Help Phones are located behind a metal panel; to use, lift the handset and wait for the dispatcher.

6. SIGN UP FOR B-ALERT AND RAVE GUARDIAN

Stay informed about campus emergencies. UAB uses an emergency notification system to communicate to the entire campus. You should routinely update your B-alert contact information. Register for B-ALERT at uab.edu/balert and download the Rave Guardian campus safety app.
Answers to F.A.C.E. questions

Q: We need more employee recognition.
A: The Facilities Division Employee Recognition Program was created to recognize employees who consistently exhibit the division’s Core Values and 10 Expectations – thereby reinforcing to employees the significance of these values and expectations. This effort aligns with the UAB Employee of the Month Program. There are ways to be recognized within the program:

1. Employee of the Quarter (EOQ):
   - Any Facilities employee can nominate another Facilities employee for recognition, by:
     • Paper form in Facilities HR office
     • Paper forms can also be submitted through the FACE comment boxes

2. Employee of the Year (EOY):
   - Selections will be made from previous four quarters’ EOQ’s by FACE Committee and Facilities HR department

Q: Show recognition for those that take advantage of the professional development opportunities, and provide incentives to promote more engagement in the learning programs that UAB offers.
A: Employees are recognized for major professional development accomplishments in the Facilities Newsletter. Supervisors must contact Facilities Communications and provide information about the employees and their accomplishments.

Learning & Development offers a variety of learning opportunities to enhance the professional and personal development of UAB faculty and staff. These opportunities are a no-cost benefit to UAB employees. Everyone is encouraged to take advantage of these programs and grow professionally.

Q: We need more group leaders.
A: We are currently in the process of filling positions for Building Services Supervisors to help with our growing needs. These positions will be filled as soon as possible.

Q: Building services needs better supplies.
A: We are not aware of any specific issues regarding Building Services supplies at this time. Please contact your direct supervisor and provide information to assist in the resolution of this issue.

Q: We need 45 minutes for lunch break.
A: The UAB policy states that employees must have the opportunity for an uninterrupted meal period of no less than 30 minutes. The actual time and length of the meal period will be scheduled by your supervisor.

Q: We should take everyone away from work once a year to do something fun.
A: The Facilities Picnic and the All-Hands Meeting are great opportunities for the Facilities Division to come together as a team and encourage each other as one unit. The Division consists of more than 750 employees, and we do our best to schedule division wide events and meetings to include everyone.

We also have to keep work schedules and availability in mind. Therefore, we spread the events out over the course of the year to encourage attendance, as well as consistency in work schedules. We also must adhere to an allocated budget each year for these events.

Q: Make staff more aware of recycling procedures.
A: Please keep the recycling stream clean by depositing only clean #1 plastic bottles, aluminum cans, flattened cardboard, and paper in your recycling bins around UAB. Please visit our website at uab.edu/recycle for more details about recycling at UAB and the drop center.

UAB Sustainability and UAB Recycling are implementing signage across campus and have started a Sustainability Ambassadors Program for employees and students. The program will help to provide more education about UAB recycling procedures.

If you handle the collection of recycling items in your area, please speak with your supervisor for information on the proper collection procedures.

The FACE committee is here to help and support you with all things having to do with the Facilities Division. If you have comments, complaints, or just wish to let us know how someone has done a good job, please submit a suggestion form online or contact FACE at FAC-suggest@uab.edu. Your issues will be addressed as soon as possible.

UAB Employee Policies

UAB Employee Policies can be accessed at uab.edu/policies

HAVE AN IDEA FOR STAFF COUNCIL?

Contact Scott Moran, representative for the Facilities Division on the Staff Council, at smoran@uab.edu, to provide feedback and suggestions. Learn more about UAB Staff Council at uab.edu/staffcouncil.
Facilities Division Newsletter

MARS is a free service available to all visitors, students, and employees parking on campus who need help with a dead battery, air in a flat tire, keys locked in a car, or empty gas tank.

Service is available Mon.-Fri., 7:30 a.m.-10 p.m. For help, call 205-975-6277.

CONGRATULATIONS!

Congratulations Trish Fox and Kim Jarman for achieving the UAB Diversity, Equity, and Inclusion Ambassador Certificate!

They are the first in the Facilities Division to complete the four-part certification course. They were honored at a DEI luncheon on Wed., July 24 at the UAB Alumni House, where they were awarded their certificates.

Thank you for your commitment to Diversity, Equity, and Inclusion at UAB!

DANNY HARRIS
EMPLOYEE OF THE QUARTER

Congratulations to Danny Harris, General Mechanic, for being selected as Employee of the Quarter for the Facilities Division!

Harris received several glowing nominations submitted by coworkers and customers.

“Danny is a joy and bright ray of sunshine on dreary days,” said Terry Wood, Campus Maintenance. “He is always working to keep his customers happy. He performs his work with great attention to detail, and always gets his work accomplished on time.”

Wood also said his cheerful attitude positively impacts his fellow employees.

Jasmine Pruitt, Facilities Financial Officer II, said he is always welcoming and asks if he can help with anything when he is approached, which shows his dedication to being proactive and understanding.

“Danny is very diligent about his work duties, and handles the FAB building work orders with professionalism,” said Pruitt. “He responds to work order requests promptly, keeps us informed with statues updates, and follows-up after the work is complete to ensure that the issue has not resurfaced.”

His customers and coworkers agree that he is always positive and that he is a great benefit to the Facilities team!

Any Facilities employee can nominate another Facilities employee for recognition, by online form or paper form. Paper forms can be found in Facilities HR office. The deadline to submit nominations is the 15th of the month before each quarterly selection: January, April, July, and October.

MOTORIST ASSISTANCE ROADSIDE SERVICE

MARS is a free service available to all visitors, students, and employees parking on campus who need help with a dead battery, air in a flat tire, keys locked in a car, or empty gas tank.

Service is available Mon.-Fri., 7:30 a.m.-10 p.m. For help, call 205-975-6277.
On Sat., Aug. 3, members of the Facilities team partnered with the UAB Women’s Volleyball team to help make Birmingham City Schools more welcoming and inviting to students. This project honored our partnership with the Magic City through the Back to School Beautification projects in all nine city council districts.

As a part of the Facilities Division, everyone is encouraged to find ways to give back to the community.

For more information on how to get involved, visit the BlazerPulse website at uab.givepulse.com.

On Thurs., Aug. 22, members of the Facilities team volunteered during Christmas in August at the Jimmie Hale Mission.

The team competed in the "Fastest Servers in the South" competition, which consisted of serving 75 meals to those in need at the Shepura Men’s Center. The team finished the competition in two minutes and 45 seconds.

HOW DOES FACILITIES GIVE BACK?

BlazerPulse connects UAB to the community

A new way to organize, promote, and measure community engagement is available to faculty, staff, students, and community partners through BlazerPulse. The online system helps to connect the university expertise with community needs and partners, and improves the university community’s ability to communicate quickly and directly.

“BlazerPulse will enable us to connect dots, fill in gaps, and support internal and community partners by creating a central place for seeking, fulfilling and documenting community engagement by faculty, staff and students,” said Emily Wykle, project director in the Office of the President at UAB. “It also will simplify access for community partners who noted that they had difficulty finding a single point of contact — a front door — when they needed our help.”

BlazerPulse is part of a widespread, integrated strategy for community engagement that began about two years ago to collect a record of outreach programs, survey faculty, staff and students about their activities and interests, and meet with community partners to discuss their goals, needs, and obstacles to working with UAB. Its launch supports the strategic pillar of Forging the Future, community engagement, and coincides with 50 Acts of Service, a service-driven element of UAB’s celebration of its 50th Anniversary Year.

During the past several months, schools, administrative units, and other community partners have been asked to help create a presence on BlazerPulse and post upcoming volunteer opportunities for the spring semester. UAB will continue to provide training and assistance to bring all eligible campus and community partners into the platform in 2019.

All Facilities Employees are encouraged to create a profile. For more information on how to get involved, visit the BlazerPulse website at uab.givepulse.com.
### WHAT’S NEW IN CONSTRUCTION?

**RESIDENCE HALL 2020**
- Construction 30%
- Projected completion June 2020

**HONORS COLLEGE BUILDING**
- Construction 30%
- Projected completion May 2020

**SOLAR HOUSE SITE**
- Construction 5%
- Projected completion November 2019

**TECHNOLOGY INNOVATION CENTER**
- Structural footings in place
- Projected completion early 2021

**TOWN HOUSE PARK**
- Construction to start late October
- Existing parking lot repaved

**MCCALLUM RENOVATION**
- Construction is 85% complete
- Projected completion April 2020

---

**PROFESSIONAL DEVELOPMENT TRAINING UPON REQUEST**

Contact Misty Taylor at mhtaylor@uab.edu or call 934-1054 to request training.

---

**#STOPTHESPREAD**

**FLU CLINIC SCHEDULE**

- **Oct. 8** | 9 a.m.-3 p.m. 
  Hill Center, Room 220
- **Oct. 15** | 9 a.m.-3 p.m. 
  Lister Hill, Edge of Chaos 4th Floor
- **Oct. 22** | 9 a.m.-3 p.m. 
  School of Dentistry, Conf. Room 309
- **Oct. 29** | 9 a.m.-3 p.m. 
  AB Penthouse, Conf. Room
- **Nov. 5** | 9 a.m.-2 p.m. 
  CH 19, Room 402
- **Nov. 12** | 9 a.m.-3 p.m. 
  Alumni House
- **Nov. 19** | 9 a.m.-3 p.m. 
  Shelby Building, Room 102

---

**MEET MISTY**

Misty Taylor, the new Training Specialist for the Facilities Division, came onboard in Sept. and is excited to work with the Facilities team.

She is currently working to revamp the Professional Development Training Program to meet the needs of all Facilities Employees.

She is working to identify role-based training within the organization. This type of training will cater to each individual’s position requirements and promote career growth. To meet those needs, all Professional Development Training will now be available by request only. This includes training for computer skills, supervisor development, and coaching curriculum.

“I am excited about joining the Facilities Team and looking forward to launching our new initiatives as well as exploring new opportunities for training and development within our Division,” said Taylor.

You can contact Misty Taylor at mhtaylor@uab.edu or 934-1054 to request training.