

February 2017

Newsletter for the
Office of Administrative Services

Welcoming New Additions...

Joseph Rogers, Construction Inspector Facilities Management, EH&S

Deryl Wagner Retires

Deryl Wagner's 35 years of service at USF was celebrated at his retirement party on Friday, February 17. Deryl has provided services as the USF Civil Engineer in Facilities Management since joining the University after graduation from the University of Central Florida and service as a Civil Engineer with Watson and Company Architects and Engineers.

During his tenure at USF, Deryl contributed to the planning and development of University Infrastructure and building projects through his experience, expertise, and dedication in the areas of stormwater management, potable, irrigation and waste water systems, transportation and

parking systems, and general development requirements for campus properties including subsurface remediation.

Deryl, and his wife Daryl (who is also retiring after 35 years of service to USF) are planning to enjoy retirement doing the adventurous and family things that retired people do. We are happy to express our deep appreciation for his service and to wish him and his wife a long and happy retirement.

~Contributed by John Crosby



Deryl Wagner retires after 35 years at USF.



On the Job: *Lon Crawford* at work repairing a street light.

Reminders

- Employee Appreciation Events -March 2nd & 3rd. Check with your supervisor for details!
- The Faculty & Staff Campaign is still going on! If you would like to contribute, please contact Gabriel Montalvo - gmontalvo@usf.edu
- Excellence Boxes have been installed in OPM & SVC (HR), use them to submit Idea Proposals and Excellence Award nominations!

"Meet the Team"

Human Resources, Employment Center

The Division of Human Resources' Employment Center takes on many responsibilities that impact all of USF's faculty, staff, and student employees. The team consists of five members: HR Representatives **Debbie DeFranco** (4 years), **Debbie Faulkner** (5 years), **Jennifer Louisius** (2 and a half years), and **Wanda Fordyce** (one year), along with **Yasemin Bulkeley** (one year) the Assistant Director of Project Planning & Management serving as the team lead.

The Employment Center team reviews a tremendous amount of employee information everyday, including new



The HR Employment Center Team shows their Bull pride with a handmade Rocky the Bull cut out! (Left to Right) Yasemin Bulkeley, Debbie DeFranco, Wanda Fordyce, and Debbie Faulkner.

employee job data, employment changes, and any employee information changes. The information the Employment Center processes is critical for areas such as payroll and benefits. Therefore, the Employment

Center team works very hard to ensure all information is processed in a timely and accurate manner.



The team's current focus is conducting workshops along with mapping and evaluating their existing processes to ensure that all clients in the university are served efficiently and effectively. Another important area of focus is ensuring their processes are in compliance with federal, state, and university policies and regulations.

The Employment Center team's goals are to improve communication with all stakeholders, improve and update SOPs, improve the effectiveness and efficiency of their processes, instate proactive education with all contacts, and to become completely digital by scanning all incoming documents into university's imaging system.

In 2016, the Employment Center processed over 52,690 transactions! Although the amount of information they process is large, the team never loses sight of the needs of their clients and carries out their responsibilities in the most resourceful and opportune way. Thank you Employment Center Team for all that you achieve and for exceeding expectations!

Quiet Quality Award Winner



Corey Kelly (left), from the ASBC, pictured with VP Williams, was recently presented with a Quiet Quality Award from the Staff Senate!

Exceeding Excellence in Customer Service!

Yonni Lopez, Assistant Manager in Parking and Transportation Services, helped a visiting group from a local high school sort out their parking logistics and walked the school's College Placement Advisor through the process to make the necessary arrangements. The Advisor gave Yonni high praise citing him with doing "an exceptional job with customer service" and "ensuring we had a great time". Yonni even followed up with a courtesy call after the visit to make sure everything went well. The Office of Admissions also complimented Yonni, saying he made a "lasting impression on our guests" and offered their sincere thanks!

HR Supports Heart Health Month



Members of Human Resources form a heart in support of Heart Health Month.

February was Heart Health Month. Heart disease is the leading cause of death for both men and women in the United States. The good news? It is also one of the most preventable. Making heart-healthy choices, knowing your family health history and the risk factors for heart disease, having regular check-ups and working with your physician to manage your health are all integral aspects of saving lives from this often silent killer. To learn more about heart health, visit www.theheartfoundation.org.

Anniversaries

Facilities Management

i acilities Mallagellielit	
Reginald Troupe	27
Edgar Robinson	18
Lucy Troupe	16
Tommie Giles	16
Sylvester Tellis	15
Theodore Williams	14
Evelyn Mendez Fernandez	11
Sheila Jackson	10
Joyce Batchelor	10
Walter Bartley	5
Donta Edwards	5
Juana Delgado-Miller	5
Dawn Scott	2
Frederick McPherson	1
John Crosby	40
Roy Clark	16
Jose Cruz Rivera	15
Parum Maraj	12
John Poole	3
David Dickman	5
Karl Schmidt	4
Stephen Fordyce	4
Donald Jackson	23
Louise Wilgus	32
Tom Kaenrath	4
April Amorose	5
Robert Contorno	2

Parking & Transportation Services

Belissa McLendon	17
Michelle Lyle	16
William Ray	2
Erin Charles	2
Albert McDuffus	1
Business Center	
Charlene French-Bunch	3

Human Resources

Bruce Primrose	3
Valda Lee-Lopez	2
Shannon Redden	2
Rosemary Frusci	2
Dorothy Johnson	1