

## Moore named to state Elevator Safety Review Board

Facilities Director of Maintenance Eric Moore recently was named to the state Elevator Safety Review Board by Gov. Kay Ivey.

The board's primary function is to govern safety legislation for public elevator operation across the state.

"For more than three years, Eric has managed the elevator service contract at Auburn University and has quickly made himself a leader in the industry through his hard work and collaboration with our service partners," Facilities Operations Executive Director Dan Whatley said.

Moore is one of nine people assigned by Ivey to a three-year term on the board, with Fitzgerald Washington, State Secretary of the Department of Labor, being the 10th member.

"I found out about the opening on the board from a state elevator inspector, and he asked if I would be interested,"

Moore said. "I found out that the governor appointed me by phone, email and letter."

The state Elevator Safety department also maintains a list of licensed elevator inspectors, holds annual public elevator inspections and keeps accident reports concerning state elevator usage.

"I am very happy to see Eric receive this well-earned appointment," Whatley said.

Moore joined Facilities Management in November 2011 as an energy engineer with Utilities and Energy before moving to Maintenance. He graduated from Auburn with a bachelor's in mechanical engineering and a minor in business in 2006. He is currently pursuing a master's in engineering management.

He is certified as a professional engineer and an energy manager.



Eric Moore

## Heavy Construction installs auto shop concrete



Heavy Construction has been busy installing the concrete foundation for the Automotive Shop's new floor lifts while socially distancing and wearing masks to help prevent the spread of COVID-19. Shown are Heavy Construction's Joseph Ellis and Blake Lloyd while Automotive's Trent Berry and Vinny Cicchino look on. Photo by Mark Carroll.

# Employee Communications for July 2020

## From the FM Office of Employee Engagement

### General Announcements

- **Benefits Reminder** – Auburn University continues to offer COVID-related leave for employees who have been impacted by the coronavirus, either personally, through a family member or through resulting childcare issues. The existing guidelines have been approved through Aug. 8, 2020. For more information, visit Auburn University Human Resources website or contact Christy at [clk0022@auburn.edu](mailto:clk0022@auburn.edu) or 334-734-9120.

### Congratulations

**Congratulations to Danny Bentley** for his reclassification to an Electrician II.

**Congratulations to Grant Kirby** for his promotion to Plant Operations Tech II.

**Congratulations to Utilities & Energy** for passing 900 days since their last recordable injury. Great job!

**Congratulations to Maintenance** for passing 381 days, as of July 10, without a personal injury. Great job!

**Congratulation to Tony Wolfe** for being named Maintenance Supervisor of the Quarter.

**Congratulations to Earnest Teel** for being named Maintenance Employee of the Quarter.

**Congratulations to the following Facilities employees** who received a cash award for June 2020 :

- Shanda Foster
- Samson Lastinger
- Dinah Coe
- Matthew Allsbrook
- Rob Stanford
- Jerry Ledbetter
- Layne Black

### New Employees/Welcome

**Ben Bass** – Utility Services – Utilities Technician II – effective July 20.

**Brett Elder** – Fabrication – Sheet Metal Tech II – effective June 22.

**Matthew Salmons** – Preventative Maintenance – Tech I, HVACR – effective June 22.

**Michael Barron** – Zone 4 – Electrician II – effective June 22.

### Retirements/Resignations

**Arthur Taylor** – Zone 3 – announced his retirement effective Aug. 1.

**Linda Robinson** – Custodial Services – announced her retirement effective Aug. 1.

**Bryan Raschilla** – Landscape Services – announced his retirement effective Sept. 1.

**Cedric Patterson** – Zone 4 – resigned July 2.

### Facilities Training

**Self-Directed Learning is a great way to continue to enhance your knowledge and skills during COVID-19.**

Below are some recommendations from AUFM Training:

### AU HRD (Quick Dives – all less than five minutes each)

Go to [www.auburn.edu/administration/human\\_resources/hrd/quick-dives.html](http://www.auburn.edu/administration/human_resources/hrd/quick-dives.html)

1. Customer Service
2. Team Dynamics
3. Three Models/Four Components of Supervision

### LinkedIn (Free Online Courses)

- Login to AU Access
- Click on "Employees"
- Click on "LinkedIn Learning"
- Login and/or Register

### Recommended Courses (use the Search box to locate):

1. Project Management Tips (length: 47 minutes)
2. Electrical Systems: Reading Drawings and Schematics (length: 47 minutes)
3. Diversity, Inclusion and Belonging (for Supervisors & above) (length: 47 minutes)

Contact for training sessions:

**Kathleen Jones** | [ktj0004@auburn.edu](mailto:ktj0004@auburn.edu) (334) 844-9411 | Building 1, Room 1173D

The training calendar can be found at <https://aub.ie/trainingcalendar>.

### Employment Opportunities

#### Landscape Services

- Landscape Supervisor – 3 positions
- Arbor Specialist I/II
- Groundskeeper I/II – 2 positions

#### Maintenance

- Construction Tech, IHC
- Electrician, IHC
- HVACR Tech, Zone 4
- Automotive Mech, Automotive Shop
- Roofer, Heavy Construction
- Painter, Zone 3
- Plumber, Zone 4

For more information about, or to apply for, one of the jobs listed above, visit the Auburn University online employment site at [www.auemployment.com](http://www.auemployment.com).

**These announcements are gathered by the Facilities Management Office of Employee Engagement. Submit announcements via email to Cynthia Baccus at [geercyn@auburn.edu](mailto:geercyn@auburn.edu).**

### Editorial and Writing Staff

Martha Gentry '98  
Trey Wood '07

### Photography

Trey Wood



AUBURN UNIVERSITY  
FACILITIES MANAGEMENT

Submit Feedback to Trey Wood at [woodcas@auburn.edu](mailto:woodcas@auburn.edu)



Please remember to recycle this newsletter.

# Facilities new onboarding program to go live Aug. 1



Facilities Management team members starting work with Facilities as of mid-August will be welcomed with a new digital onboarding program – Enboarder.

“Enboarder will help us to engage with new employees from the day they sign their offer letter through the first 90 days of employment,” said Cynthia Baccus of Facilities HR.

Cynthia worked in collaboration with Christy Kimbrough (Facilities HR) and

Glen Granberry (Facilities IT) to create workflow and messaging for the new onboarding program.

Here is how it works – After a new employee accepts the offer letter, the employee will receive a text welcoming him/her to the Facilities Management team.

In the days leading up to the set start date, they will receive additional texts or emails such as:

- Short videos introducing Facilities
- Fun surveys
- Informational texts such as what to expect on the first day of work, where to report on the first day and what to wear.

“An additional bonus of the program is that it automates the onboarding process by also sending reminders and informational texts to the hiring supervisors,” Christy said. “Supervisors no longer have to keep lists or try to remember next steps. Enboarder will send messages when supervisors need to take action.”

If you have a new hire who recently signed an offer letter and you have questions regarding the new onboarding system, please contact Cynthia Baccus at 334-734-0502 (geercyn@auburn.edu) or Christy Kimbrough at 334-734-9120 (clk0022@auburn.edu).

## Employees asked to view and acknowledge safety video

Auburn University is asking all students, faculty and staff to view and acknowledge a brief educational video regarding safety measures and how each of us is to do our part in supporting the safety of one another.

As part of AHealthierU, all employees and students are required to view and acknowledge having seen the video prior to returning to on-campus activities or as soon as possible for those who have already returned.

AHealthierU was developed with input from campus leaders and supports Auburn’s goals of safely facilitating academic, student and institutional operations. Students and faculty will follow a modified academic calendar that eliminates fall break and ends instruction prior to Thanksgiving, resulting in final exams administered remotely. Health protocols include physical distancing, face covering requirements in university buildings, reduced classroom capacities

and limits on large gatherings.

“A dedicated team has worked nonstop the past few months to prepare campus,” said Fred Kam, director of the Auburn University Medical Clinic. “The best Auburn experience is shared when we are together on campus, but we need everyone’s commitment and cooperation to start and finish the school year strong.”

To view the video, head to <https://aub.ie/AHealthierUSafety>.



# Waste & Recycling Workers Week celebrates employees



The week of June 14 was Waste & Recycling Workers Week. Facilities Management would like to thank our waste and recycling workers who work daily to keep our campus safe and clean and for the hard work they do all year long. At top is Solid Waste Tech Jerry Cantrell, bottom left is Supervisor Oscar Preston and at bottom right is Solid Waste Tech Mario Pacheco, all of Waste Reduction and Recycling. Photos by Joan Hicken.