University Facilities Retreat at NJ School of Conservation

On March 7, 8, and 10, University Facilities managers, supervisors, and administrative staff traveled to the New Jersey School of Conservation (SOC) at Stokes State Forest to focus on organizational change management and team-building.

Along with strategic campus partners who were invited to participate, 71 managers, supervisors, and administrative staff were asked to attend the retreat. Of that number, 65 staff were present.

A highlight of the day-long agenda was the inspiring lecture about adapting to change by motivational speaker Scott Chesney. Staff also participated in nature walks, a tour of the SOC property, and an afternoon of team building exercises.

Vice President for University Facilities, Shawn Connolly believed it critical to begin engaging employees in dialog and activities surrounding “change” - an issue which will be prevalent in our Division this year- in advance of our pending Divisional reorganization. The feedback on the day, which was overwhelmingly positive, is best summed up by one of the participants: “I had really enjoyed the guest speaker, Scott Chesney. Not only was there much inspiration behind his presentation, but considering what he has gone through in his past experiences I feel like if he can turn his life around and adjust to the changes in life, we all can.”

See pages 2 and 3 for photos and more information about this annual event.

SERVICE IS OUR BUSINESS

The University Facilities team is committed to the delivery of exceptional customer service to the University’s students, faculty, staff and visitors. As a customer-focused service organization, the manner in which we support our customers is as critical as the services we provide. As UF employees, we are expected to conduct ourselves in a professional manner at all times and to observe the rules of professional conduct and safety in the field and in all MSU facilities.
Participants Sound Off on Experience

University Facilities staff who attended the retreat were surveyed about their thoughts on its effectiveness.

All 65 managers, supervisors and administrative staff who participated were invited to participate in the survey. To thank attendees for participating in the survey all respondents were entered into a raffle to win two complimentary lunch tickets. From 61 respondents, 54 complete surveys were received. So, how did we do?

“Did you find the Team Building Exercises to be Beneficial?”
54 “yes” 0 “no”

“Did you find the speaker’s topic useful?”
52 “yes” 2 “no”

“Should University Facilities do a retreat like this again?”
52 “yes” 2 “no”

“Do you prefer to have the retreat on-campus or off-campus?”
52 “off campus” 2 “on campus”

“On a scale from 1 to 5 (low to high) how would you rate the speaker Scott Chesney?”
33 “five”
13 “four”
6 “three”
1 “two”
1 “one”

“What did you enjoy best about the day?”

Random quotes:
“The group was a mix of all Facilities workers.”

“Really enjoyed Scott Chesney, speaker. The area of the retreat and getting together as a team. Getting to know each other.”

“Great team building day. Loved the speaker’s message. Nice to connect with people I usually do not work with.”

“The team building activities were fun and gave us the opportunity to engage old coworkers and meet new employees. In addition, we learned that we all have an important part to play.”

“I like being (in) a stress free environment and spending time with other team members.”

“Quiet time at the School of Conservation.”

Congratulations to our raffle winners Josephine Coppola, Allen JeanBaptiste and Jermaine Jeffries!

About the Retreat...

Our Keynote Speaker

Scott Chesney, a two-time world traveler and a navigator of life with paralysis for over two decades, has presented to over one million people in 38 countries.

After awakening to paralysis at the age of 15 from a sudden spinal stroke, Scott has amassed a resume of transformational experiences, powerful insights, and inspiring stories that cut to the core of the human spirit. He has become a nationally and internationally recognized workshop and keynote presenter, and his positive and inspiring messages have changed countless lives. His insights have been coveted and applauded by Fortune 500 corporations, hospitals/rehab centers, associations, sports’ teams, audiences at The United Nations, The Pentagon and the FBI, colleges and universities, and K-12 schools.

Realizing that his audience members wanted more personal guidance after his presentations, Scott became a professional Life Coach in which he combines transformational techniques and strategies that he learned from his world travels and continues to practice himself today to help people create personalized blueprints for navigating life happily and successfully. As a person who skydives, walks on hot coals on his hands, para-sails, and continues to engage in many other adventures around the world, Scott prides himself of living life to its fullest and encourages and trains audiences and clients to do the same.

In addition to keeping a busy speaking and coaching schedule, Scott became President of Raise Hope Foundation in ©2014 that trains, mentors, and places people with disabilities and veterans for competitive careers in financial services. He is also an Ambassador for the Christopher and Dana Reeve Foundation, an Ambassador for Kessler Foundation, a member of the Seton Hall University Leadership Advisory Council, a member of the Board of Trustees for The Knowles Foundation and a member of the National Speakers Association (NSA). He has also served on the Board of Trustees for Children’s Specialized Hospital. Scott graduated from Seton Hall University in 1992 with a B.A. degree in Communications.
Facilities Retreat: Unity & Team Building With Fun!

Photo credits: Yolanda Brandon, Shawn Connolly, John Delate, Jonathan Lee, and Danielle Miller
Spotlight on: MSU Fleet Services
3 Mechanics x 265 Vehicles = A Well-Oiled Machine

In 2015, the University Facilities Shuttle Services unit transported 1.3 million passengers between destinations on and off campus. The safe transport of our students, faculty and staff is a credit not only to the skill of our drivers, it is also in large part due to the expertise of our Fleet Services staff.

Managed by Assistant Director Ben Ceca, who is responsible for the acquisition of campus vehicles, the MSU Fleet Services unit is comprised of three Automotive Mechanics, Adam Fahmi, Nicholas Laietta, and Samuel Thorburn, who ensure that the University’s 265 campus service vehicles are maintained in working order. While the shuttle buses may be the most high-profile University vehicles on campus, our fleet also includes cars, golf carts, passenger and cargo vans, and large special purpose equipment such as backhoes, dump trucks, forklifts, mowers and snow plows.

The variety of vehicles on campus necessitates that the staff must retain a broad knowledge in the repair and installation of motors and the maintenance and repair of motorized vehicles and equipment. They perform inspections, major services, preventive maintenance, and the overhaul of components on the vehicles. Since earlier this year, Fleet Services has benefitted by providing internship opportunities to a total of four students from Bergen Technical and Montclair High Schools. New hire Sam Thorburn is a former participant in this program. A similar initiative with Passaic Tech High School is planned.

The University’s acquisition of the former Ward Trucking property on Clove Road has been a major benefit to this group, in particular. Moving into this 3,500 square foot facility has enabled Fleet Services to work on the buses and other large vehicles indoors—a capability that University Facilities did not have previously—which, in turn has enabled the Division to reduce subcontracted vehicle maintenance and repair work by 60%.

For further information about MSU Fleet Services, or to comment on FS operations, please contact the Office of Facilities Logistic Support at extension 7005.

Applying 6-S Lean Workplace Methodologies in the Auto Shop

The MSU Fleet Services unit has adopted the 6S method of workplace organization and safety within the Auto Shop. 6S, which embraces the concept of “a place for everything and everything is in its place” is based upon the five pillars of the visual workplace (5S) in the Toyota manufacturing system, with an additional pillar included for “Safety.”

Through the use of 6S, Fleet Services is able to produce higher-quality work, reduce waste, lower costs, and facilitate continuous quality improvement initiatives in a safer environment. Practitioners organize work spaces for efficiency and effectiveness through standardization: identifying and storing the items used, maintaining the area and items, and sustaining the new order. The 6S system also facilitates decision making and provides clear expectations to employees about how work is to be performed.
Montclair High School Partners with MSU Fleet Services

By Katherine Stanton Paule and Leslie Wallace
Montclair High School Transition Coordinators

The Montclair High School Transition Program is a course of study designed to prepare students 18-21 to gain the skills and confidence to become active, productive, and welcome citizens in their local communities. Program activities are comprehensive and include instruction in many areas; however, a strong emphasis is placed on employment preparation. The employment preparation component takes many forms, to include: 1) helping students explore their interests and preferences, 2) conducting observations and interviews with professionals in the field, and 3) participating in internships related to careers of interest.

Montclair State University has provided several internships to our students over the years. We have had students working in areas ranging from marketing to aquatics to automotive. One of our new partnerships this year is with the Fleet Services (FS) unit in the Facilities Logistic Support Department. Ben Ceca and his staff of mechanics have provided an exemplary training site to two of our students. The student that is currently interning with FS has a strong interest in transportation and auto mechanics. He took auto mechanics classes in high school and knew that he really enjoyed it, but wasn’t sure this was career his path. After interning with the three mechanics, Nick, Sam and Adam at FS, he has decided to explore a college program in auto mechanics. Ben and his department welcomed Dan, included him as a team member and have worked with us to develop a structured routine that allows Dan to learn new skills. Under their guidance and supervision, Dan is observing and practicing maintenance procedures on several different types of vehicles in a real-life setting. This type of experience cannot be replicated in the classroom and is absolutely the best way for our students to learn and prepare for their adult lives. In addition to leaning career specific skills, they are learning how to manage their time, collaborate with co-workers, follow procedures, communicate effectively, and develop a strong work ethic.

Thanks to these opportunities, like the one that Ben and his staff at Fleet Services are providing, our students are graduating with the skills and confidence that will help them be successful at work and in their community lives and as they move into adult life.

New Access Control System for Student Recreation Center

On Monday, April 18, an electronic access control system was launched in the Student Recreation Center. The Lenel onGuard system secures and monitors all perimeter building doors. Further, this system will allow for accountability, auditing, and the automatic scheduling of regular and special events.

On Wednesday, April 13 managers in the Access Control unit met with and trained the Recreation Center professional staff unit, and their Director, Romayne Eaker-Kelly. During this training the staff was instructed on the use of their cards to access the building as well as other features and components of the installed system.

Top Right: Director of Access Control and Systems, Jonathan Lee (left); Systems Controller/Lock Shop Supervisor, Robert Zawistowski (back); and Executive Director of Facilities Maintenance and Engineering, Joseph Marzullo (center) conduct a demonstration and a Q&A session with Rec Center staff.

Bottom Right: Director of Campus Recreation, Romayne Eaker-Kelly and Joseph Marzullo discuss features of the new access control system.
**Passport Day—Were You There?**

On April 27, the University hosted its second Passport Day. Held in conjunction with the United States Postal Service, members of the campus community were afforded full-service passport processing services in the Student Center, including application, renewal, identification photos and money orders. This year, 55 passport applications were processed, an increase of 34 more documents than 2015. Due to the popularity of this event, discussions are already underway to offer a second Passport Day in 2016 during the fall semester.

Passport Day is made possible through the efforts of Lavone Broxton and the MSU Postal Services staff. For more information on this event and other Postal Services initiatives please call extension 4189.

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**Kasser Theater Lighting Fixture Upgrade**

University Facilities continues to work towards maintaining MSU’s Green Campus designation through the implementation of construction and maintenance initiatives and work practices which promote safety and cost effectiveness.

Our Electricians recently replaced all 288 existing 12-volt, 20-watt incandescent chandelier light bulbs in the Kasser Theater lobby with 3-watt, 12-volt LED bulbs. The incandescent lights consumed 5,760 watts of power. The new LED lights consume 864 watts of power – a reduction in not only electric power, but in air conditioning operations and costs, as well, since LED lights burn at a significantly lower temperature.

Kudos to Kevin LePore and his crew for the efficient execution of the bulb changeover. Please contact Ana Pinto, Director of Energy Management and Sustainability, at extension 3244 or pintoa@montclair.edu for further information about MSU Sustainability and Energy Management efforts.

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**April Cans for Citations Drive a Success**

MSU Parking Services began its “Cans for Citations” food drive in November 2014. Working in partnership with the Human Needs Food Pantry of Montclair, this program allows Montclair State University students, faculty and staff to donate canned goods as payment for citations. One unopened canned or dry good is worth $10 toward one open citation. For example, a citation worth $40.00 may be paid using four (4) canned or dry good items. One citation dismissal is awarded per person.

The most recent food drive was held from April 1 through April 23, during which, 1,339 items donated to the on-campus food pantry translated into $13,390.00 deducted from parking citations.

The next Cans for Citations food drive is scheduled for November 2016. For more information on this program, please email parking@mail.montclair.edu or call 973-655-7580.
Earth Day 2016 – Celebrating “Trees for the Earth”

UF Welcomes Record Number of Children for Annual Event

On April 27, the Division of University Facilities (UF) continued its annual tradition of commemorating Earth Day with Montclair Township's Bradford Elementary School, by welcoming our largest group ever- 256 students in grades K-4 to campus for a morning of educational and recreational programming.

Following the Earth Day Network’s lead, this year we celebrated “Trees for the Earth.” A steering committee of 16 UF staff from Maintenance, Housekeeping, Grounds, Capital Planning & Project Management, Fire Safety, Environmental Health & Safety, and the Vice President’s office mobilized to plan and produce a stimulating series of events for our young visitors, including flower planting, an original play about the life cycle of a tree, and demonstrations on fire safety, storm-water prevention, and composting.

Special thanks to the Grounds, Moving, and Housekeeping units and all of our volunteers on a job well done!

Photo credits: Yolanda Brandon, Mariella Diaz, Dan Gallagher, Mike Peters and Adam Witkowski
The Environmental Health and Safety Unit enthusiastically welcomed two new Assistant Directors towards the end of Spring semester. **Wilson Robles** and **Lisa Baker** were the successful candidates from a robust pool of applicants for these two critical positions.

Wilson, who began on April 25, brings to MSU over 12 years of experience as an Industrial and Environmental Health and Safety Engineer and practitioner in the public and private sectors with extensive knowledge in: Air Pollution Control; Industrial Hygiene, Health & Safety; Solid Waste; Construction & Industrial Demolition; Industrial Storm & Waste Water; safety management systems; Surplus, Dismantling and Decommissioning; Toxic Substance and Control; SEPA Risk Management; Occupational Health and Safety Regulations.

A licensed Professional Engineer, Wilson holds dual Bachelor’s degrees in Environmental Sciences and Environmental Engineering. He is also registered by the New Jersey Board of Engineers and Land Surveyors, and is a Certified Hazardous Materials Manager. He comes to MSU from Mondelez International, where he worked as an SSE Compliance Engineer.

Lisa joined the Facilities team on May 16. She comes to us from Regeneron Pharmaceuticals, Inc., where she worked as an Environmental Health and Safety Specialist. While at Regeneron, Lisa was responsible for serving as Safety Manager on construction projects and for providing a broad range of EH&S services, including: program initiatives; lab, building, and fire safety training; ergonomic assessment, inspections and reporting; biohazardous, chemical and radioactive waste disposal; accident and illness reporting; electronic systems maintenance; and metrics tracking and trending.

A member of the American Society of Safety Engineers, Lisa earned a Master of Science degree in Occupational Safety and Health Engineering from the New Jersey Institute of Technology and a Bachelor of Science degree in Biology from William Paterson University. She is a Licensed Associate Safety Professional (ASP) who holds numerous OSHA certifications in Hazardous Waste, Ergonomics, Industrial Hygiene, and Construction.

Please join in welcoming Wilson and Lisa to our team. Wilson may be reached at extension 3863. Lisa may be reached at extension 3864.
Vice President for University Facilities, Shawn Connolly is pleased to announce the creation of the \textit{John W. Dennis Leadership Award}. This accolade, which is to be presented annually, will be awarded to a full-time University Facilities employee of at least five years who has demonstrated exceptional abilities to lead, serve, inspire and collaborate with broad impact. As the highest honor a Divisional employee may receive in our Employee Recognition Program, this award is named in honor of John Dennis, a Locksmith and former president of IFPTE Local 195 who worked at MSU from 1972 until his passing in 2012. John was regarded as a knowledgeable tradesperson, and with his warm and friendly demeanor and positive and hard-working approach, he personified the qualities of service, teamwork and leadership that the Division endeavors to promote amongst our staff.

Nomination forms may be obtained from the white employee recognition boxes near our time clocks or online at \url{http://www.montclair.edu/facilities/learning-development/recognition/}

Mark your calendars for \textit{June 28, 2016}, as VP Connolly, joined by John’s daughters Sharon and Lesia Dennis, bestows the first-ever \textit{John W. Dennis Leadership Award} upon one of our own. The Divisional Meeting begins at 11:30 a.m. sharp in the Alexander Kasser Theater.
Customer Compliments

Our Customers Sound Off on Our Service: EARTH DAY 2016

Dear Shawn and Joana:

Thank you so much for coordinating the wonderful learning experience for our students this morning. The play on the life cycle of a tree, as well as the storm water and composting lessons and the planting really engaged them. The “actors” and “joke tellers” were phenomenal and had us laughing along. Please thank and commend your staff for us! Thank you for the snacks, the T-shirts, and coloring books too. We were so impressed with how well organized you were and how you managed such a large group. We look forward to attending again next year!

Thanks also to our kindergarten teacher, Ellen Cahill, for coordinating this experience with all our teachers!

Naomi Kirkman
Principal
Bradford School - The University Magnet
87 Mt. Hebron Rd.
Montclair, N.J. 07043

Congratulations, Shawn and the entire Facilities team! It was such a joy to see those K-3 students learn more about nature and safety as well as to have a wonderful time at MSU.

What a beautiful showcase of the campus you offered. I even laughed at a few of Shawn’s, Joe’s, and Frank’s jokes, and I laughed even harder at Mike’s tree costume!

Thanks to all.
Bravo,

John Delate
Residence Life

I just want to thank all of you who participated in our Facilities Earth Day celebration. 256 kids had a great morning thanks to you all.

While this may not be the “traditional” role of University Facilities, I believe it’s who we should be. Reaching out to our local community and connecting to the people we serve on a completely new level.

I can’t help but see the similarities in this group to the crews I served with on submarines. I am so happy to have that feeling of camaraderie and commitment with all of you. It’s been a while.

Please pass this on to anyone I may forget to mention.

Thank You,
Shawn Connolly
Vice President for University Facilities
The University Facilities Employee Recognition Program is Here!

The Division of University Facilities has established an Employee Recognition Program to formally recognize our staff.

These awards are designed to encourage outstanding performance; reward excellence in staff achievements; and recognize exceptional workplace creativity, innovation and sustained excellence in support of the University.

All full-time and permanent part-time employees with at least one (1) year of University service from their official date of hire are eligible for nomination. Service requirements vary by award.

Awards include:

- Kudos Award
- Red Hawk Excellence Award
- Graduate Award
- Years of Service Award
- John W. Dennis Leadership Award

All full-time and permanent part-time employees, and University Facilities Customers (excluding students) are eligible to submit nominations.

Program rules, nomination forms and submission boxes are available online and at the following campus time clock locations:

- Maintenance Building
- University Hall
- Student Center
- Abbott & Costello
- Ward Trucking
- 1515 Broad Street

Please direct questions to Joana Gonzalez at ext. 3304 or gonzalezjoa@montclair.edu

Guidelines and Forms available online at www.montclair.edu/facilities
2016 Employee Safety Initiative

Safety is a Full-Time Job, Don’t Make it a Part-Time Practice

It is the policy of the Division of University Facilities (UF) to provide and maintain a safe work environment that will ensure compliance with federal and state guidelines, policies, and standards. In an effort to ensure workplace safety, the University will endeavor to provide employees with all necessary work and personal protective equipment in good working order and to correct hazardous situations in a timely and effective manner.

The Office of Environmental Health and Safety introduces its 2016 safety initiative for all University Facilities employees. Beginning in June, each month will focus on a specific safety topic. These topics were chosen in direct response to an Injury Loss Analysis that was performed using data from the 58 official University Accident Reports submitted in 2015. The data analysis reveals that 44.6% of accidents and/or injuries last year were due to Slips, Trips and Falls, followed by Ergonomic, Hand and Driver-related injuries.

UF employees may expect to see an increase in training efforts in these areas supplemented by a campaign of printed posters and handouts. Printed materials will be located in UF offices and at time clock and/or break locations. One will additionally be featured in each bi-monthly issue of The Pipeline newsletter.

Employee awareness and proficiency in safety matters will be the result of both training and their own review of the relevant standards. The Division will ensure that employees are notified of the need to know specific standards and are provided access to such information.

Please contact the Office of Environmental Health and Safety at ext. 3863 with questions about workplace safety, or to report health and safety hazards.
Safety Moment: Safety is a Personal Responsibility...Hand Injuries Can Be Prevented

by Wilson Robles, PE:CHMM

Hand injuries occur because people are in a hurry and don’t think about the risks associated with, or their proximity to a hazard. Every time you are near a piece of moving equipment your risk increases. It’s important to decrease that risk by not touching, leaning or in other ways coming in contact with a running machine.

Common Workplace Hazards

You are facing many different kinds of hand hazards. Some of the most common include:

- **Mechanical Hazards** include cutting surfaces, sharp points, pinch points, moving parts vibrating

- **Personal Hazards** include jewelry, loose fitting clothing and improper or defective personal protective equipment.

- **Contact Hazards** are hot or cold surfaces, chemicals, solvents or liquids and electrical currents.

- **Housekeeping Hazards** include the improper storage of equipment and materials and slippery conditions.

Safety Best Practices

By following basic safety rules, you can protect yourself from hand injuries:

- Keep hands and body out of the “Line of Fire”

- Position (e.g. Anticipate unexpected movement of Materials or Equipment)
  - Pinch Points
  - Sharp Edges

- Use the correct tool for the job – NOT YOUR FINGERS!
  - Stay alert and anticipate hazards.
  - Be aware of the position of your hands.
  - Avoid shortcuts.

- Isolate energy sources and lockout equipment before placing your hands in potential point of contact.

- Respect the equipment you work around; and be aware of all warning and danger signs and labels on equipment.

*Safety Signs and Labels help us in making our lives better and safer. They help us to remain alert in different situations.*

Why Should I Obey Safety Signs?

1. They will keep you safe.
2. They will keep the others safe.
3. They will direct you to safety.
Division Meeting

Tuesday
June 28, 2016
11:30 a.m.

Alexander Kasser Theater

BBQ @
12:30 p.m.
Maintenance Building

- Employee Recognition Awards Ceremony!
- Food & Drinks!
- Raffles!
- Games!

Please join Vice President Shawn Connolly on Tuesday, June 28 at 11:30 a.m. in the Alexander Kasser Theater for the first annual University Facilities Division Meeting, featuring an awards ceremony celebrating employee achievements in Service and Leadership.

The annual University Facilities Barbeque will be held behind the Maintenance Building at 12:30 p.m.

For further information please contact Joana Gonzalez at ext. 3304 or gonzalezjoa@montclair.edu
YOU'RE INVITED!

Please join us

JACKALS BASEBALL GAME
UNIVERSITY FACILITIES EMPLOYEE TEAM OUTTING

THURSDAY, JUNE 16 - 7:05PM
YOGI BERRA STADIUM

$10 BOX SEAT TICKETS
FOR GROUPS OF 20+

PAYMENT DEADLINE IS JUNE 10TH

please contact Joana Gonzalez if interested
ext. 3304 or gonzalezjoa@mail.montclair.edu
May & June Training & Events Calendar

Please direct inquiries about training and events to Joana Gonzalez via email at gonzalezjoa@montclair.edu or by calling ext. 3304

### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Title</th>
<th>Date &amp; Time</th>
<th>Who</th>
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<tr>
<td>22</td>
<td>CHSS Convocation</td>
<td>10:00 a.m. &amp; 2:00 p.m.</td>
<td>Trades</td>
<td>Sprague Field</td>
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<td>Meadowlands Env. Ctr.</td>
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<td>Managers &amp; Staff</td>
<td>Meadowlands Env. Ctr.</td>
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<td>27</td>
<td>Workday Training</td>
<td>10:00 a.m. &amp; 2:00 p.m.</td>
<td>Time clock Employees</td>
<td>CO 310</td>
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<td>28</td>
<td>UF Divisional Mtg &amp; BBQ</td>
<td>11:30 a.m.</td>
<td>All Facilities Employees</td>
<td>A. Kasser Theater</td>
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<td>29</td>
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<td>CO 310</td>
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<td>Time clock Employees</td>
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### June

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### In the July/August Pipeline:

Employee Recognition: Celebrating Our Staff the UF Way!