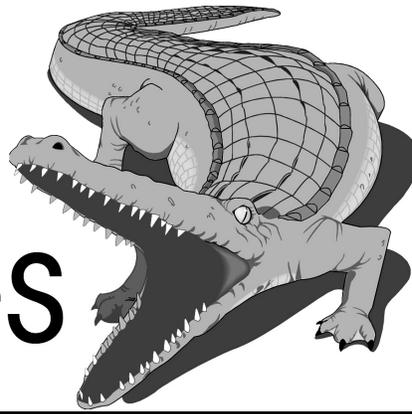


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Gatortales

From the Physical Plant Division of the University of Florida

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Director
Dave O'Brien

Editor
Jeremiah McInnis

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The Importance Of Ensuring A Correct Address

by Kevin Clarke, PPD HR Manager

As we all move on with our busy schedules and lives, you don't want to have anything important slip through the cracks. Relocating, or finding a new place to live can be such a crazy experience, you can easily forget to do one of the most important tasks in the process. You must remember to change your address with your employer.

It is not enough to tell your supervisor you have moved, or even to give your immediate supervisor your new address written on a piece of paper. You must take it upon yourself to ensure that the University has your correct, updated address so that you can be contacted about important information.

The University will not send you junk mail or sell your information to anyone else. Updating your correct address is safe and important. Some of the things that are affected by your address in the PeopleSoft system include: mailings that inform you of any changes with benefits, rule changes, tax information and W-4 mailing locations, and any other mail correspondence that is needed to inform you of important information regarding your job.

So, how do you change your address in the official University system? There are

several ways to do this. The first way is to stop by the PPD-HR office located in room 106 of building 702 and see Jackie. She will have you fill out a new W-4 and will ensure the new information is properly placed in the PeopleSoft system. The second way, if you feel you are computer savvy, is to go to the myUFL portal. First click on 'My Account', then click on 'Update My Directory Profile'. In this profile, click on the orange colored 'Addresses and Phone Numbers' header. Then input your correct information in the system. When you are finished, click 'Save' and you will have successfully changed your address.

Even if you haven't moved in the past two years, I would

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A huge crowd of PPD employees and others turned out on Wednesday, August 10 to enjoy a free lunch, prizes and gifts at the 3rd annual Finance and Administration Employee Appreciation Day. For more pictures, see page 3.

August Communication Breakfast Recap

Mr. O'Brien began by mentioning PPD's APPA Award For Excellence, and announced that over the weekend of August 4-6, he and several other members of the PPD organization attended the APPA conference in Orlando, where they were presented with the Award by APPA President Ed Rice. Mr. O'Brien thanked PPD employees for all their hard work, and stated, "The work that our employees do is what has allowed us to receive this award. All that hard work pays off – it is obvious to me, and should be to you as well, that we are now in the company of elite Physical Plants across the world."

OB said that the merit raise has been approved by the union – management and AFSCME representatives have been able to work out the issues at hand, and the next step for the University of Florida to approve the program. Mr. O'Brien said he is hopeful that this will happen on Sept. 9, when the Board of Trustees meets in Gainesville. He said that once this approval is granted, he will begin meeting with supervisors and working on the process of identifying worthy individuals



APPA President Ed Rice (left) presents the 2004 APPA Award for Excellence to UF PPD Director Dave O'Brien and Award Committee members Allan Preston, Mark Ivanowski, Pam Walker, Donna Agerton and Bob Bell.

to receive the merit raises. OB said, "I am very excited about our ability to provide these raises to our employees."

The UF Community Campaign starts on Sept. 26. OB said, "I just want to mention that if it is possible for you to assist these charities, please do so, as it is a very worthy cause. PPD has always been one of the most generous organizations on campus, and I hope to see that generosity continue."

As every employee knows, classes have begun again for the fall semester, and with that comes thousands of new students. Mr. O'Brien said that with UF approaching 50,000 total students, this year we will have more freshmen than usual. He said, "This is a great university, and we should feel privileged to be a part of it."

DOT has begun their project to re-pave SW 2nd Avenue. The project started just west of 34th Street, and will work east as it goes. It is scheduled to last until December, 2006. If you currently use SW 2nd Avenue frequently, you will probably want to look for alternate transportation routes, as traffic in this area will be very congested.

UF President Bernie Machen has now been in office for a year and a half, and has completed his top-level staff. Mr. O'Brien said he feels that employees will soon begin to see the University moving forward with increased energy and effort – the goal is for UF to become one of the top 10 public universities in the country (we are currently ranked #16 by US News and World Report). He said, "We are all a part of this goal. The service that we provide helps support the students and faculty, and is an integral part of the University's success."

The search for replacements for Asst. Directors Bell and Callaway is in progress. Mr. O'Brien said that candidates are being interviewed for both positions and he hopes to make a selection within the next 14-30 days.

Major renovations are underway at the East Campus on Waldo Road, the future home of the Bridges staff. Mr. O'Brien said that a master plan has been developed for the establishment of a UF presence on Waldo Road, and that within the next ten years, there will be sizeable growth in that area.

Finally, a drawing was held for a \$25 Outback gift certificate – all employees who had completed and turned in their TOPGUN training homework were entered in the drawing, and Jill Lee, of Building Services, was chosen as the winner. Congratulations, Jill!

Question and Answer:

Q: I've heard that there is about to be a whole lot more publicity around the University, with TV ads and things like that – is that true?

A: Well, there is a concerted effort being made to "brand" UF – to establish an image that people associate with our university. Slogans and advertising are part of that effort, and the University has contracted with a PR firm in order to work towards this goal. This is all part of the effort to make us into a top 10 public university.

Q: Is the 4-10 workweek program going to be done away with?

A: Right now we plan to continue that program. Of course there may be some staffing issues with the holidays coming up where it won't be possible for some employees, during that period, but that program is still in effect and we have no plans to discontinue it in the near future.

The Return Of "Football Fridays" - Mr. O'Brien has authorized all PPD employees to dress down on Fridays throughout the football season. The casual dress should be in good taste and hopefully visibly show support for the Gators. Shorts are not authorized except for those employees that are currently allowed to wear uniform shorts.



August OB'Gram: Being Prepared For Hurricanes

Special Guest Column by Ron Hambrick, PPD Risk Management Coordinator

As many of you know, part of my job here at PPD is to maintain our 'Disaster Plan' to ensure that if a hurricane or other natural disaster impacts our campus, we're ready to respond. We all know that we need to be ready at home as well. Even though we may have talked about these before, it's always a good idea to review what steps should be taken before a storm hits:

- Store water in plastic containers. Estimate one gallon/person/day for a minimum of 5 days. Clean bathtubs and sinks and fill them with water to use for bathing, flushing toilets, etc. You can even fill your washing machine with extra water. If water needs to be purified, it should be brought to a rolling boil for one minute and add 8 drops (1/8 teaspoon) unscented bleach per gallon.
 - Stock up on non-perishable food. Be sure you have plenty of propane, charcoal, and sterno on hand.
 - Our Grounds Department goes around campus before a storm to pick up loose items. We should do the same thing at home. Bring in lawn chairs and tables, etc.
 - Fuel your vehicles. Don't wait until the last minute. Previous hurricanes have proven that fuel shortages may occur days before a storm and last for weeks after. Don't forget, if you store fuel for generators be sure to store it safely in proper containers and in well-ventilated areas.
 - Be sure you have cash – ATMs and bank cards may not be available to you.
 - Turn your refrigerators/freezers to their lowest setting. This will cool the food down and keep it cooler longer. The same goes for your house. Turn the AC down to a low setting prior to the storm. This will help keep the house cooler for a longer time if your power is lost.
 - If you plan to evacuate – go early. If you live in an evacuation zone or mobile home, listen to local emergency management officials and evacuate when the orders are given. Take a change of clothing and any personal items you or your family might need such as medications, toiletries, and special food items including baby formula. Don't forget your identification documents. Bring games and books for the kids (and yourself), blankets, pillows, sleeping bags, snacks and battery operated flashlights and radios.
 - Have a plan for your pets – public shelters do not accept pets so other arrangements will need to be made.
- Hopefully, we won't need to use any of our disaster plans this hurricane season. But let's be ready – just in case!

PPD And Professors



PPD Employee of the Year Shauna Rawlins and Work Mgmt. Coordinator Bob Estling were on hand to answer questions about Physical Plant at New Faculty Orientation, held at the Harn Museum, August 17.

F&A Employee Appreciation Day



Top: (left to right) HSC employees Rhonda Britt, Effie Jackson, and Annie Henry enjoy the festivities. Bottom: (left to right) PPD's Nick Florentine, Chandler Rozear and Lou Schilling handing out gift bags.





All About PPD Employees...

July Employees of the Month:

New Employees

- Alonzo Bivins, Building Svcs.
- Marlon Boston, Building Svcs.
- Terra Dailey, Building Svcs.
- Antoinette Filer, Building Svcs.
- Glen Griffis, Grounds
- Ron Hambrick, Risk Mgmt.
- Ola Hill, Building Svcs.
- Edith Jackson, Building Svcs.
- Jacqueline Kimbrough, Building Svcs.
- Judy Koontz, Building Svcs.
- Jason Lindsey, Motor Pool
- Addie Pons, Business Ops.
- Catherine Terry, Building Svcs.
- Dwayne Walker, Building Svcs.
- Ayesha Williams, Building Svcs.

Promotions

- Willie Hill, Operations Engineering

UF Service Pins



Kevin Drye
Building Svcs.



Mark Lamp
Systems



Aaron Munnerlyn
Health Center



Evelena Richards
Building Svcs.



Joseph Rogers
Facilities



Richard Runyon
Facilities (July)



Congratulations!



Bozie Thomas
Building Svcs.



Luis Vazquez
Building Svcs.

Not Pictured:
Maurice Batey,
Grounds

ADDRESS Cont. From Pg. 1

strongly encourage you visit your profile location in PeopleSoft to confirm your correct address in the system. If you are unsure, or can't get confirmation that your address is correct, stop by the PPD-HR office and complete a new W-4 just in case. The hassle you save may be your own.

As usual, if you have any questions regarding your PeopleSoft account or any other HR related question, feel free to come by our office. Our door is always open!