



Facilities Management
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November 2016

KUDOS NEWSLETTER

Happy Thanksgiving! May you have a wonderful and safe Thanksgiving holiday filled with lots of food and fun! We are thankful for you and all the hard work you dedicate to W & M and the FM Dept.!

DID YOU KNOW? Consenting to receive your W-2 via Self Service offers many benefits – early filing/early refund, security and convenience! The process is easy – log into Self Service, locate Tax Forms on the Employee Tab, check the consent box and submit. 2016 electronic W-2s will be available in early January, and paper forms will be mailed by January 31, 2017. The deadline to consent is December 10, 2016. For more information, please contact the Payroll Office at 221-2848.

We are proud to announce that FM had 3 staff members chosen to receive an award from the Staff & Professional Support Fund. “On behalf of the Committee, we wish you every success!” Please join in congratulating Jerry Kinney, Eric Montalvo, and James Jacobs.

Gilbert Stewart received Diversity Recognition for September by the Office of Diversity & Inclusion. “Mr. Stewart in his twenty years with the College of William & Mary has constantly worked with Small, Woman and Minority owned business in a variety of construction projects throughout the University.”

Multiple e-mails were received recognizing individuals and teams that went above and beyond to insure the mission of Facilities Management was upheld to the highest degree possible. We would like to thank you for your hard work and dedication.



KUDOS TO YOU!!

John Falin – “For some time now, I have had special settings on the HVAC unit in my office. Occasionally those settings for one reason or another get reset and I have to request that the settings be customized again. Just wanted you to know that John Falin keeps an eye on them and notices if my “special” settings have been changed. He’ll get in touch then to make sure that I still want the settings to be changed from the customary settings. I really appreciate his attention to these details”.

- Teresa Munford
Project Manager, Finance & Administration

Jeanette Meekins – “I just wanted to share with you my experience with one of the housekeepers here at S. Mt. Vernon. One woman in particular, Jeanette Meekins, really stands out. She is very conscientious, and always has a kind word and a smile, going above and beyond. I wanted you to know of my experience with her, as I know that people will usually complain before they complement and she deserves to be complimented on her attitude and work ethic.”

- Simonne Vance
Payroll Manager

Facilities Management Team –

“And while I’m at it, members of your team are in and around here all the time. They always exhibit an attitude of wanting everything to be just right and to keep everyone comfortable and happy. I love it!! Having worked for W&M in leased space for 9 years or so, I cannot even describe how wonderful it is to be back in space that W&M FM maintains. The difference in response and concern is tremendous. Thank you.”

- Teresa Munford
Project Manager, Finance and Administration

“Thank you for all you did to help make Homecoming 2016 a huge success!”

- The Office of Advancement Events

“Thank you for all the work you do at William and Mary. The campus is still beautiful after all these years and it’s because of your work. Thank you for making this campus a great place to come home to. God bless you.”

- Alumna of W&M

Service-Integrity-Professionalism-Teamwork-Safety