



## PHYSICAL PLANT - CAMPUS SERVICES

UC Berkeley  
2000 Carleton St  
Berkeley, CA  
94720-1384

# COMMUNITY UPDATE

MAY 2009

### from the AVC

#### More about the Climate Review Study

You have probably all seen the announcement that Ed Denton and I sent out on May 26. This column gives me a chance to go into more detail about the study and what we hope it will accomplish. Based on feedback I've received since the announcement, it is probably equally important to explain in a bit more detail what the study is not intended to do.

One of the things that I spent a fair amount of time digging into when I was first hired is the state of morale within the department. I learned a lot about the department, its employees and its history in the meetings that I began participating in with the various shops, grounds and custodial groups. These meetings are extremely valuable to me (and hopefully to you) and will continue indefinitely into the future.

My current sense is that we are making progress and that we are working together productively. The intent in bringing in an outside review team is to get an independent assessment of how well we are doing in this regard; it will be very helpful to both me and Vice Chancellor Denton to have an outsider's perspective. It is important to note, in these difficult budget times, that this study is not being funded by our department.

You may notice that the two reviewers have human resource backgrounds, consistent with the scope of the work we are asking them to undertake. They don't have facilities backgrounds and they are not efficiency experts. For that reason, you should not be concerned that this is about the basic organizational structure or alternative ways to do the work of the department; it is not. It is about how we can work better with each other.

Please feel free to speak openly about how things are going in the department. The reviewers will need your input to make their findings meaningful. Hopefully, at the conclusion of their work, we will get findings that can be openly shared with all of us.

### commendations

#### Thank You From Susan Pospiech

*Susan Pospiech (CP) recently sent this warm thank-you card to PP-CS:*

Dear Friends -

"Thanks!" This little word seems oh-so-tiny to express what all your continuous support throughout this past year has meant to me. Your frequent cards with your personal messages of support were re-read over and over during the darkest months of my illness and treatment. I feel as though you are my extended family... I will return to work soon, and am looking forward to walking down the corridors at 2000 Carleton and seeing all your smiling faces.

*With Love and Affection,*

*Susan*

*(Susan Pospiech is expected to return to work and resume her position as Manager of Plan Review & Close-out on June 1st.)*

*The PP-CS Community Update is published monthly, with special editions as needed.*

*To submit an item or story, please contact **Trevor Bryant** at 3-2885 or email [thbryant@berkeley.edu](mailto:thbryant@berkeley.edu).*

## commendations (continued)

### Kudos for Clark Kerr Shutdown: “Sterling and Magnificent Job!”

**Kate Bolton (CP)**, Project Manager at Clark Kerr Campus, wished to recognize the efforts of everyone involved in the electrical shutdown at Clark Kerr on Monday, May 25th (Memorial Day!) and Tuesday, May 26th. “You did a sterling and magnificent job,” Kate glowed. “Everything went very smoothly, and it’s just great to see everyone pulling together and doing a terrific job.”

### Ralph Evans and Jose Mendoza Commended for “Service with a Smile”

I am sending this note to express my appreciation to **Ralph Evans** and **Jose Mendoza** (Procurement, Contracts & Storehouse). We recently had two major functions and in my haste, I left out a few details. I contacted Jose and he immediately assisted me and advised me of all missing details and completed what he needed to do on his end. Jose then referred me to Ralph, who, just like Jose, assisted me as if I were his only customer. It is so good to know that professionalism, courtesy, and service with a smile still exist. Jose and Ralph should both know that a good deed does not go unnoticed. Many thanks..

**Sylvia Snow** (Custodial)

## community news

### Officer Allen Rollins Remembered



On April 11th, Police Officer Allen Delano Rollins, known as “Al” to many on campus, lost his battle with cancer at the age of 62. Officer Rollins was known to many at PP-CS, and friendly disposition and strength of spirit will be greatly missed. From an article that appeared in the May 1st issue of the *Berkeleyan*, written by Carol Ness:

Berkeley was Rollins’ last and longest stop in a career that started with four years in the Air Force. By then, he’d graduated from John J. Wright Consolidated High School in his home state of Virginia.

The service brought him to California, and he never left.

After serving as a police officer for the city of Richmond for 12 years, in 1992 Rollins arrived at Berkeley, where two of his sisters also are on staff. Claudia Bayless works in Information Services and Technology, Bebe Jones in the Office of the Registrar.

Rollins held various campus security posts before landing at the front door of California Hall, where he earned respect and affection guarding the busy offices of Chancellor Robert Birgeneau and other top administrators.

To further honor his life, friends and family are organizing an “Al’s Angels” team for a Relay for Life event during the summer. The 24-hour gathering, at Fernandez Park in Pinole (where the Rollinses lived for years), will be a combination fundraising walk and luminaria ceremony, following the American Cancer Society framework. It will last from 10 a.m. Saturday, Aug. 15, until 10 a.m. Sunday, Aug. 16. More information is available at: [main.acsevents.org/goto/AlsAngels](http://main.acsevents.org/goto/AlsAngels).

### Front Door Access at 2000 Carleton St.

Between the hours of 6:30am - 5:30pm on weekdays, the front door can be opened using the recently-installed access code system. Outside these hours (including holidays), you can only gain access through the front door using a key. Other access points to the building will still be available, as well.

## commendations (continued)

### Recognition for Wurster Flood Response and Clean-up

A big 'thank you' to everyone involved in getting Wurster Hall back on-line after the recent flood caused by a truck hitting a fire hydrant. "This was a tremendous effort by everyone involved," wrote **Chris Christofferson** (AVC). "My thanks for everyone's help. Thank you to all who were involved in the effort." Below is a list of people who were instrumental in the recovery:

**Michael Seals, Larry Reyna, Jesus Mendoza, Ron Howard, Charlie Payton, Bernard Williams, Melvin McCowan, Ali Mansour and Bal Nepomunceno** (Custodial);  
**Chi Man Ku, Frank Phillips, Steve Ventimiglio, Donald Dotson, Mike Berwick, Randy Wiggs, Mike Tam, Steven Tornatore, Errol Boutte, Javier Mejia, Sr., Javier Mejia, Jr., Steve Swanson, Ben James, Freddy Gonzalez, Ken Pace and Stephen Suplick** (Utilities);  
**Hector Rodriguez-Oro, Sayee Chea, Pablo Mendoza, Alfredo Magana, Todd McFerren, Gary Padavic, Bill Henry, Todd Stires, Dan Loyola, Eric Williams** (Electrical).



## workplace improvement



### BEAR Award Winner for May



This month's BEAR Award winner, **Gil Sanchez** (Paint Shop) was nominated by a colleague who wished to recognize Gil's commitment and dedication in helping to promote the CALGeT program by producing materials used by the group at Earth Day and Summerfest. "Gil was instrumental in getting the CALGeT program started at PP-CS... His work is both professional and efficient. His creative craftsmanship is an asset to the department."

It is our pleasure to have selected Gil as this month's BEAR Award winner!

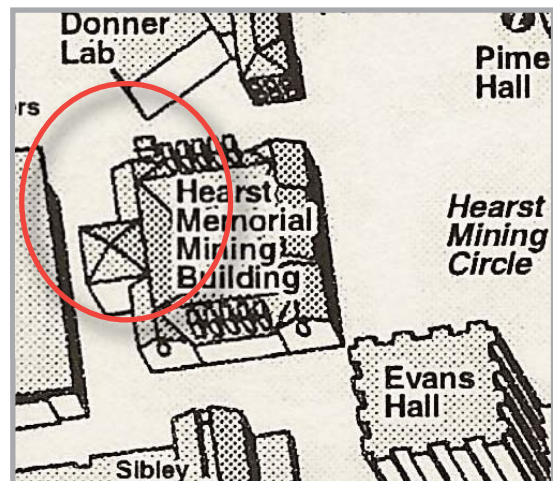
*If you would like to nominate a colleague for the BEAR Award, please call the Workplace Improvement Hotline at 3-2308 and leave a message, or email [workplaceimprovement@lists.berkeley.edu](mailto:workplaceimprovement@lists.berkeley.edu).*

## reminder

### Parking on Northeast Side of Hearst Memorial Mining Building

Please note that the area around Hearst Memorial Mining Building's northeast corner (see map) stows several large, towable dumpsters that our gardeners need to access regularly. Too often, they cannot get to these dumpsters because vehicles are parked in the way. Please do not park in the area marked 'No Parking.' This will be a huge help to the gardeners.

This information is also being shared with Capital Projects and College of Engineering staff.



## health and wellness

### Information for the campus community on the H1N1 virus, also known as swine flu:

Recognizing that the health of the campus community is a top priority, University Health Services (UHS) has posted a swine flu resource page for the campus community, with information and links to resources such as the Centers for Disease Control (CDC) and World Health Organization (WHO), including:

- \*Tips to stay healthy
- \*What to do if you are sick
- \*What to do if you have travel plans
- \*Frequently asked questions
- \*Health information regarding swine flu

This information can be found at UHS and UCB NewsCenter websites:

<http://uhs.berkeley.edu/home/news/swineflu.shtml> or <http://newscenter.berkeley.edu>.

The swine flu resource web page will be updated frequently and will serve as a valuable resource for up-to-date campus information.



## project update

### Sather Tower Spire Repair Construction starts May 26

Sather Tower, better known as The Campanile, has been an icon of the Berkeley campus since it opened in 1914. Designed by John Galen Howard, UC's first Campus Architect, it is constructed with a steel frame and stone exterior. After 95 years, the marble at the very top of the tower is in need of repair and cleaning and the bronze lantern needs to be secured. Grout replacement, interior concrete repairs, and other minor work at the top of the Campanile will be included in this maintenance project, which is scheduled to be complete in time for the Fall 2009 semester.

For safety reasons the area around the Campanile will be closed during construction. The fenced area will include the lawns across from South Hall and the Bancroft Library, the Campanile Esplanade, and part of Esplanade Drive (the roadway between LeConte and the Campanile). Access for emergency vehicles will be maintained at all times. Birge and LeConte Halls will remain accessible; a new entrance to Birge on the east side of the building will serve temporarily as the main entrance.

Safety is very important – please respect construction fences, temporary barricades and the direction of any project staff. The project team will adhere to regulations concerning safety, noise and dust. If you have questions or concerns about the health and environmental impacts of campus construction, please contact UC Berkeley's office of Environment Health & Safety at 642-3073.

Questions about the Campanile repair should be directed to **Christine Shaff** (Communications) at 3-4793 or [cshaff@berkeley.edu](mailto:cshaff@berkeley.edu). Anyone with questions about access to LeConte or Birge should contact **Eleanor Crump** at 642-2241 or [egcrump@berkeley.edu](mailto:egcrump@berkeley.edu).

*For information about visiting the tower, phone 642-5215 or visit <http://www.berkeley.edu/visitors/>*

## safety corner

### Upcoming Trainings and Events

**June 10th** : Americans with Disabilities Act (ADA)  
Seminar: Academic Compliance and Disability Standards  
9 – 10:30am at 2000 Carleton St, Room 246 A/B  
Seminar for Custodial Unit: 5:30 – 6:30pm at  
Dwinelle Hall, Room 145 (tentative)

**June 30th**: ADA Seminar for Grounds staff - 11:00am –  
noon at Edwards Track, Room 11A

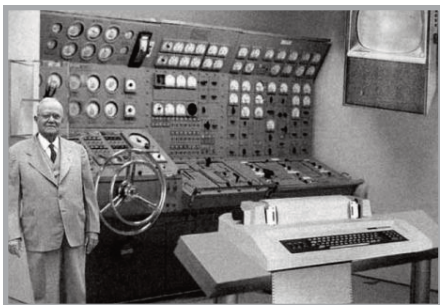
This session is designed to provide general ADA information, address specific campus compliance requirements, offer practical information and answer questions PP-CS employees have regarding ADA compliance and the disabled community here at UC Berkeley.



### workplace improvement Computer Access Project Update

Good news! The Workplace Improvement Team and FSIT have successfully installed computer kiosks at Custodial muster areas, as well as the Grounds area at Edwards Track. Thanks to **E. Bond Francisco** (FSIT), **Chuck Rose** (Abatement), **Sal Castro** (Electrical), **Todd McFerren** (Electrical), **Diane Coppini** (Plumbing), **Steve "Wit" Whitworth** (Carpentry), **Jim Mathwin** (Custodial), **Trevor Bryant** (Communications) and **Larry Reyna** (Custodial) for their invaluable help.

The next phase of the project is to provide basic computer training to Custodial staff, including acquiring a CalMail account and reviewing information on the Blu and At Your Service sites. If you are interested in participating, please let your supervisor know or call **Trevor Bryant** at 3-2885. We expect the training to begin sometime in June.



## sustainability corner

### Reminder to Turn Off Lights

Please make sure to turn off any office lights if leaving your work area for more than a few minutes (i.e. lunch breaks, meetings, etc), and especially at the end of your day before leaving, as lights are often left on overnight. Also, please remember to turn off lights in other areas such as restrooms and conference rooms. Every little bit helps! During a recent town hall meeting, the Chancellor responded to a question regarding this issue:

**Q. Why aren't lights turned off overnight in many campus buildings? It would surely save money.**

**A.** You are right. As a campus, we are committed to increased energy efficiency — and we need to be vigilant collectively and as individuals. Anytime you see unnecessary lights or heat on or water running, please turn them off. If you see "unsustainable" or wasteful practices on campus, report them at [sustainability.berkeley.edu](http://sustainability.berkeley.edu) so that they can be addressed.

Of course, there may be good reasons for nighttime lights in campus buildings — people may be working or lights might be on for safety or security reasons. The Strategic Energy Plan calls for installing more automatic controls in campus light fixtures, the most efficient way to reduce unnecessary lighting. This will be an up-front cost with a long-term payoff in energy savings.

For more ideas about conserving, visit  
[sustainability.berkeley.edu](http://sustainability.berkeley.edu).



### for your information

#### Case Study: The Importance of Regularly Cleaning Workplace Refrigerators

A San Jose office worker cleaning a fridge full of rotten food created a smell so noxious Tuesday that it sent seven co-workers to the hospital and made many others ill.

Firefighters had to evacuate the AT&T building at 3475 N. First St. in downtown San Jose around noon, after the flagrant fumes prompted someone to call 911. A hazmat team was called in and found a refrigerator that had been unplugged "for some time" after being crammed with moldy food, fire Capt. Barry Stallard said.

An enterprising office worker had decided to clean it out, placing the food in a conference room while using two cleaning chemicals to scrub down the mess, according to Stallard.  
*(thanks to Jane Cullen-Smith for this story)*

## policy update

### Campus Cell Phone Policy Changes June 1st

As part of the settlement of recent payroll audits conducted by the Internal Revenue Service, the UC system was required by the IRS to come into compliance with special substantiation rules governing the use of employer-provided cell phones and PDAs. These rules require detailed proof of every single business call, including the name of the person called and the business purpose of the call.

Because compliance with the substantiation rules would not be practical, the University has decided to treat the provision of an employee cell phone or cell-phone enabled PDA as a taxable fringe benefit. If the law is eventually changed, the University will revert back to its current policy, which permits incidental personal use of a UC-provided cell phone without treatment as an employee fringe benefit.

#### How This Will Impact PP-CS Staff?

- The cell phone policy will be changed starting June 1st
- Under the new policy, University-provided cells will be treated as a taxable fringe benefit.
- Existing phones and plans will not change from those currently being used
- The value of the phone and plan will be added to employees' monthly gross taxable income
- The university will pay for the taxes on the income (at 28% for federal, 8.25% for state, plus other applicable taxes). This equals a difference of less than a dollar per month in tax liability for each employee.
- The current value of phones administered by PP-CS is approximately \$30/month. Using this amount as an example, an additional \$360/yr (approximately) would be added to an employee's gross taxable income, for which the University will provide additional tax withholding. In this example, this equates to approximately \$13-\$14/month.

For charges incurred by the employee above and beyond what the University's plan allows, and unless the employee provides documentation to substantiate the business reason for the expense, the employee who incurred the expense will be subject to reimbursement to the University. Examples of these charges:

- Personal calls that exceed PP-CS' group plan allotment of minutes

- 4-1-1 (directory information) calls
- International calls
- Long-distance direct-connect (push-to-talk) calls
- Call forwarding
- Other such related charges

Below is a sample of the *Frequently Asked Questions (FAQs)* that have been posted to the campus policy website. You'll find the complete list of FAQ's at <http://controller.berkeley.edu/policies/cellphoneFAQ.htm>

#### *Why is the University treating cell phones as a taxable benefit?*

The Internal Revenue Service (IRS) considers cell phone use a taxable fringe benefit if the business and personal use are not substantiated [verified with written proof]. Only recently has this issue emerged as a problem in IRS audits of colleges and universities, including recent audits of some University of California campuses.

#### *This process seems unreasonable. Why is the University subject to this policy?*

While the documentation requirements may seem unreasonable to us and to most taxpayers, the IRS takes them very seriously in its audits of business and governmental employers. Legislation has been introduced by both the U.S. House and the Senate to modernize the cell phone substantiation rules, but it is not known when, or if, Congress will take action to approve these bills.

#### *How will my University cell phone affect my taxable income?*

The monthly cost of your cell phone service plan, including the cost of the phone itself, will be added to your taxable earnings as additional wages effective with June 2009 earnings. Withholding for taxes on the imputed income will be taken from your regular pay. However, you will receive a monthly cash allowance to reimburse you for the taxes on the imputed income. Since the cash allowance itself is taxable, it will be increased or "grossed up" to reimburse you for applicable payroll taxes based on the IRS formula for such taxable payments.

#### *Can I use my cell phone for personal calls?*

Yes. Because you will be taxed on the full cost of the phone and service plan, you may use your cell phone for incidental personal calls. However, the cost of your cell phone plan is based on the number of minutes you need for University business use.

You can find more information by visiting <http://controller.berkeley.edu/policies>