



IMPEC GROUP NEWSLETTER

# IMPEC IN FOCUS

JANUARY 2021, ISSUE NO. 5

# IMPEC IN FOCUS

Monthly Newsletter January Theme: Self-care

## WHAT'S IN THIS ISSUE

Taran's Tip-Off - 02

January Birthday! - 03

Marketing: The Zenful Approach  
to Digital Life - 04

Workplace Technology: Virtual  
Cohesiveness - 06

Project Management: The Growth  
in Doing Good Works - 07

GNU Group: Welcome to our  
GNUs-letter - 08

Site Services: Mapping Futures in  
Talent Development - 10

Operations & Maintenance:  
Shattering Renewal records the  
Healthy Way - 11

CorFUN: Health, Wellness, and  
Tax Documentation - 12

## TARAN'S TIP-OFF: 30 LOOKS GOOD

*Written by Taran Alexander*

Impec in Focus welcomes you to 2021! This is the year our organization celebrates 30 years in operations. We embrace growth over mere survival. We look forward to a year of growth, professionally and personally. The organization welcomed a new division and new positions to the teams. Read on to learn more about our new colleagues.

Our team member, Chris Guptar, celebrated the December holidays by asking a simple question. Vanita SAID YES!

Congratulations to you both on your engagement. The Human Touch has been a fundamental differentiator and a core value since Day One. Let's turn the time machine to April 3rd, 2004. On this day, Agustin Sanchez, Custodial Supervisor, said I DO to Martha Sandoval.



Our focus centers on the ways we take time to care for ourselves. As we reflect on team members who have shared their lives with us, we invite our readers to submit their own memories to be shared throughout the issues of Impec in Focus 2021.





# **Happy January Birthday!**

**To our Director of Custodial Operations:**

  
**JOE CIGOLINI**



## MARKETING: THE ZENFUL APPROACH TO DIGITAL LIFE

*Written by Bryce Morgan and Angela Wang*

With the start of 2021, our marketing team at Impec Group is excited to welcome our first Senior Director of Marketing, Bryce Morgan to the team!

*Learn more about Bryce at his bio card here: [impecgroup.com/about-us](https://impecgroup.com/about-us)*



Our marketing team also has some neat initiatives underway.

### Here are a few we wanted to share:

- Our website is getting a refresh!
- We are editing our brand style guidelines
- Our updated Return to Work Booklet
- Watch out for our LinkedIn posts as we launch our Lead Generation campaign





## **More Details!**

We are excited to reveal a new website that better reflects Impec Group and each of the divisions that make Impec a great solution. This new website will serve as a base for future marketing growth, lead generation, storytelling, and a place for thought leadership.

The Return to Work Playbook is another new piece of collateral that addresses the re-entry process, workplace needs, and coordinating your return. Please feel free to share this with clients that you are currently working with as a value add from Impec Group.

If you have any questions or marketing needs, please reach out to Angela (awang@impecgroup.com) and Bryce (bmorgan@impecgroup.com) for more info.

## **Having a Busy January?**

Here are some digital self-care tips (tried and tested by yours truly) to support your work life balance.



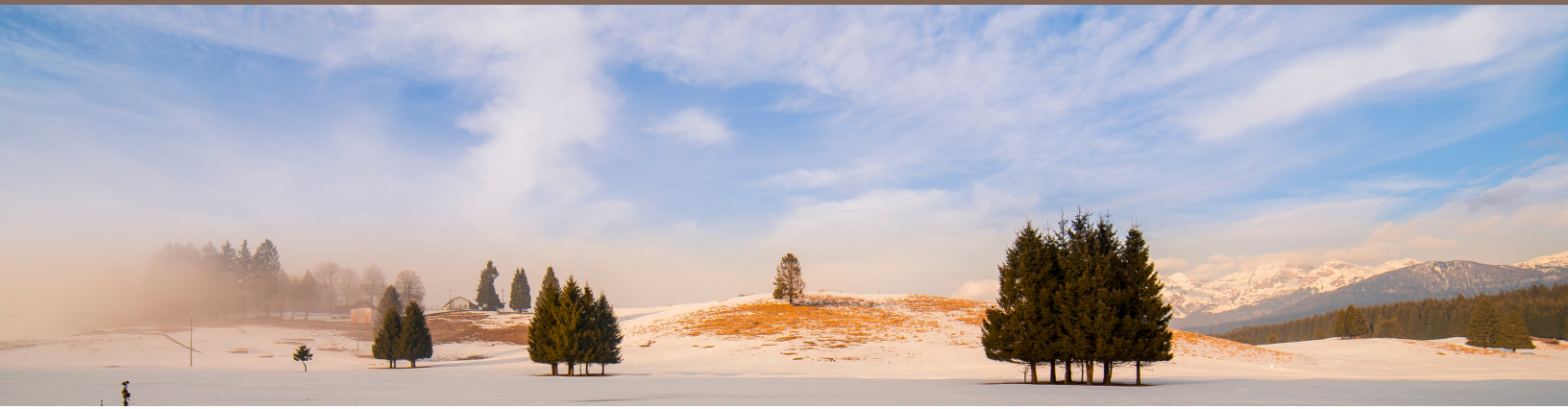
Need a break? Try out Headspace, a mobile app with guided meditations that can help you find your inner zen.



Is your phone keeping you from falling asleep? We recommend turning your phone on 'Do Not Disturb' or Bedtime mode as part of your bedtime routine.



Do your eyes hurt from looking at a screen all day? Instead of reading, you can listen to audiobooks! You can check if your local public library has the app Libby where you can borrow audiobooks.



## WORKPLACE TECHNOLOGY: VIRTUAL COHESIVENESS

*Written by Ryan Casey*

The venerable Workplace Technologist approach the New Year with a renewed sense of purpose. The search for leadership intensifies as final candidates are identified. During this transition, the team remains resolutely cohesive. This team's core values embrace servant leadership by ensuring all team members feel equally included and valued in meetings.

- **First**, resist the bias toward in-house feedback. Elicit contributions from your remote employees before people in the room and solicit input outside of the meeting itself.
- **Continue** with team emails with questions like “What might we have missed in our last discussion?” or set up one-on-ones with people who might have a harder time speaking up.
- **Next**, mix up your regular meetings. For example, you might rotate who hosts, giving each employee a chance to lead the meeting. Encourage each host to come up with an icebreaker or “check-in” exercise — this small act can invigorate a distanced team.
- **Finally**, continue virtual check-ins and social occasions to sustain team camaraderie. Being inclusive of all team members, regardless of their location, is imperative to your team's wellbeing.

*The underlying dynamic is awareness. Ryan reinforces awareness of your own needs and the needs of each team member as fundamentals of the teams' cohesive nature.*





## PROJECT MANAGEMENT: THE GROWTH IN DOING GOOD WORKS

*Written by Gina Caruso and Renee Ralston*

The perennial professionals of the Project Management team welcomed a new teammate. We are excited to recognize our newest project manager, Nicholas (Nick) Guidi. Nick supports the Kaiser Oakland operation. He brings more than 8 years of relocation and site management experience to the Impec Group team. Please join us in welcoming Nick!



This month, our project management division heads would also like to share their self-care tips. Renee Ralston, our VP of Project Management shares her experience with Soroptimist International while Gina Caruso, SVP of Project Management shares her self-care regimen.

Founded in October 1921, the Soroptimist International is a worldwide volunteer service organization for women who work for peace, and in particular to improve the lives of women and girls, in local communities and throughout the world.

Our own Vice President, Renee Ralston, serves as a Board Member of the San Ramon Chapter of Soroptimists. Renee emphasizes the importance of supporting others as a tenet of her self-care regiment, “doing good for others makes you feel good.”

Gina focuses her self-care regimen on meditative sessions, reading, and staying active. Using this time to find these neglected projects around the office and around the house really makes a difference for me. “That’s one way I feel productive!”





## MEET GNU GROUP! WELCOME TO OUR GNUS-LETTER

*Written by Kevin Wilhelm*

January marks the expansion of the Impec Group family. Welcome GNU Group! The GNU Group and Impec Group share many clients and strategic approaches to customer service engagements. Communications designs – environmental branding, architectural signage, and wayfinding solutions are the core services our GNUs deliver. [Navigate here](#) to learn more.

### MEET THE GNU GROUP PRINCIPLES



*Kevin Wilhelm*



*Phil Murphy*



*Dickson A. Keyser*



*Ronnie Gandhok*

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*Incidentally, GNU is pronounced 'new.'*

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**Self-care is a core tenet of the Impec Group's Human Touch.** It is critical we care for ourselves so we can continue to care for one another. Our newest Senior Vice President, Kevin Wilhelm shared some of his own best practices and life hacks.

**Take Care of Self.** In an airplane emergency, they say put your own mask on first and then take care of others. We need to do the same. Whether we are managers, parents, teammates, we all have someone to take care of or might depend on us. From what I know about Impec and GNU, we are all focused on serving others, but we can't do that to our fullest ability if we're not taking care of ourselves first.





Creating a Work/Life balance is often easier said than done, but there are a few simple tips that can help create some needed separation—especially in the midst of shelter-in-place orders:



### ***Carve out a workspace.***

The last thing anyone needs when trying to relax and sleep is having your computer staring right at you.

### ***Follow a schedule/routine.***

You used to have a routine when you went to the office. Commute. Start of the day. Coffee. Connecting. Leaving work behind and coming home. Look for opportunities to recreate that.

### ***Improve focus on sleep hygiene.***

We're used to working under expected levels of stress, but COVID has placed an extra layer of pressure. Our bodies and minds need time to reset and reboot and sleep is critical.

Blue light does affect the body's circadian rhythm, our natural wake and sleep cycle. During the day, blue light wakes us up and stimulates us. But too much blue light exposure late at night from your phone, tablet or computer can make it harder to get to sleep. Don't review email late at night. Stay off the phone/computer.

### ***Understand you're not alone.***

We're all coping with the challenges of this new normal...or next normal as some have suggested. Some cope better than others, but we're all having to adapt in some way, shape or form. Give yourself room to adjust, to fail, to try again.

Be willing to open up and ask for help. Asking for help isn't a weakness; it's a way to gain strength by tapping into others.



## SITE SERVICES: MAPPING FUTURES IN TALENT DEVELOPMENT

*Written by Christina Hudnall*

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### *What does talent development look like to the site services division of Impec Group?*

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We are glad you asked! The first weeks of January witnessed collaboration between the new leaders of Site Services teams and the human resource team. The group explored communication tools designed to increase effective Crucial Conversations. Virtual engagement techniques and how to stay engaged in your virtual meetings subjects on the horizon. The goals of these programs facilitate Happy Humans. In turn, the desired outcomes are realized:

- Business Continuity
- Effective Workforce Planning Support
- Bolster Team Member Productivity
- Robust Career Development
- Team Member Engagement Support
- Talent Pipeline Development
- Alignment with Impec Group's Values and Mission

“Our abilities to embrace development programs rely on being fueled up!” Christina reminds us we are responsible for keeping ourselves fully fueled. Taking time to unplug and to recharge are key elements to self-care. A focus on family and other loved ones is a great, pandemically-approved way to stay engaged.



*" The team began 2021 with a contract renewal rate of 97%!"*

## **OPERATIONS & MAINTENANCE: SHATTERING RENEWAL RECORDS THE HEALTHY WAY**

***Written by Richard Peterson***

In a word, abundance describes the month of January for the Operations and Management division. The team began 2021 with a contract renewal rate of 97%! Santa Clara County, the Cities of Cupertino and San Jose, Risk Management Solutions, and San Jose State University have awarded substantial jobs to our teams. At this very moment, the teams are busy with new RFPs. These opportunities epitomize Impec Group's commitment to health and safety for team members, our clients, and the public.

**To maintain these standards of excellence,  
Richard and Joe emphasize personal wellbeing.**

**Richard's approach to self-care  
begins as he wakes up.**

An early morning breathing technique, like a meditation session, lasts three to five minutes. Throughout the day, Richard tries to hydrate with 100 ounces of water. Finally, an exercise session at least once a week keeps him grounded.



**"An attitude of continued growth means  
being open to trying something new."  
Learning is one aspect these Impec  
Group leaders emphasize.**

Joe focuses on structure: he prefers a substantial breakfast, a healthy lunch, and a lighter dinner. The dinner always comes before 6pm. The teams depend on these approaches to wellbeing.



## CORFUN: HEALTH, WELLNESS AND TAX DOCUMENTATION

*Written by Taran Alexander*

January brings a sense of renewal to the CorFUN team! We continue to evolve processes and guidance. The teams' efforts and energies in the new year focus on enhanced user experience. Team member engagement programs, career development, streamlining processes, and greater visibility into team member satisfaction are just a few of the systems in the planning stages.

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### *January brings a sense of renewal to the CorFUN team!*

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Impec Group adopted Paylocity as a singular resource for much of our team member communications including the Employee Handbook, Impec in Focus newsletter, and the Employee Survey. Our first quarterly employee survey will close tonight at midnight. If you have not completed the survey, please navigate to the Company Links section from the main page to rate Impec Group in key performance indicators. The results will be published in February. Stay Tuned!

And speaking of Paylocity, the 2020 W2 tax documents have been generated and published.

To find your W2, navigate to Main Menu > Pay > Tax Forms (lower right corner) and tick 2020. If you click the Mail icon in the upper right corner, you can email your tax document with a secured password. The hard copies will be mailed to the address you have on file. Contact Ale or Taran if you need further assistance.



The CorFUN team supports Happy Humans. Our own self-care practices range from bicycling 12+ miles a day, building servers and IT solutions, restoring camper vans, to spending time with Benjie. However you stay healthy and well, know that the team has your back!





**QUESTIONS?  
WANT TO BE FEATURED?**

*Reach out to Taran Alexander  
[talexander@impecgroup.com](mailto:talexander@impecgroup.com)*