

F. M. News

K. S. U., Division of Facilities

Newsletter, April 2010



Unleashing your potential

Keys to a Positive Attitude

Why do some people have such a great attitude and others a negative one? Well, we wondered the same thing and through our research we found seven keys that those with a positive mental attitude all share. How do you rate?

1) Choose Your Attitude in Advance:

When you wake up, you have a choice. You can be in a good mood or a bad mood. You also choose your attitude. You can wake up and mutter to yourself, "This is gonna be a cruddy day," or you can tell yourself, "This is gonna be a great day!" This choice is the start of a great attitude.

2) Visualize Success:

Runners in the Boston Marathon picture themselves crossing the finish line. Picture yourself having a successful day. Self-visualization is a key factor in having a positive mental attitude. Will it work 100% of the time? I wish it would. However, by visualizing your success, you'll be able to have a better handle on what does happen, and have a better chance of making it happen.

3) Demonstrate Humor, Energy, and

Enthusiasm: We call these three items the magic ingredients. Without them, creating a positive mental attitude will be difficult. There is normally humor in every situation. Finding

it is key. Sometimes you'll need to stretch and dig a little deeper to find the humor in a situation. But once you do, you'll feel so much better. Energy is important because without some energy in your attitude, you'll be dragging behind everyone. Energy is closely related to the third ingredient, enthusiasm. Enthusiasm is contagious; let's start an epidemic!

4) Resist Negative Influences:

It's a fact. When we have a negative experience with a company, we'll tell more people about it than if we have a good experience with the same company. Many times, when you hear that someplace wasn't very good, you'll believe the person who told you and choose not to do business with that company. However, you may only be hearing half the story. Check things out for yourself. Especially if the negativity involves a person you work with or know. We've all heard negative things about someone we didn't know and then when we had the opportunity to meet them ourselves, we find that they're not as bad as someone had alluded to. In fact they might be nice, but you need to be the judge. Take negativity out of your life. Steer clear of those who drag you down and say negative things. Being around other positive people is a good start.

5) Be a Whatever-it-Takes Person:

This means, be a problem solver. Life is going to put obstacles in front of all of us. How we go around those obstacles is key. There's normally a good answer to every problem put in front of us. Dale Carnegie said it best. Ask yourself, "What is the worst thing that can happen here?" Then move up from that.

6) Embrace Change; Expect it and

Accept it: Some people are very good at

handling change and some resist it. The major key to handling change is to accept it; deal with it. In most cases there's little we can do to stop it anyway.

7) Be Grateful for What You Have:

Many people have so much and yet those same people are often the ones that constantly complain. Why wait for some life-altering experience to be grateful? Be grateful, now.

These are the seven keys to having a positive mental attitude. Put them into practice and you will be amazed at the difference they can make.

This article is based on the Telephone Doctor's video program "The Seven Keys to a Positive Mental Attitude." Nancy Friedman is President of Telephone Doctor, a customer service training company in St. Louis, MO.

Change is Good..

Tim Poell from Financial Services informed us they receive requests from Facilities employees on a regular basis for the Controllers office e-forms. In order to better serve you, these are now located on Facilities' web page. Bookmark the page on your computer and you will have these at your finger tips next time you need them. Look for the following forms.

1. Authority to use Property off Campus
2. Complaint to Vendor
3. DA146a Contractual Provisions Attachment
4. Electronic Funds Transfer Request Form
5. Inventory of Consumable Supplies and Commodities
6. KSU Prior Authorization Form
7. Sales and Use Tax Exemption Certificate

The forms can be found at:
<http://www.ksu.edu/facilities/forms/Controller.html>

April Birthdays



- April 3 Andy Eidenmueller
- April 6 Bob Sutterlin
- April 7 Trudy Hess
- April 10 Larry Melton
- April 12 Heath Larson, Robert Sweet
- April 13 Wendy Schlesner
- April 14 Debra Acosta, Jim Ukena
- April 16 Ki Suh
- April 18 Zunida Dominguez, Jim Todd
- April 22 Larry Huninghake
- April 26 Sharon Johnson, Doug Kraemer
- April 29 Art Sias
- April 30 Charita Falley



Access to Pay Stubs

Still having problems?

Let us know and we will help you.

The first thing you will need is **your eID and current password**. If you do not have this, you must contact Help Desk at 214 Hale Library or call them at 532-7722. **AFTER** you have these two items, you may come to

Dykstra Hall and talk to Jim Chacon's payroll office or Lynn Salsbury at Training & Safety. We will show you how to access your pay stub.

My Piece of the Picture...



Robert Lee Hanks started working for Facilities Custodial Services on August 1, 2001. When asked about some facets of his job, Robert said he gets to clean classrooms, lecture halls and offices. He sweeps, mops, dusts and cleans windows and also does floor work, including removing old wax, putting on new and buffing. The three best things he likes about his job include: 1. "The boss," Nancy Morell and the crew he works with. 2. The people in Bluemont Hall. 3. The Dean's office.



Robert said if he could implement positive change to his department or organization, he would become a union representative, listen to all, not be too harsh in judgment and be fair to all.

He contributes to the success of his department by "being on a crew that works together as a team."

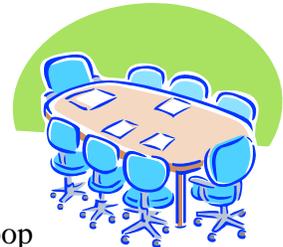
Most people don't know that Robert is a pastor. He loves Civil War re-enacting and loves trains. They may not know his father-in-law (Louis Bonner) did some of the iron work on Dykstra Hall and other projects on campus including the swimming pool.

Thanks Robert for sharing your piece of Facilities puzzle with us. Thanks for the work you do.

Each employee is like a piece of a Jigsaw Puzzle. We are all a part of the big picture. We are all Facilities. Each piece is of value, no matter what part of the puzzle we fit into. All the pieces are needed in order for the whole picture to be seen clearly.

Please take a little time and let us know what your piece of the puzzle is. Look for the form on the web page or come by the office of Training & Safety, 117A Dykstra. <http://www.ksu.edu/facilities/forms/Piece.html>

Staying Informed...



Most of our jobs keep us out and about on campus and not in the loop of things. The good news is K-State's President, Kirk Schulz is making every effort to keep the K-State community aware of "What's happening". If you would like to have some of this information, check out the Office of the President website. His letters to the K-State community are posted there, along with other good information. You can find a link on K-State's home page: <http://www.ksu.edu/> Click in the center of the page, under "Features" near President Schulz's picture.

While you are on K-State's home page, you may want to check out Public Safety's web site, which is to the left under "**Emergency Information.**" There is detailed information on what we need to do when any given emergency situation happens here on campus.



Is there a shooter on campus, a bomb threat, a tornado coming? Can't hear the sirens in your building? Sign up for "K-State Alerts, in



advance to receive notifications by text messaging or automated phone calls when the next alert goes out across campus.

Asbestos Awareness Class

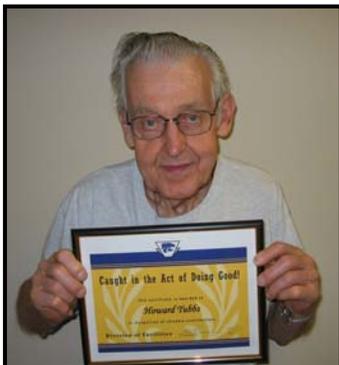


Mike teaching the Waters Complex

Mike Warren is in the process of meeting with all the Custodial managers, supervisors, and workers on this campus, Vet Med and the Salina Campus with the purpose of refreshing everyone in Asbestos Awareness.

In order to stay compliant with OSHA Standards, Facilities is making some changes. The Asbestos Awareness class is now given to all new employees during the Health & Safety Orientation, before they ever go to work on their job site. Mike will also give a refresher class annually to help keep the information and any changes fresh to our workers. This new practice will not only keep Facilities compliant, but enhance our workers skills and knowledge. Thanks for the great job, Mike and Custodial Crews.

Caught in the Act of Doing Good!



Kudos to Howard Tubbs!

Howard is a Custodial Specialist (Lead Worker) at Throckmorton Hall & Dykstra Annex.

It's not one specific thing that Howard does to deserve recognition; it is his constant everyday dedication. He keeps everything very tidy and always has a positive attitude.

If you have ever had the opportunity to meet Howard, the first thing you will notice is his smile and friendly hello. He has a perk to his step that shows he takes pride in doing a good job. He definitely puts his signature on his work.

It is so refreshing to see someone come to work, work hard, and still have fun doing what it takes to keep our facilities nice.

Howard is truly genuine and goes above and beyond the call of duty. We just want to give him a great big THANK YOU, and let him know how very much he is appreciated.

Kudos to Howard for going the extra measure in his work. Thanks to the Paint Shop for submitting this information.

Kudos to Ed Albrant, Elena Billings and Central Mail Services staff.



Brock Wild, Emily Larson, Tyler Smith, Barb Larson, Russ Thompson, Elena Billings, Ed Asebedo, and Ed Albrant. Absent from photo were students; Tim Hofer and Jed Shepard.

Thanks to Loleta Sump, who manages Central Mail Services. She stated, "For about two years, the Central Mail staff has dealt with tough times, losing four long time employees."

Who is New...

Not to disregard other shops that have also suffered losses, Central Mail has been hit hard. In the last 15 months they have lost a co-worker to a sudden cancer death; a co-worker who transferred to a different department; a supervisor who voluntarily stepped down to a worker level; a co-worker who retired; trained two new employees; lost their only supervisor to an unexpected illness and retirement. Special thanks to Ed Albrant who stepped back into the supervisor role again to help out during this crisis.

This Facilities shop maintains the Post Office in Dykstra Hall. They sort, pick up and deliver campus mail to all buildings and areas on and off campus related to the university. They send a courier daily to Topeka with automation mail, to capture postage discounts for university departments.

There have been other changes too. Staff shortages required a reduction in the hours at the Post Office, and mail runs are conducted once a day now, instead of twice. The changes are not over! In the near future a new supervisor will be starting and will learn the ins and outs of Central Mail.

Loleta said, "Our primary goal has been to provide critical and basic core functions in an exceptional manner. The Central Mail staff has done an absolutely fantastic job of ensuring that we accomplish our goal. Thank you, each and every one of you! You are great!"

Facilities motto is, "We can do it" and this is a good example of that motto.
Kudos for all your hard work!

If we had no winter, the spring would not be so pleasant; if we did not sometimes taste of adversity, prosperity would not be so welcome. ~Anne Bradstreet

March 1, 2010
Kristina L. Pelky was hired as a permanent Accounting Specialist. She is working for Elke Yergin in the Financial Services.



March 8, 2010
Cliff Slocum's position was reallocated to a Physical Plant Supervisor Senior. He is still the supervisor for the Electric Shop.

March 29, 2010
Michael Mohler was hired as a permanent Custodial Specialist. He is working for Michael Harris on the Vet Med night Custodial crew.



"A true friend knows your weaknesses but shows you your strengths; feels your fears but fortifies your faith; sees your anxieties but frees your spirit; recognizes your disabilities but emphasizes your possibilities."

William Arthur Ward