

# F. M. News

K. S. U., Division of Facilities

Newsletter, December 2010



Unleashing your potential

The year's end is coming.....

We have but a month left in this year of 2010. How quickly it has come and gone. As we approach the end of the year, our thoughts take us back through the year behind us and also to the future, in wonder of what the New Year will bring.

In pondering these thoughts, I am reminded of the following two different poems.

## ***The Victor***

*Poet: C.W. Longenecker*

*If you think you are beaten, you are.  
If you think you dare not, you don't  
If you like to win but think you can't,  
It's almost a cinch you won't.*

*If you think you'll lose, you're lost.  
For out in the world we find  
Success begins with a fellow's will  
It's all in the state of mind.*

*If you think you are outclassed, you are.  
You've got to think high to rise.  
You've got to be sure of yourself before  
You can ever win the prize.*

*Life's battles don't always go  
To the stronger or faster man.  
But sooner or later, the man who wins  
Is the man who thinks he can.*

## ***The Road Not Taken***

*Poet: Robert Frost*

*Two roads diverged in a yellow wood,  
And sorry I could not travel both  
And be one traveler, long I stood  
And looked down one as far as I could  
To where it bent in the undergrowth;*

*Then took the other, just as fair,  
And having perhaps the better claim,  
Because it was grassy and wanted wear;  
Though as for that passing there  
Had worn them really about the same,*

*And both that morning equally lay  
In leaves no step had trodden black.  
Oh, I kept the first for another day!  
Yet knowing how way leads to way,  
I doubted if I should ever come back.*

*I shall be telling this with a sigh  
Somewhere ages and ages hence:  
Two roads diverged in a wood, and I -  
I took the one less traveled by,  
And that has made all the difference.*

By the time you read this newsletter Thanksgiving will have passed and most will have thoughts of the warmth of family and friends at Christmas.

May the victory be yours for the coming year and may you take the path less traveled. But reach for the present...

"The clock is running. Make the most of today. Time waits for no man. Yesterday is history. Tomorrow is a mystery. Today is a gift. That's why it is called the present."

## Years of Service Ceremony

Facilities held a ceremony to recognize employees who have worked 10, 20 and 30 years for the State of Kansas. This date is calculated from an employee's start date to the end of the previous year (2009 in this case). This is a State of Kansas award. The K-State Classified Senate recognizes employees in the spring for 5, 15, 25, and 35 years of service.

Dr. Edward Rice opened the ceremony with an interesting speech entitled "Success", based on the life and success of Dale Carnegie and how millions of people around the world are still using Carnegie's material to improve and change their lives. The opportunity is there for each of us.

Personal recognition was given to each honoree as their department director presented them with a service pin.

A heart warming film by Dewitt Jones entitled, "Celebrate What's Right with the World" was viewed. This inspirational film utilized stunning photography and powerful dialogue to help viewers approach their lives with celebration, confidence, and grace. Dewitt Jones is one of America's top professional photographers. Twenty years with National Geographic photographing stories around the globe has earned him the reputation as a world-class photojournalist. As a motion picture director, two of Dewitt's films were nominated for Academy Awards.

Refreshments were served at the end the ceremony.

The honored for 10 years:

Beverly Price, Christopher Falley, Diana Hollingshead, George Lyles Jr., John Silva, Kris Fulkerson, Mark Fronce, Nicole Sloan, Patrick Boss, Ralph Ritchie, Shane McCune

were unable to attend. John Hewitt (left) and Travis Homeier are pictured below.



### 20 years

Edwin Albrant, James Manns, Linda Asbury, Robert Learned were unable to attend.



Ralph Hudson, Hye Suk Stoddard, Bernard Brehmer, Augustine Gonzales, Cherry Rosenberry, Scott West, James Chacon.

### 30 Years



Lawrence Hamilton, Barbara Elliott, Anayansi (Nancy) Morel, Janice Whaley, Renee Leask. Douglas Coleman was unable to attend.

## CHANGES IN THE POLICY & PROCEDURE MANUAL

**On September 17, 2010**, a change was made to Policy # 1.203. A copy will be sent out in the future in order for Supervisors to update their Policy & Procedure Manual.

Personal Policy- Appropriate Attire.  
ID Badge:

Photo identification badges may be displayed in the following ways, with the goal of being easily visible to the campus community. The badge will be kept clean and clear of any obstructions.



A. Clipped to the right or left collar front.

B. Clipped, pinned, or displayed in a magnetic pouch, at the right or left pocket or immediately above.

C. Worn on a break-away neck loop, adjusted to fall in the range shown in the diagram.

1. Facilities employees must wear the uniform and photo identification badge during working hours.

2. The uniform may be worn to and from work at KSU, but is not to be worn when off duty.

3. The employee must maintain the uniform in a clean, mended, and neat manner.

4. New and part-time employees will be issued uniforms at the discretion of the Director for that section.

5. Photo identification badges will be clipped on or worn on a break-away neck loop, on the shirt or jacket, for easy visibility by the campus community. The I.D. badge will be kept clean and clear of any obstructions so that all material, written and pictorial, can be seen.

6. The employee's immediate supervisor is responsible for seeing that the employee is wearing the uniform. Failure to wear prescribed uniform shall result in progressive

disciplinary action of both employee and supervisor.

7. STUDENT EMPLOYEES are expected to dress in accordance with the guidelines for the work unit to which they are assigned. Jeans are an acceptable choice where long pants are desired. Shorts are generally not permitted. Enclosed shoes, sleeved shirts, and skirts or long pants are the general guidelines for most work areas.

8. Uniform shirts are to be worn tucked in unless designed to be worn on the outside, i.e. a smock.

9. The employee's immediate supervisor will make recommendations for replacement of uniforms due to normal wear and tear.

10. The employee shall be required to replace the uniform(s) or badge if stolen or damaged beyond repair during a situation unrelated to work at KSU.

11. Any employee who is terminating employment from Facilities will not be required to wear the work uniform on the five work days prior to the last day.

12. All uniforms shall be cleaned and turned in to the employee's immediate supervisor upon termination of employment. ID badges shall be turned in to the payroll office at the time an employee completes their exit documents on the last day of their employment.

13. Exceptions may be made annually and only by the Director for that area with the Associate Vice President's concurrence.

14. Uniforms will be clearly visible when worn indoors. They may be covered with appropriate outer wear when work and weather require it outdoors. If layering is desired while

working indoors, the uniform should be worn on top.

15. Alternate Friday work uniforms include: Patriotic theme: t-shirts depicting patriotism are acceptable as an alternate uniform on Friday - keeping text a positive statement. K-State theme shirts (t-shirts and sweatshirts depicting K-State logo and/or colors) are acceptable.

16. If you do not desire to wear K-State or patriotic themed shirts, normal uniforms or attire will be worn (as noted above).

#### **Addendum to Policy:** (May 7, 2004)

Summer work can be hot and miserable for employees. Therefore, Facilities allows for supervisor discretion in determining whether or not employees will be able to wear shorts in the work place between the time school lets out and begins again in the fall. Where weather/environment is a factor, this time may be extended if the supervisor feels it is needed. The following guidance is given to help in the choice of appropriate style:

1. Shorts may be worn after school lets out and until it begins again, at the supervisor's discretion. Extension of this time is also at the supervisor's discretion and is based on weather and environmental issues.
2. Shorts must have a hemmed edge, no shorter than 4 inches above the knee.
3. No cut offs, boxers, or athletic/sweat style shorts.
4. Shorts will be in good repair, no holes, no unsewn seams, etc. They will be a solid neutral color (i.e. khaki, navy, black, denim).
5. Shorts will be worn at the appropriate waist level (i.e. no sagging or baggy styles).

6. Shorts will only be allowed when there is not a threat of danger. Safety must be a prime consideration in this decision. Employees will be responsible for applying good judgment regarding when shorts are appropriate and safe for the work they are doing.

7. Employees must keep an extra pair of (long) pants on the job site in case the job changes during the shift.

8. Questions regarding what is appropriate or not should be directed to the supervisor.

## Do You Know What To Do?



Central Mail Services mail carriers are not the only people on campus who put mail in KSU Campus Mail boxes. While others may not be able to open your box, they can drop mail

through the slot. The same can happen to your personal mail box at home.

KSU Central Mail Services and KSU Environmental Health and Safety want to arm the Campus Community with some cognitive information to identify suspicious letters or packages in order to continue to deliver a safe learning environment. So please take all threats and/or suspicious letters or packages seriously.

### This is a brief listing of identifiers of a suspicious package:

- Handwritten or poorly typed addresses
- Title, but no name
- Incorrect titles
- Excessive postage
- Misspellings of common words
- No return address

- Oily stains, discolorations or odor
- Protruding aluminum foil or wires
- Excessive weight
- Lopsided or uneven envelope
- Visual distractions
- Ticking sounds
- Marked with restrictive endorsements, “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

**In the case of a suspicious letter or package:**

- Do not shake or remove the contents of a suspicious package or envelope.
- Isolate the area, leave the room and close the door or section off to prevent others from being exposed. Be sure to stay in the area so emergency personnel can locate the area.
- Evacuate the area immediately if a bomb is suspected
- Wash your hands with soap and water to prevent the spreading of hazardous contents. Be sure to remove any affected clothing. Place this clothing in a bag and give to emergency personnel.

**If you are at work, contact the KSU Police Department at 532-6412 or dial “911” as well as Environmental Health and Safety at 532-5856. Also be sure to contact your supervisor.**

**If you are at home, contact your local law enforcement or dial “911”.**



- 12-2 Cherry Rosenberry**
- 12-3 Wendy Moore**
- 12-6 Chris Holliman, Augie Gonzales**

**12-7 Matt Smith, Younwong Kwon, Kevin Harrison, Jim Manns**

**12-8 Steve Jones**

**12-9 Hye Suk Stoddard, Ed Payne, Bob Williams**

**12-10 Mike Stoddard**

**12-11 Darlene Jones**

**12-12 WynneeWeatherbee**

**12-13 Steve Releford**

**12-14 Quentin Rawlins**

**12-16 Tom Filippino**

**12-17 Son Kutei, Dennis Brady, Nora Downing**

**12-18 Scott Cassity, John Hanson**

**12-21 Mary Yonning, Noel Kramer**

**12-22 Isaac Williams, Chris Falley, Melvin House**

**12-24 Linda Pfaff**

**12-25 *Christmas***

**12-26 Tyson Cott, Bernard Brehmer**

**12-27 Sally Avery, Lynn Schwandt**

**12-29 Henry Billings, Kyle Hodges**

*'I heard the bells on Christmas Day. Their old familiar carols play. And wild and sweet the words repeat. Of peace on earth goodwill to men.'* Henry Wadsworth Longfellow

## *My Piece of the Picture...*



### **Victoria L'Ecuyer**



Victoria has worked for 15 years in Facilities Planning.

She prepares building programs for new construction. She uses the fire code footprints and other construction information to put rooms in FAMIS so the shops can do their work and keys can be issued to users. Every summer she updates the room and building inventory in FAMIS and uses that information to report to central administration and the State. She writes a lot of reports and says, "I would be lost without my databases and spreadsheets."

Listing several facts about her job she states, "I like writing the building programs. I get to work with people who have dreams and ideas. It's very satisfying to help them put what's in their heads onto paper which then, eventually, gets built.

I love organizing information.

I like the variety of projects and people I get to work with.

If Victoria could make a "positive change" to our organization she suggests the following:

I would like to improve communication between departments. This includes the quantity of communication as well as the quality. Nobody ever works alone, especially not with the jobs that the Division of Facilities has to do. Good communication is vital.

How does Victoria feel her position contributes to the success of our organization and campus?

"I do a lot of Before and After stuff for the Division of Facilities. This work frees others up to do the jobs that the university needs to have done. It's a little like being in sales - only I sell new buildings and renovations instead of used cars. It's also like being a traffic cop after a football game. Instead of standing at the point where two roads cross and waving people on or having them stop, I'm working a three or more road intersection. The number of roads vary depending on the time of year and what projects the Division of Facilities is working on.

Here are a couple of examples. Before a building gets built or before a major renovation happens, I have to educate others about why the University and the Division of Facilities needs the money to do the work. After the work has been done, I get to show the donors/State government what their money bought in hopes they'll give us more.

Before a wall gets built in a minor renovation (or in a whole new building), I have to assign the new room(s) a number so the shops can go forward with their work. After the wall (or building) is built, I have to keep track of that room and who occupies it so future repairs can happen or new keys get issued when the occupants change.

While each job, large and small, is important, I more or less work with continuity on the between-job work. I deal with the big-picture tracking and long range planning items that others use in their jobs. By taking care of the Befores and the Afters, I make it easier for others to focus on the details it takes to get the jobs done."

Most People don't know that Victoria is a published author.

Thanks Victoria for sharing your Piece of the Puzzle.



**Division of Facilities**

would like to extend our heartfelt thank-you to President Shultz, his staff and K-State Union catering for the wonderful "Appreciation" meal November 19<sup>th</sup>. The meal was delicious and we thank-you for your kindness. Below are a few pictures of the event.



# Who is New...



**November 8, 2010**

Wynee Weatherbee was transferred from Housing and Dining to Custodial services. She is working for Steve Greinke on the Custodial night crew.



**November 15, 2010**

Ryan Holle (left) and Michael Paph (right) were both placed on Acting Assignments that will last one year.

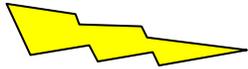
**November 15, 2010**

John E. Lehmer was hired as a temporary Custodial Specialist. He is working for Mike Stoddard on the Custodial night crew.



 **Christmas is a season for kindling the fire for hospitality in the hall, the genial flame of charity in the heart.**

~Washington Irving



# Energy

renew

## Tracking Energy Use

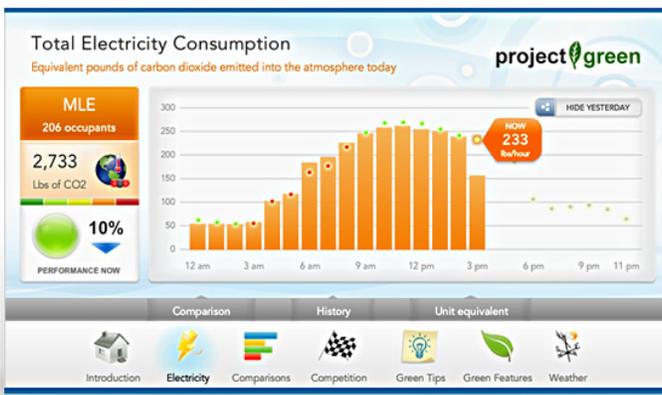
The K-State facilities team is in the process of installing sub-meters in approximately 23 buildings across campus. The majority of these meters will monitor electricity usage, but some buildings have a more complex system in place, allowing for water usage, natural gas usage, chilled water and also steam.

This information will be streamed live to the Honeywell controls system for a real-time analysis of usage per building, which will allow for demand response techniques in high usage situations.

An important part of saving energy is understanding how it's used. In order to better educate building occupants (ie. faculty, staff and students) this real-time energy usage will be made public in approximately 12 buildings with the installation of large LCD displays. Additionally, since this information will be available in a web-based technology, it can be accessed by anyone with an internet connection.

This tool will be utilized to compare buildings with similar characteristics for consumption and for Energy reduction competitions between buildings at K-State and between other Colleges. Look for these displays to be installed in early 2011.

~ Casey Lauer, Director of Energy.



*Merry Christmas & Happy New Year*

The professionalism of all of our facilities folks is what makes the facilities operation successful. This year a Benchmarking study of K-SU Facilities was conducted by Sightlines. Sightlines has collected a large data base of university facilities throughout the united States that they used to compare K-SU with selected peer \* universities.

Their report noted that the inspection results of K-SU Facilities' are similar to or better than peers in most areas analyzed. Also, they wrote, "this is achieved with a budget well below that of the peers." The report further stated that we have the oldest campus age profile compared to peers and the 4<sup>th</sup> oldest renovation age of 185 public schools in their data base.

This Holiday Season each of you should be very proud to be part of K-SU Facilities and what you achieve in keeping our beautiful old school operational.

~ Dr. Ed Rice

\*Peer Universities: Clemson , Iowa State , Michigan State, Oregon State, Mississippi, Purdue, Colorado, Texas A&M, Illinois State, Penn State, Oklahoma, Arkansas, Illinois, Missouri, West Virginia

*Wishing all of you the very best this holiday season*

