

F. M. News

K. S. U., Division of Facilities

Newsletter, March 2010



Unleashing your potential

The definition of the word “**stern**” is:

1. Having a definite hardness or severity of nature or manner.
2. Expressive of severe displeasure: harsh.
3. Forbidding or gloomy in appearance.

We are definitely living in stern times!

Someone recently said they wished we could get back to the “good ole days”. We were reminded by some who lived back then, that during the good ole days there was a depression and two world wars. Winston Churchill called those times stern also.

It would appear that no matter what age we live in, there are stern times we are going to go through. How do we deal with this and manage to make our way through these times?

We can not always choose our circumstances, but we can choose our actions and our attitude. Why do some people have such a great attitude and others a negative one?

Nancy Friedman pondered this same thought. Nancy is the president of *Telephone Doctor*, a customer service training company in St. Louis, MO. Through their research they found “keys that those with a positive mental attitude all share.”

Here 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.

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 person, department, or company, we'll tell more people about it than if we have a good

experience with the same group. 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 or work with that person, department, or 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 found 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.

This reminds me of a new song just out on the charts by Francesca Bettistelli.

“This Is The Stuff.”

I lost my keys
In the great unknown

And call me please
'Cause I can't find my phone

This is the stuff that drives me crazy
This is the stuff that's getting to me lately
In the middle of my little mess
I forget how big I'm blessed

This is the stuff that gets under my skin
But I've got to trust You know exactly what
You're doing
It might not be what I might choose
But this is the stuff you use

45 in a 35
Sirens and fines
While I'm running behind

This is the stuff that drives me crazy
This is the stuff that's getting to me lately
In the middle of my little mess
I forget how big I'm blessed

This is the stuff that gets under my skin
and I've got to trust You know exactly what
You're doing
Might not be what I might choose but this is
the stuff You use

To break me of impatience
Conquer my frustrations
I've got a new appreciation
It's not the end of the world

This is the stuff that drives me crazy.
This is the stuff
Someone save me
In the middle of my little mess
I forget how big I'm blessed

This is the stuff that gets under my skin
And I've got to trust you know exactly what
You're doing
Might not be what I would choose but this is
the stuff You use

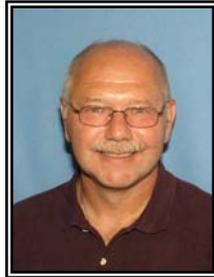
Who's New...



February 21, 2011

Colleen A. Moran was hired as a temporary Administrative Assistant. She is working for Tom Filippino in the campus Post Office.

William Spiegel was promoted to Custodial Supervisor Senior. He is working for Warren Berg on the Custodial day crew.



Marcus Melander was hired as an Equipment Mechanic Senior. He is working for Jackie Toburen in the Grounds Department.

Michael Ashcraft was hired as an Equipment Operator Senior. He is working for Quentin Rawlins in the Recycling section of the Custodial Services department.



February 22, 2011

Mary Yonning was rehired as temporary Custodial Specialist. She works for Mike Stoddard on the night crew.

It was one of those March days when the sun shines hot and the wind blows cold: when it is summer in the light, and winter in the shade. ~Charles Dickens

March Birthdays



3-2 David McMullen, Su Maloney, Joe Myers, Eugene Williams

3-6 Andre' Murphy, Michael Price, Marvin Childs

3-8 Terry Powell, Larry Darrow

3-9 Elena Billings, Dave Debusman, Harry Willyard

3-11 Dallas Hirsch

3-12 Jody Snowberger

3-15 Stanley Ostmeyer

3-17 **HAPPY ST. PATRICK'S DAY**

3-18 Diane Wester

3-19 Dan Boller

3-20 Charlie Kranz

3-21 Michael Ashcraft

3-22 Mike Salsbury, Abe Fattaey

3-24 Bill Hynek, Harry Sender

3-27 Tim Eckstein

3-29 Susie Kohler

3-30 Chris Fleeker

St. Patrick's Day is observed because that is the feast day of St. Patrick, the patron saint of Ireland. It is believed that he died on March 17 in the year 461 AD. It is also a worldwide celebration of Irish culture and history.



Changes.

Most of you know about the policy change posted in the December 2009 FM News regarding ID badges and uniforms. Please note that employees, who are required to wear Fire Rated (FR) clothing as part of their job, are exempt from wearing photo identification. See Facilities PPM 1.203

Another revision that has just changed is in 2.503 Operating Policy, Use of personal audio and/or visual equipment

PURPOSE:

This Departmental Policy establishes a precautionary safety measure and an office guideline regarding usage of personal audio and/or visual equipment during work hours.

EXPLANATION:

Stationary Equipment

In order to maintain our department's high standard of professionalism and to avoid disturbing others in a shared work area, the volume on audio and/or visual equipment must be at such a level that it cannot be heard by incoming (telephone) callers, **customers**, or disrupt others in the work area.

Portable Equipment –

Headphones, Walkmans, MP3 players, and all other personal listening devices.

In order to assure the highest level of personal awareness on the job, thus maximizing job safety, and to foster our department's service orientation, use of personal **paggers and electronic music devices will be limited at the discretion of the individual work areas as approved by the appropriate director.**

Cell phone use should be limited to breaks and lunch times unless an emergency.

EXCEPTION: Hearing aids are excluded from this policy, as are approved non-sound generating earplugs or earmuff protectors designed for hearing protection, and special headphones approved by management to be worn during the performance of specific duties.

Wearing of **portable electronic devices** may contribute to the following hazards. **Users must implement the following precautions:**

- * Drawing concentration away from potentially hazardous situations. **Use of equipment should not have a negative impact on the performance of personnel.**
- * Wires leading to units worn or carried elsewhere on the body, may become caught in moving equipment or machinery, or interfere with personal protective equipment. **Keep all leads secured, for example underneath the clothing. Cords, connections, and application should not create a hazard.**
- * May interfere with your ability to respond to job situations, especially where an auditory alarm or feedback are essential (i.e. around equipment where start up alarms are used, when a change in the sound indicates equipment malfunction, and where warning or other verbal communications from supervisors or fellow employees are necessary). **Only one ear piece is allowed, to increase the ability to hear background sound. The volume should be kept low enough to allow user to hear activity and speech in the immediate area.**
- * May cause/contribute to hearing loss or damage. **The volume should be kept low enough that it does not create a disturbance to others in the work area or physical harm to the user.**

All Facilities policies are found at:

<http://www.ksu.edu/facilities/training/index.html>

If you have any questions, contact Sandra Hoffmann, Faculties Training & Safety.

Retirement

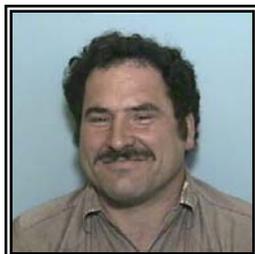
Three employees are retiring this month. These folks have given a total of 58 years of their lives, in service to Division of Facilities. We at Facilities thank them all for their work and dedication. Stop by and wish them well in their upcoming retirement.

Lowell Bingham,
Construction Shop.
Lowell started working
for Facilities on
January 17, 1991. His
last day at work will be
March 7, 2011.



Peggy Linke, Minor
Repairs, started at Facilities
in May 20, 2006.
Peggy previously worked
for 12 years in the
Manhattan school system.
Peggy's last day will be
March 31, 2011.

Pat Gardner, Electric
Shop. Pat started
working for Facilities
on August 18, 1978.
Pat's last day will be
March 31, 2011.
Thanks Pat for 33 years
of service.



My Piece of the Picture...

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.

Each month FM News features an employee in our jigsaw picture of Facilities. This is not a case of tooting your own horn, but individual cooperation in connecting all the puzzle pieces that make us who we are, The Division of Facilities.

We are seeking "your" piece of the puzzle. If you would like to be featured or know of someone who would, please let us know. Contact Lynn Salsbury or go to our online form.

<http://www.ksu.edu/facilities/forms/Piece.html>

Caught in the Act of Doing Good!

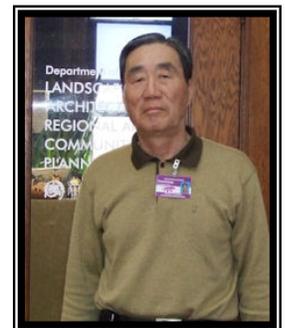
Kudos to
Younwong Kwon

Custodial Services

Kwon is an exceptional custodian! Always has a smile and our part of Seaton Hall always looks spectacular.

Kwon is always helpful and friendly. He works with great pride and his assignment in Seaton Hall definitely reflects that. He is always happy, which is a pleasure for all that come into contact with him. He never complains even when we leave him a mountain of recycling to take care of. We begged for him to be assigned to us when it was a possibility that he would be moved to another location this last year.

We truly feel that Kwon is an exceptional employee and a true asset to Seaton Hall, its people, and the University as a whole."



A special thanks to Younwong and to Jody France for submitting the nomination along with others at Landscape Architecture/ Regional & Community Planning.

More Kudos! Nancy Morel

**Custodial Services
Supervisor
Bluemont Hall**



Tonnie T Martinez, Assoc Dir/Asst Professor - Dean of Education, submitted Nancy for this honor. Dean Martinez states, "I work on the 2nd floor and Nancy is one of the best custodians on planet earth!"

When she gets done with the ladies restroom, I think you could have lunch in there. We have lots of girls in elementary education and it gets a lot of use. Nancy is always friendly, positive and does a fantastic job! We love her!"

Thank you Nancy for the great job you do and thank you, Dean Martinez, for your kind words.

the lead part in this series, with Willie-the-Wildcat as her muscle/back-up; this duo is appropriately deemed the 'Green Team'.

The Department of Human Ecology (Textile design) will be constructing the superhero-type costume for this lead-part and has asked for K-State sports uniforms that are not being utilized to make parts of her costume, which embodies



a K-State feel and embraces Sustainability. The lead actress, Heather Haberberger, has accepted the responsibilities of Konserva - Eco-Woman extraordinaire. Heather is a junior in applied music at K-State and is excited about her role in promoting energy

conservation across campus.

The first videos will be shot in early April and we hope to have the 'Green Team' debut during the Big XII Facilities conference and K-State Open House.

Currently, there are six to eight segments that are scheduled to be filmed this year, including themes for the Take Charge Energy Challenge (KU vs. KSU), Energy Conservation, and Sustainability.

Each segment will last approximately 30 seconds and will appear on the K-State Homepage and various media outlets.

Anyone interested in participating by playing the role of an extra is encouraged to contact Tim Manning in the Division of Communications and Marketing at K-State: 785-532-2119.



New ID cards!

If you have not updated your picture and received a new ID card, stop by the office of Facilities Training & Safety at 117A Dykstra.



Here's an update on the Energy video series being organized.

An emphasis has been made to produce this video series with in-house resources. We will be utilizing a female student to assume

COOR