

F. M. News

K. S. U., Division of Facilities

Newsletter, May 2011



Unleashing your potential



Purpose at Work

I recently watched Oprah as she told the story of a man who walked away from making millions at Microsoft in order to build libraries and distribute books around the developing world. Other people featured on the show told Oprah how they left their jobs to find their purpose. The show was very inspirational. But it also troubled me because I thought about all the people I meet around the world who don't plan on leaving their jobs and yet they are burned out, tired and purpose-less.

In fact, in a recent Harris Interactive poll, 42% said they were burned out. Only 15% were energized by their jobs.

I believe these numbers are perpetuated by a misconception that in order to live a life of purpose we have to leave our jobs and go solve world hunger, or feed the homeless, or move to Africa, or start a charity. While these are all noble causes and there are people called to do this, for many of us our bigger purpose can be found in the here and now, in the jobs we have, right under our noses. And when we find and live this purpose it will provide the ultimate fuel for a meaningful life.

After all, we can eat all the avocado, drink all the water and do all the exercise we want but

unless we live and work with purpose we'll never be fully energized. Research shows that people who apply their strengths towards a bigger purpose beyond themselves are happier and more energized.

You may not build libraries around the world but you can find the bigger purpose in reading to your children. You may not feed the homeless every day but you can nourish your employees and customers with a smile, kind word and care. And while you may not start your own non-profit organization, you can begin a charity initiative at work. After all Charity means "love in action." You can make a difference every day and touch the lives of everyone you meet. While these people may not be starving because of a lack of food, you can provide them with a different kind of nourishment that will feed their souls and feed your own in the process.

I heard of a Janitor who worked at NASA and felt his bigger purpose was to put a man on the moon. I met a Bus Driver who knows his purpose is to help kids stay off drugs. I met a hairstylist who saves lives. I met an administrative assistant who has become the Chief Energy Officer of her company. I heard of a grocery store bagger who inspires his customers with positive notes in their bags. I know a Popeye's Chicken employee named Edith in the Atlanta Airport who makes millions of air traveler's smile.

Ordinary people with an extra-ordinary purpose.

In any job, our purpose waits for us to find it and live. It's not the job we have but the energy and purpose we bring to it that matters.

I can't tell you what your purpose should be but I can tell you that every one of us can find a bigger purpose in the job we have. I can tell you that we can find the excitement in the mundane, the passion in the everyday and the extraordinary in the ordinary. I can tell you that every job, no matter how glorious or boring it may seem, will get mundane if we let it. Purpose keeps it fresh and when we are filled with purpose, we never run out of gas.

Don't wait until you go to Africa to start living with a mission. Don't wait until the weekend to feed people who are hungry. Start feeding yourself with purpose today and nourish others in the process.

Jon Gordon is a leading authority on developing positive, engaged people, leaders, businesses, schools and teams and the author of the international best seller The Energy Bus: 10 Rules to Fuel your Life, Work and Team with Positive Energy. Jon's proven solutions are being put to use by thousands of executives and organizations including the PGA Tour and he has been featured in hundreds of television shows, magazines and newspapers around the world including CNN's American Morning, NBC's Today Show, Men's Health, Forbes, and Positive Thinking.

As I read Jon Gordon's article, I again pondered what that means on a personal level here at Facilities. The truth of the matter is, we are here because we have bills, want shelter over our head, clothes on our bodies and we like to eat. One could say that is our purpose.

Why then do so many complain about their job? Of course attitude and gratitude is something we must keep forefront in our minds. Many people right now would love to have your job. Many complain about the poor pay, the difficult hours, the overload of work and that feeling of being stuck in a job you just hate. Workers blame management and management blames workers. Day after day some people dread getting up and coming to

work at a thankless job. This thinking truly needs an attitude adjustment.

What if it didn't have to be that way? What if we could look at this in a different light like Jon suggests. What if we had real purpose? What if our purpose here at work was to help President Kirk Shultz achieve K-State's 2025 goal to be in the top 50 of public research universities? How this campus looks is a determining factor for the students and staff who choose KSU.

Could your purpose be to set an example and provide good work ethics for students and staff as a role model? Have you thought about how your children and grandchildren view your work ethics? What are they learning from you?

No matter what the job, there are always gives and takes. No job is perfect. However, if we could view our job with attitude and gratitude, the reason we are here would take on a new meaning. Share your purpose... and your smile with someone today and let a little sunlight shine in their lives.

Big XII Facilities Conference

The Big XII Facilities Conference was a great success. Over 85 people attended from 12 universities. There were 14 sponsors who supported the conference. A special thanks to all who worked in any way to make this event successful.

A highlight of the April 11th evening event was Ron Wilson who wrote and presented a poem about Facilities. It is printed below:

**"The Value of
Facilities, Priceless"**
by Ron Wilson,
Poet Lariat



Folks, it's mighty good to be with you tonight. I hope the **Big XII Facilities Conference** is treating you just right.

Today we've seen the Konza Prairie, had a chance to eat and laugh, But I especially want to celebrate our Facilities staff.

"The Value of Facilities, Priceless" is your theme, So fitting for your staff which deserves much more esteem.

These are the unsung heroes who look after our space, Who make sure that all the things work in our place:

Whether it's the light in the office, or the door in the lock, Or the cleanliness of the grounds where we walk.

Those people who do motor pool, take out the trash and clean, We take those folks for granted in our everyday routine.

But when the heat doesn't work or the plumbing overflows, Then suddenly the value of that facilities staff grows.

So I thank you for the work your people do in this way, To create high quality surroundings each and every day.

It's too much to place a dollar figure on your contributions, you see, So the Value of Facilities is Priceless to me.

★Ron Wilson, Poet Lariat ★785-539-7899
★email ron@ronscowboypoeetry.com
★www.ronscowboypoeetry.com★

Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great.
--Mark Twain

Retirement



Pat Gardner from the Electric Shop (left in picture) is receiving a retirement plaque from Manager Dale Boggs for 33 years of service.

March 31, Dale Rivett, presented Peggie Linke (left in picture) with a retirement plaque for years of service. Peggie worked in Minor Repairs.



April 1, 2011 Ursula Carriere retired. Ursula started at Facilities March 18, 1988. She worked in Custodial Service.



Tim Eckstein from the Plumbing Shop was presented a retirement plaque April 11, 2011 for over 27 years of service. Tim started at Facilities on June 1983.

A retirement party was held April 22, 2011 for Mel House. Mel started working for the Storeroom August 6, 1985. He retired April 15, 2011. Mel served customers for over 25 years.

Mel's wife, Mary is to the left of Mel. Fred Bammes, who hired Mel years ago, presented him with a retirement plaque for his service.



Birthdays

May 1 Fred Bammes, Mary Willoughby

May 3 Will Hirsch, Gary Kilner

May 4 Douglas Soash

May 5 Galen Hageman

May 6 Dale Billam

May 7 Nancy Morel

May 9 Nicole Sloan, Kenny Windholz

May 12 Jesse Fernandez, Richard Smith

May 16 Patrick Boss

May 17 Andrew Bunel

May 19 Tina Williams

May 21 Renee Leask, Randall Lindstrom

May 22 Mark Loberg, Ralph Hudson

May 23 Rene Doherty

May 25 Lyle Herring

May 26 John Brown, Larry McCoy, John Lehmer

May 28 Alina Cummings

May 31 Kris Fulkerson

Directive to all Facilities Employees: Issued April 26, 2011

It has recently come to our attention that a stuffed toy figure was hung from the ceiling and/or light fixtures by a noose. It has been removed. The presence of a hangman's noose is not and will not be tolerated at Kansas State University. The following quote is from a U.S. Equal Employment Opportunity Commission (EEOC) press release and is provided to give all employees a clear understanding of the seriousness of such acts.

"The Commission will vigorously prosecute employers who tolerate the intolerable through their indifference to racial slurs, the presence of hangman's nooses, or similar acts of harassment at the workplace. Such graphic displays of racial hatred and bigotry are meant to intimidate and threaten minority workers, which is unlawful and hideously immoral."

Any K-State employee displaying a hangman's noose at the workplace will be subject to investigation under K-State Policy and Procedure for Discrimination and Harassment Complaints and disciplinary action up to and including termination.

Effective immediately there will not be any figures hung from the ceiling or light fixtures. In addition to the potential discriminatory impact of such a practice, items hanging from the ceiling or a light fixture create a safety concern for those walking or working under them.

Anyone with questions please contact your director or me.

**Edward Rice PhD.
Associate V.P. Facilities
Kansas State University**

K-State's Policy and Procedure for Discrimination and Harassment Complaints states:

Racial and/or ethnic harassment is a form of illegal discrimination is contrary to the nature and mission of

the University and will not be tolerated. It includes conduct toward a person or persons on the basis of race, ethnicity, or racial affiliation that has the purpose and effect of:

1. Creating an intimidating, hostile, or offensive work or education environment for the person(s),
2. Unreasonably interfering with the work, academic performance, living environment, personal security, or participation in any University-sponsored activity, of the person(s), or
3. Threatening the employment or academic opportunities of the person(s).

Repeated incidents, even where each would not on its own constitute harassment, may collectively constitute harassment under this definition.

The entire University community is responsible for addressing issues of racial and/or ethnic harassment. Administrators and supervisors who become aware of such harassment are responsible for taking steps to prevent its continuation.

Any member of the university community who experiences conduct that he or she believes constitutes racial/ethnic harassment should:

A. Report the complaint to the responsible administrator of the department or other unit in which the alleged conduct is believed to have occurred, unless that person is already personally involved or is already aware of the alleged conduct that is the subject of the complaint. In some cases there may be more than one responsible administrator. For students with complaints about other students, the Dean of Students may be regarded as the responsible administrator; or

B. Report the complaint to the Office of Affirmative Action.

Policy & Procedures Manual change.

OPERATING POLICY - USE OF PERSONAL AUDIO AND/OR VISUAL EQUIPMENT

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. Cellphone 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.



K-States Classified Employee Recognition Ceremony was held on April 27, 2011. The following employees were honored for their years of service.

Five Years: Gary L. Hankins, Michael D. Hill, John H. Hofmann, Douglas S. Kraemer, Michael R. Mathews, Brant Mellies, Vincent Raymond Petre, Anthony J. Stevens, David E. Stuhlsatz, Terri L. Wyrick

Ten Years: Darrell E. Betzner, Sr., Steve D. Bishop, Ute E. Cruz, Timothy R. Dixon, Zunilda Dominguez, Daniel L. Engelbert, Mark S. Fronce, Kathy D. Henry, John C. Hewitt, Daniel L. Plummer, Beverly Price, John J. Silva, Shawn M. Wilson

Fifteen Years: Charles K. Bukacek, Andrew E. Bunel, Robert A. Crider, Gregory L. Fief, Mary Grubbs, Johnny Harper, David L. Hudson, Sun J. Johnson, Timothy E. Johnson, Roy J. Jones, Son C. Kutei, John E. Lacy, Todd Neipert, Mary A. Rutherford, Betty L. Slattery, Allen Wege, Kenneth J. Windholz

Twenty Years: Edwin A. Albrant, Linda C. Asbury, Ralph E. Hudson, Hye Suk Stoddard

Twenty-Five Years: Rollin D. Coberly, Melvin M. House, Barbara A. McNutt, Quentin V. Rawlins, Janice R. Rood

Thirty Years: Linda K. Pfaff, Janice F. Whaley

Employee of the Year:
Terri Wyrick, Division of Facilities

Classified Employee Opportunity Fund Meritorious Service Award Recipient:
William D. Spiegel, Facilities Custodial Services

The K-State Classified Senate recognizes employees in the spring for 5, 15, 25, and 35 years of service. A plaque is given to those who completed these years in 2010. Also recognized were employees who retired in 2010.

Later this year the State of Kansas will award pins to employees who have worked 10, 20 and 30 years for the State of Kansas. This is a State of Kansas award.



My Piece of the Picture...

Russell Thompson has worked for Facilities for 20 years. He is employed at Central Mail Services.

Russ lists some facts about his job. He states, "I deliver mail, post office packages, letters and campus mail; I process UPS FED-EX and USPS packages & letters and I am a hazardous material shipper in the office."

For the three best things he likes about his job, he lists: 1. Working with the people on campus with their postal needs. 2. Delivering mail on campus to the different buildings. 3. Break, lunch and 5:00 o'clock.

If Russ could make a positive change, he says he would like to see the wall in Central Mail taken out and their work space expanded. Their operations keep growing, but their space is limited.

Russ feels his position contributes to the success of our organization and K-State because Central Mail Services saves money on postage and provides mail service to all of campus.

Many people don't know that Russ used to have a gun shop that he, his father, and his best friend owned.

Anthony (Tony) H. Reid

Facilities received sad news this last week. Anthony (Tony) H. Reid, Electrician Senior @ KSU at Salina, lost his struggle with cancer Tuesday, April 19, 2011.



Tony will be remembered as a valuable team player. Many will remember his love of Christmas and playing Santa for the Dean's Christmas party there on the Salina Campus. FM News featured Tony in the December 2010 issue where he was described as "Mr. Christmas". Tony was an avid lover of the outdoors, actively participating in hunting, fishing, boating and training his bird dogs over the years, receiving a number of competition awards. Tony will be missed.

Dance like no one is watching. Sing like no one is listening. Love like you've never been hurt and live like it's heaven on Earth.
--Mark Twain

Energy



COMMUNITY

Enter stage left... Ta-da...

Eco-Kat!

Introducing Eco-Kat to the K-State Community; she made her debut at the K-State Union, April 22, in conjunction with festivities for Earth Day. Video production will be starting in the near future. She will appear with Willie the Wildcat and others in a series of video which will promote energy awareness and conservation, sustainability and the KU and K-State Take Charge Energy Challenge.