

# F. M. News

K. S. U., Division of Facilities

Newsletter, August 2010



Unleashing your potential

## Business Meeting Etiquette Tips

Many of the meetings on campus are considered an informal meeting. However, the same etiquette is required when conducting a formal meeting. Business meetings are an important communication tool and function of any organization. When poor etiquette is displayed by members, such as griping and complaining, it has negative effects and inhibits the means to maximize the organization's business potential. It is extremely important as a meeting attendee to always try to be a part of the solution to any problem. The best professional tip is to be courteous and demonstrate respect towards one another no matter the circumstances. We are all professionals working for KSU and need to practice the tips below.

1. **R.S.V.P.** When asked via phone, email, or electronic calendar to attend a business meeting, be sure to reply if a reply is requested. Some meetings are structured and spaces secured on the basis of expected attendance.

2. **Arrive Early.** If this is not possible, arrive at the scheduled time at the latest - but never late. Do not assume that the beginning of a meeting will be delayed until all those planning to attend are present. If you arrive late, you risk missing valuable information and lose the chance to provide your input. Also, you should not expect others to fill you in during or after the meeting; everyone is busy, and those who

were conscientious enough to arrive on time should not have to recap the meeting for you.

3. **Come Prepared.** Always bring something to write on as well as to write with. Meetings usually are called to convey information, and it is disruptive to ask others for paper and pen if you decide to take notes.

4. **Do Not Interrupt.** Hold your comments to the speaker until the meeting has adjourned or until the speaker asks for comments, unless, of course, the speaker has encouraged open discourse throughout the meeting. Also, do not interrupt other attendees. Hold your comments to others in the meeting until after the meeting is adjourned. Conversation during a meeting is disruptive to other attendees and inconsiderate of the speaker.

5. **Abstain from Electronics.** As the notice posted at the beginning of films in movie theaters requests, "Please silence cell phones and pagers." Activate voice mail if you have it, or forward messages to another phone.

6. **Speak in Turn.** When asking a question, it is usually more appropriate to raise your hand than to blurt out your question. Other attendees may have questions, and the speaker needs to acknowledge everyone.

7. **Keep Your Questions Brief.** When asking questions, be succinct and clear. If your question is detailed, break it into parts or several questions. But be sure to ask only one question at a time; others may have questions as well.

8. **Pay Attention.** Listen to the issues the speaker addresses, the questions from

the attendees, and the answers provided. You do not want to waste meeting time asking a question that has already been asked.

**9. Be Patient and Calm.** Do not fidget, drum your fingers, tap your pen, flip through or read materials not concerning the meeting, or otherwise act in a disruptive manner.

**10. Attend the Entire Meeting.** Leave only when the meeting is adjourned. Leaving before the end of the meeting- unless absolutely necessary and unless you have prior permission—can be disruptive to other attendees and inconsiderate of the speaker.

**11. Respond to Action Items.** After the meeting, be sure to complete any tasks assigned to you as expeditiously as possible; file your meeting notes or any formalized minutes for later review or to prepare for future meetings.

## *Who is New...*



June 28, 2010: William R. Zoeller was hired as a temporary Custodial Specialist. He is working for Michael Stoddard on the Custodial night crew.

July 7, 2010: James T. Todd was rehired as a temporary Equipment Operator Senior. He is working for Barbara Elliott on the Construction crew.



July 12, 2010: Clifford Williams returned from BRI to his previous job as a Custodial Supervisor at Throckmorton Hall.



July 19, 2010: Judy Snowberger was hired as a permanent Custodial Specialist. She is working for Nancy Morel on the Custodial day crew.

July 26, 2010: Margaret “Emmy” Blair was hired as a permanent Architect Project Designer. She is working for David McMullen in Planning.



July 27, 2010: Annette Rohde was hired as a temporary Architect Project Designer. She is working for David McMullen in Planning.

## **Retired**

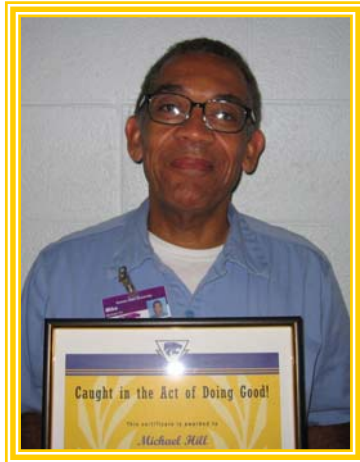
Congratulations to Eric Danielson who retired June 30<sup>th</sup>. Eric worked for Custodial Services. Enjoy your retirement, Eric!



## Caught in the Act of Doing Good!

### Kudos to Mike Hill, Custodial Services!

Mike works in Lesure Hall. Kim Garver expressed how much the building users appreciate Mike and the work he does.



She said, “Mike always goes out of his way to help with anything anyone in the building asks him to do.” With remodeling and offices being moved around at Leasure, the building users have had to store some of their things in a storage room. Numerous times they have had to get into the storage room to retrieve various items in order to continue their work. They must locate Mike in the building to unlock the door. She said he is easy to find, as he leaves a note on the door letting others know where he is.

She said, “He always has a positive attitude. He always puts 110% into everything he does. He keeps our building looking great and always is very friendly and helpful to building visitors. We would not know what to do without him; he is a big part of the building.”

Kudos to Mike, for going the extra measure above and beyond your work duties. A special thanks to Kim, for submitting this information.

Do you know of a Facilities employee who has gone beyond and above duty?  
<http://www.ksu.edu/facilities/forms/Caught.html>

## August Birthdays



- 8- 2 Kim Lucky, Richard Gotschall, Michael Mohler
- 8-3 Greg Fief, Barb McNutt
- 8-4 Stephen Greinke
- 8-5 Ervin Niedfeldt, Kevin Minihan
- 8-6 Jason Crowder
- 8-8 Dahlia Gaudette, Nathan Woodyard, Delmar Westover
- 8-9 Sun Johnson, Brenda Johnson
- 8-10 Dale Rivett
- 8-12 Jason Glesner, Lawrence Rush
- 8-13 Cliff Slocum
- 8-14 Darrin VanDorn
- 8-15 Rene Smalldridge, Barry Linn
- 8-16 Rollin Coberly, Carol Foveaux, Mike Callahan
- 8-17 Scott West
- 8-19 Michael Hill
- 8-22 David Berner
- 8-23 Jim Chacon
- 8-25 Rob Learned, Carol Wendland, Martin Godlove
- 8-26 Mike Paph, Don Nanninga, Austin Daugherty
- 8-28 Phil Davis



8-29 David Stuhlsatz

8-30 Ralph Ritche

*My Piece of  
the Picture...*



**Mel House** has worked for Facilities for 25 years. Mel works in the Storeroom.



He issues supplies to our shops for maintenance of the buildings on Campus. He also sells gasoline using a computer. The three best things about his job is waiting on the employees, exercising his mind and getting a good amount of physical exercise also.

If he could implement a positive change to his department, he states, "We could use more room."

Mel feels his position contributes to our organizations success because "Our people must have the tools and material to maintain the buildings."

Most people don't know that Mel has other accounting experience. He has worked in a bank and has been a credit manager and cost accountant for a local manufacturer. He also sold automobiles for 25 years.

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

What is your piece of the Facilities Puzzle?  
<http://www.ksu.edu/facilities/forms/Piece.html>



Are you interested in placing more of your hard earned \$'s back in your pocket at the end of each week to spend as you see fit?

Consider public transportation, biking or walking to your regular destinations instead of driving. Let's face it, driving is expensive and emissions create pollution which can affect air quality, people's health, and the environment.

Some states are starting to offer tax credits and deductions for choosing zero emissions transportation to and from work, such as walking and biking.

If driving is a must, follow these simple tips to help save on fuel, and to also help the environment.

- Buy a car with the right capacity and engine size - The penalty for any excess is extra fuel expenses.
- Plan your journey - Avoid congested roads, steep hills, road construction, etc.
- Don't drive short distances- Consider public transportation or walking.
- Carpool – Give neighbors, friends or colleagues traveling the same route a lift.
- Avoid unnecessary acceleration and over-speeding - Accelerate smoothly and maintain a steady speed.
- Use air-conditioning sparingly
- Check and replace air filters on a regular basis to prevent clogging which reduces gas mileage.

- Keep the tires properly inflated to help insure most efficient gas mileage.
- Use cruise control to help save gas by maintaining a constant speed.
- Use the recommended grade of motor oil to improve gas mileage.
- If you own more than one vehicle, drive the one that gets the best gas mileage whenever possible.
- Avoid carrying unneeded items, especially heavy ones. An extra 100 lbs in the trunk reduces a typical car's fuel economy by 1-2 percent.
- Avoid driving in cold weather, and at high speeds.

Hopefully these tips will help you save at the pump, while helping to improve the overall environmental impact that your vehicle has on the planet. *-Casey Lauer, Energy Director*

## Changes to Seatbelt & Cell Phones!



Kansas now has a primary seat belt enforcement law. That means if you (or your front seat passenger) do not have a seatbelt on, you could be pulled over and cited for seat belt violation. Second and third-row passengers can be cited for a seat belt violation only after another citation is issued, such as a front-seat primary seat belt violation. Seat belt laws for children and youth has not changed, but remains the same. Check out this web site for more information.

<http://www.ksdot.org/burtrafficsaf/>

## **The City of Manhattan**

has a new traffic ordinance on listening or talking on wireless communication devices while driving. It states, "No person shall listen or talk on a wireless communication device while driving a motor vehicle, unless that device is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving."



<http://www.ci.manhattan.ks.us/DocumentView.aspx?DID=8154>

## **Kansas Senate Bill 300 has been signed into law by Governor**

**Parkinson.** The new law prohibits drivers from writing, sending, or reading a text message while driving.

<http://www.drivinglaws.org/kansas.php>

**Distracted Driving** is a leading cause of accidents. What Is Distracted Driving?

There are three main types of distraction:

- Visual — taking your eyes off the road
- Manual — taking your hands off the wheel
- Cognitive — taking your mind off what you're doing

Distracted driving is any non-driving activity a person engages in that has the potential to distract him or her from the primary task of driving and increase the risk of crashing.

**Note:** Traffic will be on the increase with the students coming back to campus. The fall semester starts on August 23<sup>rd</sup>.

## **A change is coming!**

Kansas Department of Administration announced the implementation of 100% direct deposit for employee payroll and travel and expense reimbursements starting on October 1, 2010.

If you are already having your pay check directly deposited, this will not affect you.

If you are receiving your pay check in the mail, this will end September 30th. You will have two options.

1. Change to direct deposit.
2. Set up Skylight pay card.

Sign up for Skylight pay card starts May 28<sup>th</sup> and ends September 24, 2010.

<http://www.da.ks.gov/ar/payroll/paycard-faqemployee.htm>

Jim Chacon's office can help you sign up for either direct deposit or the new Skylight pay card. Please contact him for more information.