

F. M. News

K. S. U., Division of Facilities

Newsletter, February 2011



Unleashing your potential



POSITIVELY CONTAGIOUS

The Swine Flu is not the only thing you catch at work. Turns out you are just as likely to catch someone's bad mood and negative attitude. Yes, the latest research demonstrates what we've all known to be true, emotions are contagious. Researchers call them emotional contagions and they impact our work environments, productivity, teamwork, service and performance in significant and profound ways.

As we know all too well, one negative employee can pollute an entire team and create a toxic work environment. One negative leader can make work miserable for his/her team. An employee in a bad mood can scare away countless customers. Complaining can act like a cancer and spread throughout the entire organization and eventually destroy your vision and goals. And pervasive negative attitudes can sabotage the morale and performance of teams with great talent and potential.

That's the bad news... but there's also good news.

Positive emotions are just as contagious as negative emotions. One positive leader can rally a group of willing people to accomplish amazing things. One Chief Energy Officer who sits at the welcome desk can positively infect every person who walks in your business/school/workplace. One positive team member can slowly but surely improve the mood and moral of her team. And pervasive positive attitudes and emotions at work can fuel the morale and performance of your organization.

Emotional contagions are the reason why, when I speak to businesses, schools and sports teams, I say that everyone in the organization contributes to the culture of it. You are not just a creation of your culture but rather you are creating it every day through your thoughts, beliefs and actions. What you think matters. How you feel matters. And the energy you share with others, whether it's positive or negative, really matters.

You can be a germ and attack your organization's immune system or you can act like a dose of Vitamin C and strengthen it.

So the next time you head into work with a bad mood you might want to stop before you walk in the door and consider what your boss would say if you had the Swine Flu. She would tell you to stay home until you are healthy and not contagious. And in that moment, as you stand at the door, you have a choice: You can go home so you don't infect anyone with your bad mood or you can choose to get healthy right then, change your attitude, and decide to be positively contagious.

You are not an island unto yourself. You are forever contagious and you and your emotions impact the world around you. ~ Jon Gordon

This newsletter is from: [Soup: A Recipe to Nourish Your Team and Culture](http://www.JonGordon.com) www.JonGordon.com

APPRECIATION



An expression of admiration, approval, or gratitude.

Loleta Sump and Thomas Shump received the following email from Ron Jackson, Continuing Education. We would like to share it with all of Facilities:

We are wrapping up a very successful January 2011 intersession and we could not have done it without your assistance in scheduling classrooms and having a welcoming campus when many are gone. Please pass along to folks in facilities that we really appreciate them taking care of campus so students can get to class. I bet everyone will be glad when we thaw out and the snow is gone!

Within a week, Dr. Rice received this email from Pat Bosco, Vice President for Student Life:

Ed, Congrats to you and your staff for a wonderful job on our campus sidewalks and streets...thank you.

The hard work you are doing on this campus is noticed and people do appreciate the excellent job you are doing. No matter what your individual job title is; we are all Facilities. Thank you for all you do!

February Birthdays



- 2-2 Clay Billings
 - 2-4 Brian Whaley, Robert Crider, Darrell Betzner
 - 2-6 Larry Haller, Ute Cruz
 - 2-7 Bill Smith
 - 2-8 Dea Brokesh
 - 2-10 Ed Heptig, Tim Dixon
 - 2-11 Riley Platt, Sabrina Maloney
 - 2-12 Chip Cooper
 - 2-14 Sarah Davis, Josh Ricker
- 
- 2-15 Jeanette Johnson
 - 2-21 Ross Kibodeaux, Damon Lee
 - 2-22 Mary Grubbs, Cliff Williams, Howard Tubbs
 - 2-24 Shawn Wilson, Russ Thompson, Jim Copeland
 - 2-27 Dan Marshall
 - 2-28 Jackie Toburen, Rob Mayfield, Mary Rutherford, Terry Monihen

Who is New...

January 3, 2011

Marcus A. Adams was hired as a G.M.R.T. He is working for Barb Elliott in the Moving & Hauling Shop



extension that keeps the driver's hands free.

Also in effect January 1st is a new statewide law of **“no text messaging while driving”** anywhere in Kansas. The law bans all forms of text messaging — sending, receiving, and reading — by drivers in Kansas. The minimum fine is \$60, plus court costs.

Avoid the fine, pull off the road “safely” to take that call or to text!

My Piece of the Picture...



January 10, 2011

Kelly J. Guilfoyle was hired as an Equipment Operator. He is working for David Stuhlsatz on the Athletics grounds crew.



Michael Lovgren has worked at Facilities about 25 years in Custodial Services.

January 12, 2011

Brandon M. White was hired as a temporary Accounting Specialist. He is working for Elke Yergin in Financial Services.



Michael says the best thing he likes about his job is the people; most everyone is friendly. He enjoys his boss and co-workers also.

Michael's duties include the care of Dykstra Hall, Dykstra annex and a lecture hall at Throckmorton. He takes great pride in doing a good job and enjoys the compliments he gets from the building users.

Driving fines started Jan. 1, 2011



Fines are now being given to Manhattan violators who break the new city law. The use of a cell phone while driving within the city limits is against the law. The law allows hands-free use of cell phones; for example: a wired headset, a car kit, or other phone

Michael comes to work at 5:00 am. and he gets off work at 1:30 pm. He likes the hours he works, as it allows him to complete his duties here at K-State and also gives him time to accomplish things at home. This includes a second job which involves working with the handicap; helping them clean their homes.

If Michael could make a positive change to his department and our organization, it would be to have better communication.

Michael contributes to the success of our organization because he believes the work he does keeps a healthy and clean environment for the workers and building users in his areas. It also makes his areas more presentable for the benefit of those who come onto campus as visitors or guests of the University. Michael says the job he does is also a reflection on those over him including his direct supervisor. He desires that his work makes them look good.

Most people may not know that Michael has a strong faith in the Lord and is active in his church. Michael not only cleans for K-State, he also cleans the church building where he attends services. Michael states he enjoys reading his Bible.



Don't forget to change your K-State eIDs password by Wednesday February 9th.

After Feb. 9, unchanged passwords will lose access to K-State e-mail, iSIS, K-State Online, the university computing labs, and other IT services. This would include HRIS and your self-service pay stub. Let us know if you need help, contact Lynn Salsbury or Clay Billings at Dykstra Hall.

Speaking of IT Security...

Did you know K-State broke a record in 2010, but it is not a record to be proud of? **445 K-Staters were tricked into giving away their passwords to criminals in response to spear-phishing scam e-mails.** The criminals then used the stolen information to sign in to webmail and send thousands of spam messages.



Six things you need to know about IT security at K-State:

1. Never give your password to anyone in an e-mail message!
2. Learn to recognize scams, frauds, and other forms of malicious communications.
3. Use K-State's free antivirus software on your Windows or Macintosh computer, which is [required by K-State policy](#) if you connect your computer to the K-State campus network.
4. Keep your computer AND your applications patched with the latest security patches.
5. Protect your laptop and other mobile devices from theft.
6. Do not use peer-to-peer (P2P) file sharing software to obtain or distribute copyrighted or licensed songs, movies, games, or software that you do not have the legal right to possess.

The State of Kansas requires all employees to attend an annual IT security training. If you have not taken this training, please sign up with Facilities Training & Safety office to attend one of these sessions. All sessions will be one hour long and held in room 212 at the K-State Union

Feb. 22, 2011 (10:30-11:30 a.m.)

Feb. 22, 2011 (2:00-3:00 p.m.)

Mar. 10, 2011 (10:30-11:30 a.m.)

Mar. 10, 2011 (1:30-2:30 p.m.)

They are working on an on-line version of this training and hope to have it up sometime in February. We have until June 30th to complete this training. We are then required to take this training annually.