

# F. M. News

K. S. U., Division of Facilities

Newsletter, June 2012



Unleashing your potential



When Jim Harbaugh, the head football coach of the San Francisco 49ers, was coaching the Stanford University football team his star player, Toby Gerhart, was asked how Stanford had become one of the top programs in the country.

Toby said that Coach Harbaugh was the main reason because he brings such enthusiasm and passion to the team, inspires people to want to play at Stanford and makes everyone better.

Jim's dad was the one who taught him the importance of enthusiasm.

Every day when his dad would take his brother John, who is also an NFL coach, his sister and Jim to school he would say to them,

**“Attack this day with enthusiasm unknown to mankind.”**

The Harbaugh children repeatedly heard this powerful and positive message and clearly their

enthusiasm has become a huge part of their lives and careers.

Jim shared the same enthusiasm he did at Stanford with the 49'ers last year as a rookie NFL coach and transformed the team.

Research shows what we've always known to be true. Emotions are contagious. Studies conducted by HeartMath.org demonstrate that when you have a feeling in your heart it goes to every cell in the body and outward. Up to five to ten feet away people can sense feelings transmitted by your heart via electromagnetic signals.

This means that each day you are projecting enthusiasm and passion or apathy and indifference...and people can feel it.

That's why when you walk into a restaurant, an office, a hotel, a football locker room, a hospital or a school you can feel the energy and get a sense of the culture, the people and their enthusiasm and passion.

Enthusiasm and passion attract people to you and make them want to get on your bus. And while they are on your bus your enthusiasm infectiously makes them better.

When you live and work with enthusiasm you not only create a more exciting life and career, you also inspire your team and customers to be excited about working with you.

So today I want to encourage you to heed the advice of Mr. Harbaugh and decide to:

***Attack this day with enthusiasm unknown to mankind.*** ~ Jon <http://www.jongordon.com>

# JUNE BIRTHDAYS



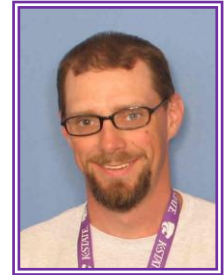
- 6-1 Julie Porter, Mark George, Melanie Klein
- 6-4 Lyndle Slattery
- 6-5 George LeRoux
- 6-6 Gary Morgan
- 6-8 Dianna Schwerdt
- 6-11 Brant Mellies
- 6-12 Nicholas Garcia, Loleta Sump, Brian Prockish
- 6-14 William Zoeller
- 6-16 Kristin Muehleisen
- 6-17 Michelle Hauck, Calvette Williams
- 6-18 Troy Bronaugh, Vergie Bowen, Adrian Harrison
- 6-20 Richard Kleiner
- 6-23 Bradley Hoppe
- 6-26 Kirk Norris, Edwin Asebedo
- 6-29 Margaret Chamberlin
- 6-30 Thomas Edwards, Anthony Whetstone

*Gertrude Stein: "We are always the same age inside."*

## Who is New...

May 7, 2012

Jay Henning was appointed to an acting assignment. He is the acting Administrative Officer for Central Mail Services. He is working for Loleta Sump.



May 14, 2012



Janet Weeks was hired as a Custodial Specialist. She is working for Noel Kramer on the Vet Med Custodial day crew.

Christopher Morgan was hired as a Custodial Specialist. He is working for Charles Bibbs on the Custodial day crew.



Jennifer Rogers was hired as a Custodial Specialist. She is working for Charles Bibbs on the Custodial day crew.

James Hartford was promoted to an Agricultural Technician Senior. He is still working for Brenda Johnson in the Grounds Maintenance department.



May 21, 2012

Christine McKinney was hired as a temporary Custodial Specialist. She is working for Warren Berg on the Custodial day crew.



May 27, 2012



Harry Sender was promoted to G.M.R.T. He is working for Rod Hodges in the Ahearn Sports Complex.

Michael Price was promoted to Custodial Supervisor. He is working for Renee Leask on the night Custodial Crew.



May 29, 2012



Melissa Krumm was hired as a temporary Utility Worker. She is working for Barbara Elliott in the Moving and Hauling Shop.

*If you want a confidence; act as if you already have it. Try the "as if" technique. ~William James*

**Dr. Rice approved 4 new computers** for our Resource Room in 120 Dykstra Hall. Facilities employees, who need to fill out their Health Quest forms, check their self-service, enter time in FAMIS and other work related tasks may use the computers in this room. They will also be used for training purposes. These computers are much faster and more dependable than what we had. Thank you Dr. Rice.



*My Piece of the Picture...*



**Sharon Slack**

Sharon has worked for the University for 35 years.

She is a Custodian at Vet Med on the day crew and works on the first floor area in Mosier Hall.

When asked what the three best things she likes about her job, she said, "I like meeting people, I like everybody at Vet Med, and I like custodial work."

As far as making changes to her department or organization, she states, "I'm happy the way things are now."

Sharon believes her position contributes to the success of our organization because of her work ethics and positive outlook. She said, "I try to keep my floor clean and I say hello to everyone."

Most people don't know Sharon likes to fish and she also likes Moped Trikes.



Thanks Sharon for all your hard work and for sharing your piece of the picture with us.

*Congratulations!*



Congratulations go out to Jon Lacy and Chris Holliman from Grounds West and Jim Ukena from the Carpenter Shop. They were selected for the K-State Classified Opportunity Fund Meritorious Service Award, because of their contributions to the Health and Safety Management Program. Besides the recognition of winning the award, each employee also received \$200.00. We thank them for the contribution and congratulate them on their win.

## On a Personal Side:

Our condolences go out to several employees.



Henry Sunnenberg a former Vet Med Custodian passed away May 15, 2012. Nieces include Sharon Slack, Christina White and Janet Weeks, who all work at Vet Med.

Mark Taussig's father, Robert Taussig passed away on May 21, 2012. Mark works in the Planning department.

John Harper's mother, Lula Mae Harper passed away May 24, 2012. Johnny works for our Grounds department.

Jim Chacon's mother-in law Sophia "Betty" Bonck passed away on May 31, 2012. Jim works in the Payroll office.

Our deepest sympathy goes to each of these employees and their families.

A former Planning employee sent a picture to co-workers of her new grandson. Linda Asbury tells us the little guy's name is Rosin Dean Edwin Asbury. Congrats to Grandma Linda!



### Just a reminder!

All employees need to complete the annual IT security training. This is a State of Kansas policy.

There are two more trainings: **Daytime Custodial staff only on:** Thursday, June 7, 2012 9:00 am - 9:45 am & **Any staff on:** Thursday, June 14, 2012 1:15 pm - 2:00 pm.

Or sign in with your eID and pass word on-line to take the course:

<http://www.k-state.edu/its/security/secureit/>



**Facilities Departments** were featured in the May 2012 Kansas State University Purchasing

Office newsletter

*The Post*. They are reprinted with permission.

Facilities Central Mail Services (CMS) has a mission! CMS desires to provide Kansas State University with incredibly efficient,



economical, and courteous mail service. Services provided by CMS include: picking up, sorting and distributing interdepartmental mail, metering postage onto USPS, UPS, and FedEx outgoing letters, parcels, and packages, and preparing hazardous material for shipment. Why does it make sense to use CMS? With over a century of mailing and shipping experience, here is what CMS can do for you:

- Liaison between USPS, UPS and FedEx, saving valuable time. CMS is the University's advocate with these vendors.
- Rate shop to achieve the most economical rate for the desired delivery objective.
- Ensure that departments are not overpaying or underpaying postage due to mail piece size, shape, and weight. Rates and regulations change annually, at a minimum. CMS employees remain current on these changes in order to process your mail accurately.
- Centralizing USPS, UPS, and FedEx mail and shipment processing through CMS enables us to capitalize on postage savings opportunities based on volumes, which benefits the entire university.
- Packages weighing more than one pound have to be presented to a USPS window... unless processed through CMS.
- Audit UPS and FedEx invoices for service failures, obtain postage refunds, and remit them to our campus customers.
- If any package/parcel is processed through CMS and is damaged, CMS handles the insurance claim process with USPS, UPS, and FedEx.
- Centralizing mail and shipment processing through CMS reduces the number of times USPS, UPS, and FedEx vehicles are on campus,

optimizing the safety of pedestrian traffic and reducing the University's carbon footprint.

- Centralizing UPS and FedEx mailing and shipping through CMS reduces the number of individual accounts for the University; therefore, reducing the number of checks that have be cut in order to pay each of these individual bills. Each of these individual checks costs the University approximately \$10.00 to prepare.

**Facilities Storeroom** has been in the "sign" business for quite some time. They continue to expand their creativity in this area. Their services include custom made signs and name tags.



3" x 2" \$5.00 and 3" x 1-1/2" \$5.00

Other sizes and shapes are available starting at \$4.00 ea. Quantity discounts available.  
 \*Never a logo set-up charge.  
 \*Never a delivery charge on campus.

Our name badges feature high quality metals and plastics, sublimated logos, rotary and laser engraving. We specialize in custom name badges made to your specifications. Check out more styles by giving us a call.

