

F. M. News

K. S. U., Division of Facilities

Newsletter, March 2012



Unleashing your potential

8 Qualities of Remarkable Employees



Forget good to great. Here's what makes a great employee remarkable.

Great employees are reliable, dependable, proactive, diligent, great leaders and great followers... they possess a wide range of easily-defined—but hard to find—qualities.

A few hit the next level. Some employees are remarkable, possessing qualities that may not appear on performance appraisals but nonetheless make a major impact on performance.

Here are eight qualities of remarkable employees:

1. They ignore job descriptions. The smaller the company, the more important it is that employees can think on their feet, adapt quickly to shifting priorities, and do whatever it takes, regardless of role or position, to get things done.

When a key customer's project is in jeopardy, remarkable employees know without being told there's a problem and jump in without being asked—even if it's not their job.

2. They're eccentric... The best employees are often a little different: quirky, sometimes irreverent, even delighted to be unusual. They seem slightly odd, but in a really good way. Unusual personalities shake things up, make work more fun, and transform a plain-vanilla group into a team with flair and flavor.

People who aren't afraid to be different naturally stretch boundaries and challenge the status quo, and they often come up with the best ideas.

3. But they know when to dial it back. An unusual personality is a lot of fun... until it isn't. When a major challenge pops up or a situation gets stressful, the best employees stop expressing their individuality and fit seamlessly into the team.

Remarkable employees know when to play and when to be serious; when to be irreverent and when to conform; and when to challenge and when to back off. It's a tough balance to strike, but a rare few can walk that fine line with ease.

4. They publicly praise... Praise from a boss feels good. Praise from a peer feels awesome, especially when you look up to that person.

Remarkable employees recognize the contributions of others, especially in group settings where the impact of their words is even greater.

5. And they privately complain. We all want employees to bring issues forward, but some

problems are better handled in private. Great employees often get more latitude to bring up controversial subjects in a group setting because their performance allows greater freedom.

Remarkable employees come to you before or after a meeting to discuss a sensitive issue, knowing that bringing it up in a group setting could set off a firestorm.

6. They speak when others won't. Some employees are hesitant to speak up in meetings. Some are even hesitant to speak up privately.

An employee once asked me a question about potential layoffs. After the meeting I said to him, "Why did you ask about that? You already know what's going on." He said, "I do, but a lot of other people don't, and they're afraid to ask. I thought it would help if they heard the answer from you."

Remarkable employees have an innate feel for the issues and concerns of those around them, and step up to ask questions or raise important issues when others hesitate.

7. They like to prove others wrong. Self-motivation often springs from a desire to show that doubters are wrong. The kid without a college degree or the woman who was told she didn't have leadership potential often possess a burning desire to prove other people wrong.

Education, intelligence, talent, and skill are important, but drive is critical. Remarkable employees are driven by something deeper and more personal than just the desire to do a good job.

8. They're always fiddling. Some people are rarely satisfied (I mean that in a good way) and are constantly tinkering with something: Reworking a timeline, adjusting a process, tweaking a workflow.

Great employees follow processes. Remarkable employees find ways to make those processes even better, not only because they are expected to... but because they just can't help it.

Written by Jeff Haden

<http://www.inc.com/author/jeff-haden>



The open house for new KSU Recycling Center was held February 10th. The recycling center is located between Weber Hall and Hoeflin Stone House, where the old Wind Erosion Lab use to be located. Pictured above with Dr. Kirk and Noel Schulz are Facilities staff who work in that area. Left to right are Manager Warren Berg, James Acosta, Michael Ashcraft, Dr. and Mrs. Schulz, Kim Caffrey, Supervisor William Spiegel and Cherry Rosenberry in front. Check out the video: http://www.youtube.com/watch?feature=player_embedded&v=QsKNIZyorUY



Facilities lost one of their own this last Sunday.

Nicole L. Sloan, age 31, passed away peacefully at her home, February 26, following a courageous fight with cancer. Nicole started

working for Facilities after high school in August of 1999. She worked on the evening custodial crew at Seaton Hall. She will be

remembered for her sweet disposition, her contagious smile, and willingness, under all circumstances, to persevere. Nicole loved animals and volunteered a lot of her free time working at Sunset Zoo and helping groom pets for a business in Manhattan. Memorials have been established for the Johnson Center for Basic Cancer Research at KSU and for the Friends of Sunset Zoo.

Save the date... 

Did you know that one hundred and fifty years ago the newly formed Kansas State Agricultural College came into being?

That makes Kansas State University 150 years old in 2013 and that is a good reason to **PARTY**.

K-State will be celebrating this event next year with kick off celebrations starting on February 14. So mark the date on your calendar and plan to enjoy the celebrations that are to come. As the time gets closer more detail will be available.

Just think, there were 52 students in 1863 and this semester there are 22,518. We've come a long way, Baby!

 *March Birthdays*

- 3-2 David McMullen, Su Maloney, Joe Myers, Eugene Williams
- 3-6 Andre Murphy, Michael Price, Marvin Childs, Larry Darrow
- 3-8 Patricia Merritt
- 3-9 David Debusman

3-11 Dallas Hirsch
Daylight Savings Time



- 3-12 Jody Snowberger
- 3-18 Diane Wester
- 3-19 Daniel Boller, Thomas Bartlett
- 3-20 Charles Kranz
- 3-21 Michael Ashcraft
- 3-22 Michael Salsbury, Abe Fattaey
- 3-24 William Hynek, Brian Morgan, Harry Sender
- 3-25 Stephanie Brecheisen
- 3-29 Susie Kohler
- 3-30 Christopher Fleeker, Douglas Ray

Indoors or out, no one relaxes in March, that month of wind and taxes, the wind will presently disappear, the taxes last us all the year.
~ Ogden Nash

Who is New...

January 30, 2012

Melanie Klein was hired as a temporary Landscape Architect II. She is working for Mark Taussig in the Planning Department



February 6, 2012



Warlito S. Borbolla was hired as a temporary Custodial Specialist. He is working for Warren Berg on the Custodial day crew.

Max Collado was hired as a temporary Custodial Specialist. He is working for Steve Greinke on the Custodial night crew.



February 20, 2012

Timothy McDaniel was transferred to Financial Services. He is working for Elke Yergin in Accounts Payable.



Kirk Bryant was hired as an Electrician Senior. He is working for Cliff Slocum in the Electrical Shop.

February 27, 2012

February 13, 2012



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

Thomas Bartlett was hired as a Buildings Construction Inspector. He is working for David McMullen in Planning.



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



Please let us know if you have an article of interest for the FM Newsletter. Contact Lynn at 117a Dykstra Hall, by email, lynn@ksu.edu or call 532-1719. Any employee is welcome to submit information for “My Piece of the Picture” telling us how you fit into the picture of our organization. We value your input. If a supervisor, manager other KSU employee noticed a Facilities employee who is doing their job above and beyond the call of duty, who went out of their way to make your work area a better place to be, Please, let us know. Forms can be found at our Web site: <http://www.k-state.edu/facilities/forms/>

WESTAR ENERGY CERTIFIES BUILDING OPERATORS

TOPEKA, Kan., Feb. 6, 2012 —Westar Energy is pleased to announce that 39 area building operators and facility managers have completed a series of classes to earn their Building Operator Certification (BOC) Level I or Level II designation. Co-sponsored by Midwest Energy, the program educates employees responsible for maintenance and operations of large buildings and their complex heating, mechanical and electrical systems.

“We commend these employees and their employers for making an investment that demonstrates their commitment to reducing their energy use,” said Paula Carvell, manager, demand side management programs. “Facility operations and maintenance activities are critical to the efficient operation of commercial and industrial buildings. The BOC program provides an opportunity for Westar Energy to help train our customers’ employees who, in turn, can have a significant impact on their company’s energy use. Previous BOC participants have reduced their facility costs by thousands of dollars, so the payback to employers can be immediate.”

Participants receive a nationally-recognized certification by completing a series of monthly training sessions, exams and take-home project assignments. They gain firsthand experience using the tools and methods taught in class to build records on their organization's electrical systems, HVAC operations, lighting levels and controls and annual profiles of energy consumption. Upon completion, they have in-depth reference manuals as well as access to BOC's wide network of participants, experts and resources to leverage for troubleshooting, best practices and advice.

BOC graduates cite benefits that include gaining a comprehensive, strategic perspective; increased knowledge and confidence on the job; access to tools that allow them to be more responsive and

proactive at work; and saving time, energy and money.

The following building operators have successfully completed the BOC Level I course series that began in June 2011 and ended in December 2011, pictured left to right, Matt Smith, Ed Heptig, Dale Boggs, and Casey Lauer, all from Division of Facilities.



Don't delay!

Sign up for a free Health Screening appointment on the days listed below. A health screening is necessary to complete the health assessment, both of which are required activities to be eligible for discounted premiums on health insurance. These free screenings are one of three ways to get your biometric information, with the other two choices a home test or visit to your physician.

Your Health Screening and Assessment must be completed by July 31, 2012.

Upcoming Dates at Kansas State University Student Union - Room 212

Tuesday, March 13 - Deadline to sign up is March 8 at midnight

Wednesday, March 14 - Deadline to sign up is March 9 at midnight

Thursday, March 15 - Deadline to sign up is March 12 at midnight

Friday, March 16 - Deadline to sign up is March 13 at midnight

Tuesday, May 8 - Deadline to sign up is May 3 at midnight

Wednesday, May 9 - Deadline to sign up is May 4 at midnight

Thursday, May 10 - Deadline to sign up is May 5 at midnight

Friday, May 11 - Deadline to sign up is May 6 at midnight

To get an appointment:

Register on-line: Log in to your account (or register one if you do not have an account) on the wellness portal at www.KansasHealthQuest.com and click on "Health Screenings" from the left menu and then select "Onsite Screenings."

By phone: If you do not have internet access, please call toll-free 1-888-275-1205 and select option 5 for assistance making an appointment.

Remember, you must earn 20 points by July 31, 2012, to be eligible for the reduced premium on health insurance for 2013. The Health Screening and Assessment are worth 5 points each, these 10 points cannot be earned in any way other than receiving a health screening at home, through your physician or at one of the free screenings above AND completing the self-assessment on the Health Quest Portal. Complete information on this portion of the requirement is available on the [Health Screening Website](#).

Any additional points you earn throughout this time period must be manually entered into the HealthQuest portal through the Self-Report choice.



February 22, 2012, Mary Yonning retired for the second time. She worked 32 years, retired and then worked 10 more years as a Temp! Mary was very surprised by a visit from Willie, who came by Cardwell Hall to wish Mary a happy retirement! Mary has been working for Steve Greinke on the Custodial night crew.