



# OSU Facilities Management Newsletter

AUTUMN 2015 ISSUE



**Rick Krysiak**  
Chief Facilities Officer

I want to welcome everyone to our new Facilities Management Newsletter! We developed this newsletter to be a communications tool for our employees. We are a large organization with a lot going on all the time and it's hard to keep everyone up to date on everything that is happening in Facilities Management. We hope this newsletter will help get the word out on all major activities. I want to thank everyone that has been involved with getting the newsletter published, especially Marla Boles who spearheaded the project.

I also want to thank everyone for their continued support of our Next Level efforts. I know the transition to our Next Level structure has not always been easy and we still have more to do, but want to let you know that we are seeing everyone's efforts paying off. We have increased communications with our customers and are doing the right things, for the right people, at the right time. The numbers of customer complaints are down and the numbers of positive comments are up. That's great news! We are planning to have another "All Hands" soon so we can provide everyone a more detailed update on our Next Level efforts.

In conclusion, I want to encourage everyone to read the whole newsletter and provide feedback to us so we can make the document even better. I also want to thank everyone for working hard each day to make OSU a great University. What we do on a daily basis provides the foundation that enables the University to function and grow. We have accomplished much since January 2015 and have a lot more on the horizon to do. I look forward to working with all you to make it all happen. Thanks again!

*Rick*

## *Adrian's Corner*

*Adrian Self, Director of Facilities*



### *A Big Thank You to FM Employees*

In my 40 plus years at OSU, I continue to be impressed with FM individuals who go out of their way when emergency help is needed. Many times without even being asked! I remember back this past year when snow started to fall or the recent two storms, when all elements of FM came together as a team to get this "city sized" area back on its feet. FM has countless numbers of individuals going above and beyond on a regular basis. I am often reminded that this is part of our job duties but it still takes willing individual efforts to make the FM Team work as an organized unit. I have memories of the all night/weekend events to restore power or chilled water, or to move piles of snow and ice or to make temporary repairs to roof and drainage systems. This doesn't happen with sheer will but with organized will-power from many individuals! These efforts often go unseen, but I can tell you they are noticed by faculty, staff, students and even fellow employees as represented by the many "Thank You" emails and conversations we receive. You can read some of the many "Thanks" on the customer comments page later in this newsletter.

I want to thank those who volunteer, including the helping elves that head up our United Way and the Feed Our Own Campaigns. They organize events such as chili, snack, popcorn and soda sales during break times which add funds to the efforts. And finally, thank you to all who contribute baked and other food goods to FM Feed Our Own Campaign!

Moving ahead I want to recognize and introduce the following individuals of the Staff Advisory Council (SAC) and Facilities Management Advisory Committee (FMAC) who have been elected by their peers as employee representatives for the betterment of FM and the work environment. They take their mission seriously by bringing employee issues to the table for discussion and possible resolution. We should all be proud of their efforts and you should seek them out with thoughts and ideas.

*Adrian*

## Staff Advisory Council (SAC)

### Purpose/Mission:

The OSU Staff Advisory Council (SAC) was established in 1975 as the voice of the staff to OSU Administration. SAC aids the President and the Administration by providing information about the way decisions can and do affect the University staff through policies and procedures. Made up of 27 representatives throughout the OSU-Stillwater campus, there are currently four (4) representatives from Facilities Management serving terms on the OSU Staff Advisory Council.

### Highlights:

Each spring the Staff Advisory Council presents the Distinguished Service Awards at the Staff Development Day Luncheon. All staff members are encouraged to attend this free function to honor award recipients from across the OSU campus. SAC is also responsible for providing Service Awards each year to honor five (5) years to fifty (50) years of service to OSU with an assortment of OSU-related gifts. Fundraisers conducted throughout the year raise funds for Staff Scholarships, which are given out annually.

Facilities Management staff may contact any one of these SAC representatives with issues or concerns that need to be brought before the Council for the benefit of OSU staff.

- ❖ Currently, applications are being accepted until 5:00 p.m., Friday, September 25, for the Distinguished Service Award. Applications may be submitted electronically from <https://sac.okstate.edu/staff-awards> or submitted through Campus Mail. In addition, SAC Representatives are selling tickets for the SAC Homecoming Raffle, which includes four (4) tickets to the Homecoming game. The raffle runs through noon, Wednesday, October 14. You may purchase tickets (\$1 each or 6 for \$5.00) from any of your SAC representatives.
- ❖ Staff Advisory Council has recently updated their website at <https://sac.okstate.edu/> and staff members are invited to visit the new Staff Advisory Council Facebook page!



Jenny Gililand, Energy Services, Public Relations Committee and is also serving on the Distinguished Service Award Sub-Committee this year.

Aaron Moore, Zone 1, Fundraising Committee, which raises funds in support of staff scholarships and events.

Chris Ness, Zone 2, Rules and Procedures Committee.

John Stephens, Landscape Services, Awards and Recognition Committee responsible for the Staff Development Day luncheon, speaker and awards to be given at the annual event.



## Facilities Management Advisory Council (FMAC)

It is the mission of Facilities Management Advisory Committee (FMAC) to further communication among staff members via elected representatives from each department and make recommendations to the Director of FM on matters of concern. Additionally, the team of up to 15 delegates seeks to foster cooperation, leading by an example of positive attitude.

The current focus is on assisting with the United Way fundraiser and early awareness of FM Feed Your Own Campaign, a program started 23 years ago to provide Christmas meals, with a turkey and all the sides, to our co-workers that may benefit. It is completely confidential and organized by self-nominations only; donations are disbursed the week before Christmas. For more information, you can contact an FMAC representative.

Upcoming activities include t-shirt and hoodie sales featuring the old Pistol Pete logo in front of a banner promoting our change from Physical Plant to Facilities Management. Employee of the Year nominations also begins in October. Please speak with your representative or e-mail [FM.AC@okstate.edu](mailto:FM.AC@okstate.edu) with any questions or ideas you would like to see discussed.

FMAC Members: Tiffany Munday, Scott James, Christopher Ness, Wes Kinsler, Alan Worthy, John Gleason, Kirk Van Overbeke, James Whitmore, Steven Weeks, Robert Bartmess, Casey Keyser, Jacqueline Tucker, Tony Pugh and Joey Keel.

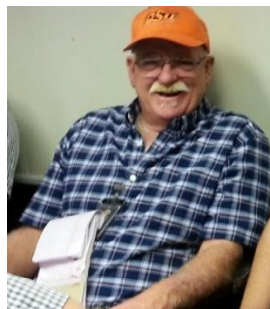
Pictured Below (left to right): Tony Pugh, Alan Worthy, Kirk Van Overbeke, Scott James, Tiffany Munday, Steven Weeks, Casey Keyser, and Robert Bartmess



## TELL ME SOMETHING GOOD!



Ron Tarbutton, Director of FM Operations and Maintenance, started a new tradition with his weekly O&M Team meetings. He starts each meeting with the song "Tell Me Something Good" and then employees are encouraged to tell the group something good that has happened this week! What a positive and up beat way to start your meetings!!! The benefits of applying positive thinking in the workplace are tremendous. Positive thinking can help you realize things that you never thought were possible, excite enthusiasm of our work, stimulate creative problem solving and just makes your work life so much more fun! [Ron and the O&M Team challenge other departments to start their own "Tell Me Something Good" Program!!](#)



## *FM Organization News*

### *Operations and Maintenance*

Ron Tarbutton, Director

This past summer we worked through drought, floods, bugs, broken windows, roofs blown off, utility outages, new facilities brought on line, training, new AiM, mobile devices, new processes, new organizational structure, and our personal stresses caused by change.

Will Rogers commented, "Even if you're on the right track, you'll get run over if you just sit there." Well we have not been sitting still. We turned "because we've always done it this way" on its head. We've solved both old problems and new problems. We focused more on improving communications by engaging with our customers, using their input and continually providing feedback on progress. It's true that we still have a lot of room for improvement, but I am very pleased with the progress we have made. Employees are communicating and supporting each other, both in the departments and across department lines.

### *Construction and Contract Services*

Chuck Cassidy, Director

Construction and Contract Services (CCS) is working to develop its business plan on how best to deliver services in the best possible time and for the budget the clients can afford. We are working closely with Long Range Facilities Planning (LRFP) on several joint projects under development and have been involved in recent demolition projects to make way for the new Central Plant starting construction in the near future.

Kenny Davis, CCS Construction Manager/Facilities Operations Specialist, has been working over a year on a \$1M irrigation project in Chickasha that is nearing completion for the Agricultural Research Station.

Heath Pickens, CCS Construction Manager, and the FM In-House Construction Team are assisting Craig Spencer, FM Utilities Engineer, on a rush fence line relocation to support the upcoming changes to Western Road.



## Energy Services

James Rosner, Director

### Central Plant Groundbreaking



FM-Energy Services has broken ground on the new Central Plant facility on Friday September 18, 2015. The 73,000 SF Facility will consolidate the Energy Services into one building for Utilities Production, Electrical and Utilities Distribution, Utilities Engineering, Energy Management and Sustainability, and Geospatial Systems. The plant capacity is sized for 12,000 tons of cooling and 220,000 lb/hr of steam for the current load and will add one additional 4,000 ton chiller and 60,000 lb/hr boiler when needed. The Central Plant will also have an 80-person classroom for engineering classes and is scheduled to be complete in the fall of 2017. For the full story about the event: [news.okstate.edu/articles/osu-breaks-ground-new-central-plant](http://news.okstate.edu/articles/osu-breaks-ground-new-central-plant).

### *FM Energy Services at the groundbreaking of the new Central Plant*



# Business Operations

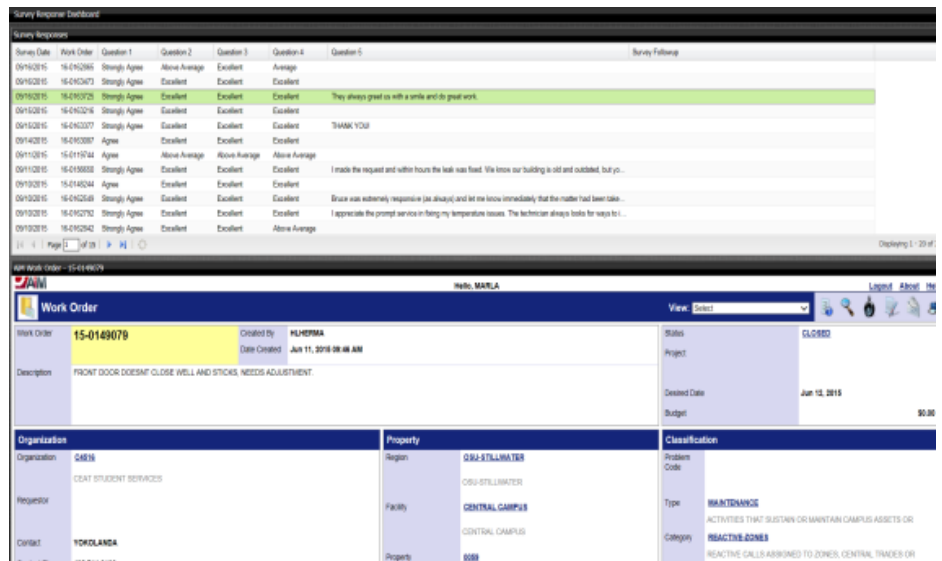
Troy Levings, Director

- ❖ Upon the approval by the FM AiM Committee, the AiM desktops will be changing later this year. FM will be migrating to a newer version of AiM. The new version is 8.1.1 build #29. Training will be provided for the users impacted by this change. The changes are only slight to the mobile device users. Official dates of the change will be announced soon. Below is a "sneak peek" of the new AiM version.



- ❖ A NEW and IMPROVED FM WEBSITE will be coming in the near future! The new website layout will make it easier to navigate for most users, and the pages will be more uniform across the FM organization.

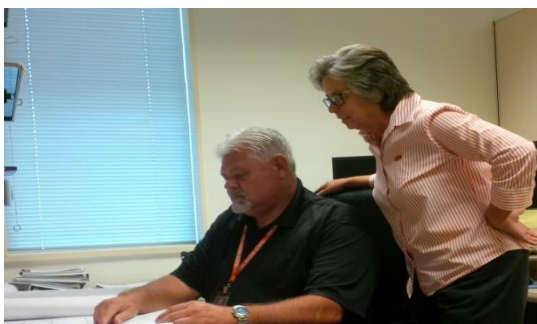
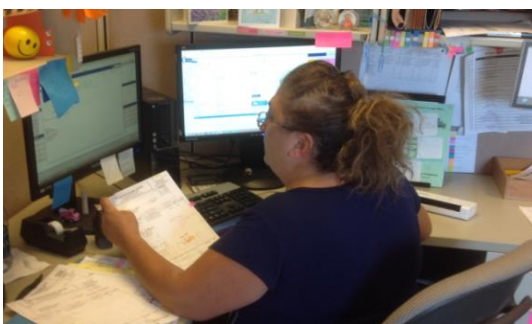
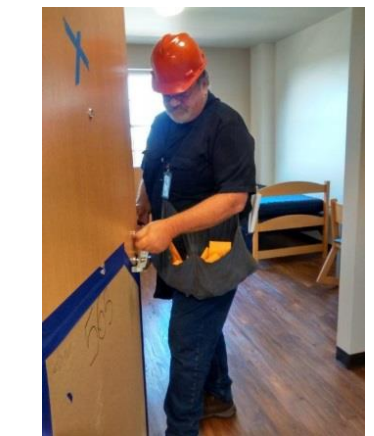
- ❖ To allow FM employees quicker access to customer work order survey comments, a new web report has been created and placed on the FM Managers AiM work desks. This will allow the managers to view and share with their employees the comments made by our customers.



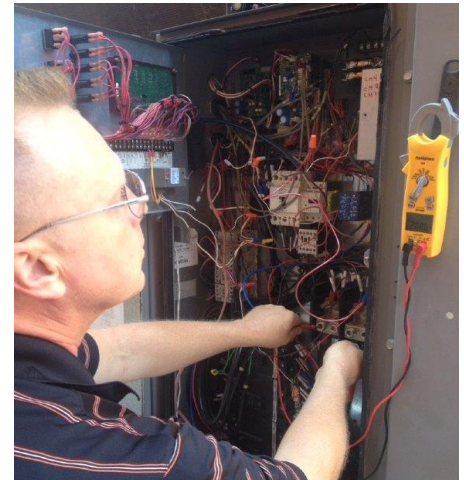


## FM Employees in Action!

FM's Mission is to create and maintain an inspiring campus environment!  
To do that takes a team of individuals in *Action* every day!











DARREN EVANS  
INHOUSE CONSTRUCTION  
CARPENTER



MONTY MAYES  
INHOUSE CONSTRUCTION  
CARPENTER



DUSTY JONES  
INHOUSE CONSTRUCTION  
CARPENTER







## Spotlight on Employees

### Welcome to Facilities Management!



Department	Name	Start Date	Title
BUSINESS OPERATIONS	RICHARDS, MICHELLE	08/08/2015	ADMIN SUPP SPCLT II
BUSINESS OPERATIONS	SMITH, KRISTENA L	07/23/2015	ADMIN SUPP SPCLT I
CONSTRUCT & CONTRACT SVCS	BAER, JULIE A	01/14/2015	SPCLT CONTRACT
CONSTRUCT & CONTRACT SVCS	DREILING, GABRIEL A	04/23/2015	CONSTRUCTN MGR
CT-ASBESTOS	BYRAM, JAMES L	08/27/2015	MAINT AST
CT-ASBESTOS	MARTINEZ, LUIS	9/8/2015	Asbestos Abte. Mechanic
CT-MEP	BATTLES, MARTIN L	01/26/2015	BLDG MAINT MECH II
CT-MEP	BLACKBURN, WADE T	02/23/2015	WTR TREATMENT SPCLT
CT-MEP	BOWYER, MICHAEL J	03/09/2015	BLDG CNTRLS TECH I
CT-MEP	CAMREN, CHRISTOPHER D	06/20/2015	PLUMBER I
CT-MEP	FORQUER, GERROD M	02/23/2015	HVAC/REFRIG MECH II
CT-MEP	JONES, PAUL M	07/20/2015	PLUMBER II
CT-MEP	KNOTT, DANIEL W	02/14/2015	ALARM TECH II
CT-MEP	SPYBUCK, JAMES C	02/14/2015	ALARM TECH II
CT-STRUCTURAL TRADES	ADAMS, ANNA M	04/20/2015	PAINTER II
CT-STRUCTURAL TRADES	EVANS, RICKY	04/06/2015	MAINT AST
CT-STRUCTURAL TRADES	HAGLER, SHELDON C	08/04/2015	ROOFER II
FSS-MOVES	CLARK, WILLIAM J	07/20/2015	MTRL MOVER II
FSS-MOVES	LEWIS, CHARLES D	07/20/2015	MTRL MOVER I
Z1	SANDERS, BRIAN W	02/16/2015	PLUMBER II
Z2	KAIL, GREGORY C	04/13/2015	BLDG MAINT MECH I
Z2	LANN, MICHAEL E	04/27/2015	ELECTRICIAN I
Z2	MOON, JAMES E	07/23/2015	ELECTRICIAN II
Z2	NESS, CHRIS	02/02/2015	BLDG MAINT MECH I
Z3	MCMILLAN, JOHNATHON E	01/31/2015	ELECTRICIAN II
Z3	PETERSON, TERRY K	08/30/2015	PLUMBER II
Z4-APT	BROWN, MATTHEW J	06/22/2015	PLUMBER II
FSS-MOVES	SHAY, JACOB S	07/29/2015	MTRL MOVER I
INSTALLATION SERVICES	MORALES GIRON, RICARDO E	08/30/2015	GROUNDSKEEPER II
INSTALLATION SERVICES	PASMORE, HOLLY K	03/02/2015	COOR GREENHOUSE
LANDSCAPE ADMIN	RICHARDSON, RUOJIA(Brooke)	08/03/2015	SR ADMIN SUPP AST
MAINTENANCE SERVICES	CARTER, ALEXANDRIA J	06/22/2015	GROUNDSKEEPER I
MAINTENANCE SERVICES	DAVIS, CHRISTOPHER S	08/03/2015	GROUNDSKEEPER I
MAINTENANCE SERVICES	FIELDING, AARON G	07/05/2015	GROUNDSKEEPER II
MAINTENANCE SERVICES	HESTON, DEREK A	07/01/2015	GROUNDSKEEPER I
MAINTENANCE SERVICES	JAMESON, DAVID S	06/15/2015	GROUNDSKEEPER I
MAINTENANCE SERVICES	LINK, DANIEL J	08/24/2015	GROUNDSKEEPER I
MAINTENANCE SERVICES	PHILLIPS, JASON R	08/10/2015	GROUNDSKEEPER I
MAINTENANCE SERVICES	VANDERWORK, DAKOTA L	06/23/2015	GROUNDSKEEPER I
MAINTENANCE SERVICES	YUNDT, MARTIN E	02/23/2015	GROUNDSKEEPER II
UNIVERSITY MAILING SVCS	EVERS, TYLER J	06/29/2015	MAIL PROCESSOR I
UNIVERSITY MAILING SVCS	FUNKHOUSER, LAURYN E	01/31/2015	ADMIN SUPP SPCLT I
UNIVERSITY MAILING SVCS	NEIGHBORS, MARGARET C	06/29/2015	MAIL PROCESSOR I
UTILITIES DISTRIBUTION	AXTON, TERRY D	05/04/2015	PLUMBER II
UTILITIES DISTRIBUTION	HETHERINGTON, COLBY C	05/04/2015	CREW LDR UTIL DISTR
UTILITIES ENGINEERING	ANDREWS, JAMIE L	07/06/2015	ENGR
UTILITIES ENGINEERING	SPENCER, CRAIG R	04/01/2015	ENGR
UTILITIES PRODUCTION	NIEDZWIECKI, FRANCIS M	07/05/2015	CENT PL MNT MECH I
UTILITIES PRODUCTION	RAMSEY, DUANE B	02/23/2015	CENT PL MNT MECH I
FACILITIES MANAGEMENT IT	KRUEGER, MICHAEL	5/18/2015	COMPUTER SPECIALIST II



## Spotlight on Employees

*I would like to send a  to a Fellow FM Employee!*

❖ **From: Voss, Mike**

Sent: Friday, September 11, 2015

To: Ron Tarbutton, Steve Tanner, Steve Cookerly, Adrian Self, John Gleason, David Robinson, Steve Ledbetter, Greg Leeming, Delyn Dickens, Ryan Romero, Charles Vasso, Danny Driskel, Steve Hunsucker, James Rosner, Dustin Lewis, Fred Streck, Micah McDonald, Gerrod Forquer, Nick Hop, Chuck Cicle

Subject: Inclement weather and exceptional OSU employees

Again I don't know where to start with these exceptional OSU employees that continually stand out and amaze me. Friday morning about 2 AM lost power on part of the campus as always these employees came in without question and assisted in restoring power to the campus. From MEP John Gleason, Dustin Lewis, Fred Streck, Paul Jones, Micah McDonald, Nicholas Hop, Gerrod Forquer, from utility Steve Cookerly, Delyn Dickens, Ryan Romero, from z2 Greg Kail and from res life Justin Moore. Also on a further note all the people that came in from GCA custodial's for cleaning up all the water messes. Hopefully I have not missed any one or any department that assisted us in doing a job well done. Kudos to everyone.

❖ **From: Steve Dobbs**

Sent: September 15, 2015

To: FM Operations and Maintenance Staff

Subject: Thank You!

Ron this is late in coming, but I wanted to express my gratitude for the O&M staff that assisted in the wind storm cleanup last Friday. Landscape Service could not have gotten it all tackled in time for the football game festivities without the extra help. The participants provided detailed assistance in picking up branches, smaller twigs and limbs.

We are truly grateful for the team support. Please pass on to the appropriate zone and shop managers our sincere appreciation from the Landscape Services Department!

Thanks, Steve

FM Landscape Services Manager

(If you would like to send a "Thank You" to a fellow FM employee, please send your Manager the write up and they will get it to the Newsletter Editor)

## Comments from Our Customers



"Room looks great! (CT - Asbestos), CEAT

"The Zone 4 – Vet team takes care of business!!!" Vet Med

Thanks for the quick turn around on the jockey pump for the lab chilled water heat exchanger in ATRC! (MEP-Electrical/Plumbing/Mechanical HVAC)

"Help was excellent and very fast. Thanks." (Zone 1 & MEP Evening Operations) CEAT

The Abatement Crew got to this task in a timely manner, and kept me informed of progress. They did a great job. Thanks! (CT-Asbestos) CEAT

"The locksmith shop called and gave me an update on what they found and the adjustments they made. I appreciate Bruce's follow through and professionalism." (FSS-Keys & Zone 2) CEAT

"I appreciate the prompt service in fixing my temperature issues. The technician always looks for ways to improve the functioning of the HVA in our old building so we are more comfortable." (MEP BSG) Theatre

"The staff member met with me to discuss what they had done to correct the issue and gave me guidance when I asked what we could do to prevent the drawer handles from loosening and falling off in the future." (FSS-Keys & Zone 2), CEAT

"Thank you very much (Z2). Your maintenance employee went above and beyond to track down the source of the problem then came to me when completed. He also found that our sprayer nozzle was not working and replaced that as well. Steve Ledbetter did a follow-up phone call too." Industrial Engineering

"Great job - Zone manager saw that the bldg had a history of leaks and was in need of painting, so they took the opportunity to paint the entire wall. Appreciate the attention to detail." (Zone 1) CEAT

"The Truck Services Team is always very professional and accommodating when our moving projects arise!" (FSS-Moves) Denise Weaver, Executive Assistant to Provost

"The hole was patched quickly as well thoroughly painting over the complete project." (Zone 3) Res Life

"Steve, you have a great crew and I really appreciate their efforts. Chuck Cicle got us out of a bind yesterday with a quick fix for a lab sink with a drain stem that broke. Bruce is doing a great job with repair of broken lights and fan coil motors. Greg has done a great job with the power issues on the 3rd floor ATRC. Please pass along my sincere thanks to your zone crew." Sincerely, Gary Thacker, Process Fluids Lab Specialist, ATRC

"Jana, I just want to say that your department (UMS) is excellent when it comes to customer service! I appreciate the help with our Honor Roll envelopes last week and now helping us out with bringing stamps over to the office. Thanks so much to you and your staff for being a department we can count on!" "Bambi Greer, Executive Financial Assistant, Office of President

"Hi Steve – this afternoon I had a meeting on the west side, 4th floor of the Student Union. Because I got antsy, I stood up and looked out the window, and got my first glance of the Formal Gardens from "above". When I saw you that day the planting was going on I had no idea how spectacular the gardens would be once everything matured and filled in. Absolutely stunning. I wish everyone on campus would go up high and take a look. I just wanted you to know how much I appreciate the beauty of our campus, and hope to never take it for granted." (Landscape Services) Mary Talley, Department of Wellness



## Facilities Management Wellness

Healthy, Happy and Having a Blast

You may have come across the slogan America's Healthiest Campus® within the past couple of years. This remarkable movement has been going on within our university and is intended to reach and benefit all who wish to take advantage of this and get on the road to a healthier lifestyle. It is not intended to make anyone do something that they do not wish to do or to make anyone uncomfortable. It is simply a tremendous resource that is available. Although when many think of health they tend to focus on the physicality of it. Diet and exercise dominate the conversation. Our goal for health is much more encompassing and complete. We view health as not only physical, but emotional, social, spiritual and professional as well. To this end, a network of people was created to help get information and resources to their respective areas. This organization is the Innovator program and the Innovators for Facilities Management are Joey Keel and I, Dave Brown. In coordination with this quarterly wellness report, we have created a metal, magnetic bulletin board that is located by the supply counter. Check this board often for events and programs available to you as well as benefit information and resources that OSU provides to help you. You might find recipes that we've tried and liked, or even information and resources on how to care for an ailing loved one. If you have anything you would like us to post or get out to everyone either on the board or this article, please let us know. And please let us know your ideas of what we can propose to do to help you be a healthier you. *David Brown, Landscape Design Manager*

## Facilities Management Sustainability

FM "Walks the Talk" of a Better Future **OR** Reduce, Reuse, and Recycling is Second Nature for FM

The Office of Sustainability has been watching you, and we are very pleased with what we see! We see FM employees using durable cups and mugs for both cold and hot drinks. We witness you printing or writing on both sides of the paper. We spot you keeping that used box for your next mailing.

We also notice when you recycle your empty plastic bottles and aluminum cans. We see you take metal to the scrap yard. We even catch you flattening boxes so GCA can fit more cardboard into the green recycle dumpsters.

By reducing our reliance on disposable products and recycling the materials that we cannot reuse, we are doing a huge favor, not only to the Earth, but to our grandchildren. About 70 million people join us on this planet every year, but the Earth cannot add finite resources like metals and oil, nor can it grow renewable resources, like trees, fast enough for our consumption.

When we reduce and reuse discards, we are utilizing our natural resources wisely. When we recycle, we are recovering matter that can then be melted down or pulped into new material and made into new products. The alternative is burying those materials in a landfill or burning them. What a waste!

As FM employees, you deal with a lot of materials, so you understand the value of reducing waste, reusing what you can and recycling the rest. It becomes second nature to you. Well, we would like to see it become second nature for every department on campus. So, keep it up FM!

- OSU's Recycling & GCA recovered about 400 tons of cardboard last year, equivalent to about 6,800 trees!
- Used shopping bags on demand in Procurement Services. Just one example of FM ingenuity!

*Ilda Hershey, FM Sustainability Coordinator*



## Dates and Events to Remember!

- ❖ MARK YOUR CALENDAR! 2016 Online Annual Benefits Enrollment Begins Thursday, October 1, 2015. Online Annual Benefits Enrollment is from Thursday, October 1, through Friday, October 16, 2015, at 6:00 p.m. All employees must login to Web for Employees, during this time to complete their benefit elections for 2016.
- ❖ Employee Engagement (Satisfaction) Surveys will be conducted mid-October. Results of the survey will be shared with all FM employees.
- ❖ 2015 United Way Theme: CHANGE THE WAY YOU LIVE UNITED! Jenny Gililland is the FM United Way Captain. Volunteers are needed! Email: [jenny.gililland@okstate.edu](mailto:jenny.gililland@okstate.edu)
- ❖ Flu shots will be available in November here at FM! Keep an eye out for an email with more information.
- ❖ OSU Training opportunities! To view the list of training opportunities, please visit [talent.okstate.edu](http://talent.okstate.edu)!

We hope you have enjoyed reading the FM Newsletter!

The newsletter will be published 4 times a year; autumn, winter, spring and summer.

If you have suggestions for the newsletter, please submit to you manager who will forward to the newsletter editor. Thank You!