



WASHINGTON STATE
UNIVERSITY

Facilities Services Newsletter



Facilities Services Employee Appreciation Picnic!

July 13, 2017 will be remembered as another successful Facilities Services Employee Appreciation Picnic! Organizing and executing this size of event cannot be done without the hard work of many volunteers. Their efforts cannot be understated. Thank you to all that took time out of their busy schedules to serve on the Planning Committee, Heavy Equipment in cleaning the lot, those who put up the tents, setup the tables and chairs, the decorating crew, Kellie J. and Kelly K. for traveling to Costco to buy all the food and then hauling it back in a 1 Ton truck that didn't have air conditioning on a 98+ degree day. Thank you to the food prep. crew, the cooks, the servers, the Safety Committee, the band, the beverage setup, the waste management/recycling crews, and everyone else that had a hand in putting on this event. What an amazing display of GREAT TEAMWORK! Until next year, when we will do it all again! Thank you for attending!



Thank you to all the volunteers that setup the tents that provided the much needed shade for everyone's dining comfort.



Chefs Ralph Webb and Chris Fischer braving the hot grill, grease, and smoke to provide tasty hamburgers, sausage, and hotdogs. And yes, don't forget the "vege" burgers!



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Enter the Safety Question Contest on the last page of this Newsletter and you could win a PRIZE!

PICNIC.....Continued from front page



"Loose on the Palouse" provided enjoyable music to all at the picnic. (The band found the yellow sign on the door behind them to be quite comical. It reads, "CAUTION High Noise Area Use Ear Protection")



Corrina Johnson and Kellie Jones pictured with the door prizes.



Food lines progressed along and attendees enjoyed their lunch in the shade of the big tents.



Our new Custodial Director, Ben Triplett (pictured above in the vest and tie), started work at WSU that day and stepped in as a server at the picnic. Serving up Tom Burritt's secret bean recipe was Kate Kamerrer, Director of Admin. Services, in the grey polo shirt.



Stacy Pearson, VP of Finance and Administration (pictured on the left) addresses the group after being introduced by Olivia Yang, Assoc. VP of Facilities Services (pictured on the right).



The Picnic Planning Committee provided a plastic Cougar Logo cup for all attendees to the picnic.



See you at
next year's
picnic!

Plant Services Grounds

By Josh Gregg



Plant Services Grounds has experienced some big changes recently! Over the past 1.5 years the Grounds Department has lost 7 employees, including the retirement of Supervisor Kappy Brun. A full crew consists of 17 people so when 7 employees left that equaled 41% of the workforce. This created some major challenges. Plant Services has slowly been working

to fill the open positions, including a recent successful search for the new Grounds Supervisor, which I was chosen to fill.

Derrick Reynolds was chosen for the Irrigation position that was vacated by Josh's promotion. A new position was added in June for a tree, plant & irrigation specialist. Ian MacConnel was the successful candidate and promoted into that position. He will be an asset to the team with his arborist certification and plant knowledge.

Derrick Rogers recently rejoined the Grounds Crew as a GNSS3 and another GNSS3 successful candidate is scheduled to start on August 1. Plant Services Grounds will be filling two more GNSS2 positions in the coming weeks and hope to have a full staff going into the fall. Efforts continue to keep the campus looking great, especially with 5 home football games in the first 7 weeks of school!

Tidal Leadership Completions!



Kate Kamerrer (far right) presented (left to right) Jann Dahmen, Jackie Hendenstrom, and Kellie Jones with their Tidal Leadership Certificates of Completion.

The Tidal Leadership is offered by Washington State University through its award-winning Global Campus. The program consists of a 16-week, 12-module, online, both non-credit and for-credit course offerings culminating in a customized leadership portfolio and leadership certification. Through videos, online group discussions and engaging activities, skilled facilitators deliver the principles of Tidal Leadership in an interactive format. The program recognizes the unique needs of specific groups that have differing professional experiences and workplace challenges. In addition to the general offering, Tidal Leadership has been tailored for graduate students in a for-credit course, mid-career professionals, and women leaders.

CONGRATULATIONS Jann, Jackie and Kellie!



SERVICE AWARDS



Michael Rima
5 Years



Cynthia Arbour
10 Years



Scott Fleischman
10 Years



Paula Jewell
10 Years



Ramsey Stamper
10 Years



Vern Illi
30 Years

Service Awards



Barry Birdsell
45 Years

Service Awards not pictured:

Abigale Walser.....5 Years
Jon Asplund.....15 Years
Tim Johnston.....15 Years
Helen Peru.....15 Years
Rusty Poesy.....20 Years
Steve Westbrook.....20 Years

Welcome New Employees!

Derrick Rogers—Grounds
Nursery Services Specialist 3

Ben Triplett—Director of Custodial Services

Stacey Fertakis-Walk – HR Program Support Supervisor

Michael Stambaugh - Custodian 1



Joe Kline (far right) introduced new employees Ben Triplett (left) and Stacey Fertakis-Walk (center) at the August 2, 2017 Service Awards Presentation in the Carpenter's Shop.



Vic Linderman

Jim Frazier

Eugene Pittman

Ian MacConnel

Joe Kline

Promotions!

Congratulations to Ian MacConnel promoted to Grounds Nursery Services Specialist 3, Josh Gregg (not pictured) promoted to Supervisor of Plant Services, Grounds, and Eugene Pittman promoted to Equipment Tech. 1. Vic Linderman and Jim Frazier joined Joe Kline in congratulating the promoted employees at the August 2, 2017 Service Awards Presentation.

Retirement Congratulations!



Congratulations Gordon Reed!

Gordon Reed (left) is presented with his Retirement Certificate by Joe Kline (right) at a retirement celebration in Gordon's honor on June 29, 2017. We wish Gordon the best! He mentioned he looked forward to having time to do more hunting and fishing. Thank you Gordon for your 13+ years of service to WSU!



Congratulations Jude Durfey!

Olivia Yang (right) presented Jude Durfey (left) with a Retirement Certificate at a reception in Jude's honor on July 20, 2017. Jude has been heard to say she looked forward to having the time to spend with her horses, mules, work in the garden and drive her new green tractor around. Thank you Jude for your 30+ years of service to WSU!



All Campus Picnic is August 18, 2017

11 a.m. to 1:30 p.m. Location: Cougar Way

Be sure to take your WSU Staff ID with you to eat for FREE!

JULY 1, Changes from Human Resource Services

Classified Staff changes effective July 1, 2017

Effective July 1, 2017 probationary civil service employees may use accrued annual leave during their first six months of employment. This removes the previous requirement that an employee must work at least six months before using annual leave. Employees are not entitled to an annual leave payout if they separate with less than six months of continuous service.

Civil Service employees will receive a 2% general wage increase effective July 1, 2017. The pay scales were increased by 2% on July 4th and both appointments and positions were updated by the process. HRS will prepare salary increase notification letters and distribute to areas in late July.

For hourly employees, the TEMPS Hourly and Work-Study minimum and maximum rates have been adjusted to reflect the 2% increase.

A civil service employee progressively accrues annual leave throughout his or her years of state employment. (WAC 357-31-165). Effective July 1, 2017, the annual leave accrual rate for civil service employees will increase to the rates below:

Year – Annual Leave Accrual Rate as of July 1, 2017	Accrual Per Year	Accrual Per Month
1-2 (of continuous state employment)	14 days	9.33
3 (of continuous state employment)	15 days	10.00
4 (of continuous state employment)	16 days	10.67
5-6 (of total state employment)	17 days	11.33
7-9 (of total state employment)	18 days	12.00
10-14 (of total state employment)	20 days	13.33
15-19 (of total state employment)	22 days	14.67
20-24 (of total state employment)	24 days	16.00
25 (of total state employment)	25 days	16.67

Employer Contribution Rate Changes

Employer contributions rates for the WA State Health Care Authority and the WA State Department of Retirement Systems have been identified for FY2018. Rates can be seen below:

Health Care Authority (HCA):

Starting July 1, 2017, the employer based rate will be **\$913** per active eligible employee per month, increasing from \$888.

Department of Retirement Systems (DRS):

The following contribution rates will be adjusted for the following Washington state retirement plans as of July 1, 2017:

Retirement Plan	Employee Rate	Employer Rate
PERS 1	6%	12.70%
PERS 2	7.38%	12.70%
PERS 3	EE election	12.70% Up from 11.18%
LEOFF 2	8.75% Up from 8.41%	8.93% Up from 8.59%

Facility Information Resource Management (FIRM)

By Blair Myron

Meet the FIRM – The Archives



This series is designed to introduce what each of the Facility Information Resource Management (FIRM) areas do and what services they provide to Facilities Services and WSU as a whole. We will publish new installments in future issues of the Facilities Services newsletter. For our second installment of the “Meet the FIRM” series, we will talk about the Facilities Services Archives.

The Archives at McCluskey provide an immensely valuable asset to the development, operation and maintenance of WSU’s facilities and infrastructure. Whether you need record drawings, O&M’s, specifications, site surveys, old maps — or even just institutional knowledge about the history of a facility — there is bound to be something in the archives to help guide your next project.

Leveraging this information in a way that is both accessible and informative is a top priority. Our goal is to eventually implement a Document Management System that will provide end users with an easy way to find and retrieve information they need electronically on their own. In the meantime there is a lot of work to be done digitizing and capturing metadata for past projects into a file system and searchable database.

The Buildings Directory, brought online in 2013 and accessible on your workstation as your B: drive, serves as our online repository for digitized drawings, project records, O&M’s, R-Sheets and more. As electronic records are submitted to FIRM for archiving they are uploaded to the appropriate folder in the Buildings Directory so they are available in one central location for everyone to view and use.

The Buildings directory is organized by Facility ID Number. Please refer to the [Facility Roster](#) or a campus map if

you need help looking up a particular facilities ID number.

In conjunction with these efforts, FIRM has also been actively developing a database containing metadata for our archived records. Metadata, or “data that describes other data”, summarizes basic information about our records in a searchable format. To date over 55,000 drawing’s metadata has been captured allowing us to search these records by facility, project, date, drawing title, discipline, and a variety of other details. This significantly improves our ability to quickly locate specific documents or search for records in ways that are not possible without these tools.

File Numbers

With over 127 years of history, the University has gone through numerous iterations of project tracking methods and systems. Starting with simple sequential numbers tracked on index cards, these methods grew and evolved into log numbers, facility focus numbers, and now project numbers tracked electronically in AiM. Because these systems for project management change, it is critical to have a long term method of tracking records after close-out in a unified way. File Numbers provide that unification and keep records from different eras organized for the long term. With that in mind, it’s important that a file number is assigned early in a project’s life span so it has a greater chance of appearing on drawings during every stage of development. Fortunately, having a file number assigned to your project is easy! All you need to do is send me an email with your project’s details (bmyron@wsu.edu) and I will assign a file number for you to use.

O&M Reorganization

Over the last year we, with the help of Maja, Heather and Jackie, completed a significant project reorganizing Facilities Services’ collection of Operation & Maintenance Manuals as well as our Central File area. We at FIRM would like to thank them for their assistance in moving over 1000 linear feet of central files and O&Ms! This effort was needed because as the University has grown and new buildings have come online, our limited shelving space left some facility’s O&M manuals out of place and difficult to find. With this reorganization effort complete, our collection of O&M manuals have been rearranged into proper sequential order with additional space for future growth. A guide to the new configuration can be found on the [cougGIS page here](#), and will also be posted in and around the vault (Room 114) for reference.

Archive Services

With such an immense collection of records, it can be challenging to **FIRM.....Continued on page 10**

find specific items or details on your own. FIRM is always available to assist you in locating the information you need and guide you on how to best make use of the many resources that we have available. Below is a brief list of some of the kinds of records we can help you find.



Record Drawings (Major & Minor Projects)
Specifications & Project Manuals
Operation & Maintenance Manuals
Project Records (Central File & Digital)
Testing & Balance Reports
Geotechnical Reports
Topographic Maps
Studies & Reports
Historic Information about WSU Facilities

FIRM is also here to assist you in archiving records from completed projects. Promptly submitting records for archiving at close-out is an important step in the preserva-

tion of project information. This process is also essential in making sure that records are retained in accordance with Washington State's retention schedule. The longer the process takes, the easier it becomes for records to be misplaced or forgotten about.

If you have any questions about the archiving process, would like assistance locating information, or would like to discuss your own archiving needs please get in touch. Blair Myron, Facility Archivist 335-9121 bmyron@wsu.edu



KUDOS

"I just wanted to send a quick note and let you know that **Corrina (Johnson)** waxed my lab and office today. She did an outstanding job! Corrina is such a great support and help to all of us in SBS. We are happy to have her!"

M. Teger

"Just wanted you guys to know your guys (**Shad Nilsson, Eric Sorenson, Ian Allen, Darren Palmer, and Kody Hawkins**) were great today. Went above and beyond and all the management down here (IT/International Programs) thought they did a great job. Let them know they really helped me out with all of their hard work."

J. Hogg

"Your journeymen (**Shad Nilsson, Jeff Guilick, JB Self, Rich Miller, Kody Hawkins, Everett Plotner, and BJ Scholfield**) did a great job finishing the job yesterday. I appreciate your team's efforts in getting this surplus office furniture moved and set up for us. Down the road – we may be in need of your services to set up more cubical work stations as our department grows. Thank you again!"

G. Anderson

Visitor Center Solar Shades Install. Involved in project were **Caleb Hawkins, Rich Miller, Jason Brausen, and Eric Sorenson**. Customer said, "They look great!"

C. Held

For the replacement of the broken window in ITB 2013, comments from customer, "Thank you! Appreciate your fast service!" Employees involved were **Craig Gray and Dave Stodick**.

B. Campbell

"I would just like to extend our thank you to your team (**Angie Wilbur and Amy Zinski**) for our super clean office!! They went above and beyond last night waxing and shampooing. Our office looks fabulous!"

K. Jones

"We did a walk through today (Johnson Tower) and everyone is very happy with the final product. Thank you for the quality work."

F. Benjamin

(The following employees were involved with the project at Johnson Tower mentioned above: **Bill West, Rich Miller, Shad Nilsson, Eric Sorenson, Miguel DeLa Mora, Shannon Beyers, Victor Edenso, Signe Stolz, Jay Cavanaugh, and Michelle Edenso**.)

Another satisfied customer for the Structural Shops on work done in Cooper Publications Bldg. (**Rich Miller and Shannon Beyers**) "Thank you. The floor looks great!"

E. Sala

Food Quality room 100 C floor repair. "It looks great, we are very happy with how it turned out. Thanks your ongoing support of our facility!" Employees involved: **Rich Miller, Shannon Beyers, Miguel De La Mora and Lance Mitchell**.

D. Soler



Thanks for Working Safely!



JOE BECK
is a WINNER!
"Thanks for
Working
Safely!"

Joe Beck questioned whether a lift should be used on the patios at SCUE to wash the windows. After evaluation it was determined that the lift had to be specifically placed in order not to impact classrooms under the patio. Good Job Joe!



TODD STEWART is a WINNER!
"Thanks for
Working
Safely!"

Todd Stewart from Plant Services, Grounds was observed weed whacking on Dairy Road using the correct Personal Protective Equipment (PPE) for the task. Thanks for working safely Todd!

KUDOS!



"We greatly appreciate the consideration, service, and support that you and your Facilities team are providing our (VTH) College in making it possible for us to get high priority projects in the scheduling que for work so that the projects can be completed prior to the October accreditation site visit. I understand that the VTH Exam Rooms have been mostly painted with the chair guards installed. They look

great! Please thanks the paint crew. They did a fine job in a very timely manner. THANKS! I visited the one Equine Isolation stall that the Fac Ops Flooring team installed the new Abacus Flooring product and still have a little work to be done on that stall before they begin the other one. The flooring looks great as do the repaired and painted concrete stall walls! It is always a pleasure to work with you and your team on all things facilities!" **(Employees involved with this project: Bill West, Signe Stolz, Michelle Edenso, Craig Gray, and Dave Stodick)**

M. Malcolm

Open to the public every Friday 10am-3pm



WSU SURPLUS



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WSU Holiday Schedule

Labor Day	September 4, 2017	New Years Day	January 1, 2018
Veterans Day	November 10, 2017	Martin Luther King Day	January 15, 2018
Thanksgiving	November 23-24, 2017	Memorial Day	May 28, 2018
Christmas	December 25 & 26, 2017	Independence Day	July 4, 2018

Facilities Services Safety Committee
Safety Question Contest for the Month of August 2017

Directions: The answer to the question below can be found in one of the chapters of the Accident Prevention Program (APP). Read the question carefully. When you think you have found the answer, you may email your answer to Lorrie Arrasmith lorriea@wsu.edu or print off this page and cut out the form on the dotted lines. You may give the form to your supervisor to send in intercampus mail to Lorrie or drop it off at her desk in room 141 of McCluskey Office building. The names of all employees who submit the correct answer will go into a hat for a drawing. Whoever's name is drawn will be able to pick out one of the monthly safety awards. This contest will be open only until 5 p.m. on August 25, 2017, so get started finding the answer now and win a nice prize! Link to APP Chapters: <http://facops6/safety/APP%20Manual/Forms/AllItems.aspx>

QUESTION: APP Chapter 1 Introduction

Employees are expected to develop their own _____ to _____

for themselves, their _____ and the general public.

Employee submitting the above answer:

Name: _____

Division: _____

June's Safety Question and Answer was from Chapter 17—Heat Stress

The question/answer was: "Outdoor work includes any employee to work in the outdoor environment on a regular basis."



JAMES GARRETT is the Winner!

James entry for the Safety Question was randomly selected from the total entries with the correctly answered questions. Those correct entries not chosen will be placed in the bucket for the annual Safety Award Drawing at the 2018 Facilities Services Picnic.

Thank you to all that entered the contest!

