

McCluskey Addition Move-In

-Joe Kline, Assistant Vice President, Capital



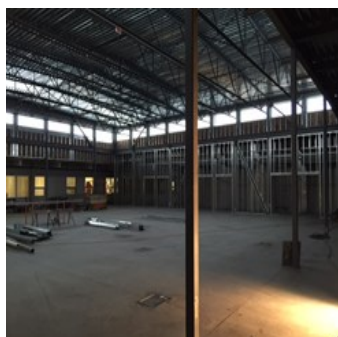
Well, the wait is finally over and the remaining folks from Commons have moved in. The McCluskey project was successfully completed and occupancy was granted on May 26th, 2016, after 11 months of construction. There are still a few punch list items to be completed including installing the remaining lights,

balancing the HVAC system, and some minor paint and carpet touch ups.

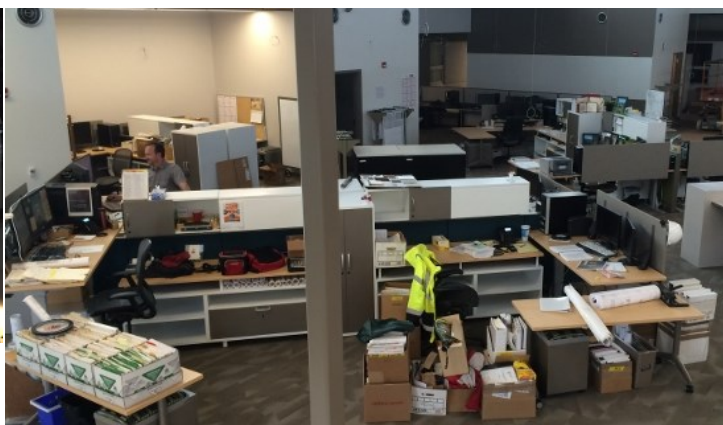
Now that we have the bulk of the Facilities Services staff under one roof, we are looking forward to enhanced opportunities for collaboration and teamwork across all parts of the department. Please feel free to come by the new 'big room' and check out the open office layout. We have the Project Managers, Construction Managers, and Contract Administration folks scattered throughout the space.

The new glass conference room is open for business and can be scheduled via Outlook (190-D). The smaller conference rooms are open and can be used on a 'first come' basis. They are not scheduled.

As the contractor finishes up their work and clears out the remainder of their stuff, we are planning to set up an electronic/hard copy plan review area in the open area between the glass conference room and the break room on the South side. *(continued on page 2)*



Roughed-in new space.



Moving day!

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Notes

Mark your calendars!
Employee Appreciation
Picnic
Wed, July 13th
See you there!!

McCluskey Move-In (continued)

I'm sure the folks who moved will need a few days to get completely settled and caught up with the backlog of emails, etc., but please feel free to contact them if you think anything has fallen through the cracks during the move. And I mean that quite literally! There may have been files, notes, etc., that have literally fallen in a crack, behind a desk, under a box, who knows where.....



While there are many folks to thank in pulling this all together, I would especially like to thank Kevin Poitra and Mike Lavielle (PM and CM respectively) for their good work and perseverance in the wake of the many comments and suggestions received when you do a project for your own department. I also want to recognize the good work done by our Interior Designers, Carpenters, Movers, and FAIS to get the layouts right, everything moved in, and technology working, all in short order. Well done to all!

Many folks have asked about what is to become of Commons. Several departments have toured the building to see if it will solve some of their space needs, but currently there are no firm plans.



Joe's team initiated the new space with a little good-natured fun. They dubbed his office the "Shark Tank" and all wore swim goggles as they approached his office and peered in through the windows at the unsuspecting AVP.



Kudos!

Miguel De La Mora did a great job with our project. He is so friendly and respectful – you are lucky to have him. All of us here in the Library Admin. Office want to extend our thanks to him.
S. Lundquist

I appreciate the metal box **Ryan Gray** made for the newspaper delivery room located in the loading dock area. The time frame from the initial meeting to one morning unlocking the door and having the box in place was minimal. I was very pleasantly surprised at how soon the project was completed. You did such a quality job, it seems a shame to have it tucked away in a dark room. Thank you!
C. Alred

Terri Brunton does a fantastic job keeping the Vet Teaching Hospital looking it's very best, and we sincerely appreciate the amount of work she does every single day. To say that she does her job well is an understatement. I absolutely enjoy working with Terri, and want you to know that she is simply the BEST!
J. Scholfield

I am a graduate student for the School of Fine Arts. Everyday the students leave a mess in all of the facilities in the building (clay, paint, charcoal, you name it!) I am writing this because I want to say thank you to **Paula DeWolf** for doing such a great job keeping the classrooms in order.
S. Cohen & 2016 graduating class



We received the great news that your crew found the pipe that was the "culprit" in our plumbing woes! Please let **Ken Moore, Jim Antoine, Dale Clark, Larry Marshall, Eric Urban, Chad Palmer, Mike Griswold, Craig Roberts and Darren Palmer** know how thankful we are for their efforts! Especially given the far less than favorable aspects of the job. We do appreciate all that your team and Facilities Services does for this historic building and our staff!
D. Hamilton

I wanted to pass along our many thanks our custodian **Tammy Van Dyke**. Tammy has made some big improvements over all in several of CVM facilities. She is always very thorough and pleasant to work with. I have had others compliment her work too. We were pleasantly surprised to learn we are now on twice a week service. Thank you very much!
F. Loaiza

Just a note to let you know that **Bill West, Dean Standon and Rick Fox**, did a beautiful job patching wall damage left by the old pneumatic thermostats. Moreover, their professionalism in working with lab occupants was exemplary. I appreciate what they do, and thank them for a job well done.
T. Amonett

Thanks to **Ted Townsend** for the professional job he did down in the sub-basement of Dana Hall on the wiring and control install. Ted not only performed meticulous work on the wiring and labeling but he cleaned up every bit of his construction debris. He usually had a smile on his face even while working in the hot, humid and noisy conditions of that area. Very much appreciated and our thanks.
A. Barton/C. Ayling

Just wanted to say, one more time, how much the Museum of Art values and valued **Jerry Lund**. He was a member of our team, even though we only got to see him at night, or see that he'd been upstairs when we came to work in the morning. We are thrilled that he promoted to Custodian 3, but sad that he is moving on. Please let him know from my entire staff just how much we appreciated all he did for us and that he will be missed. Also, please give him a hearty congratulations. We are so happy for his success.
AM. Shannon

Rachelle Ragains and Michelle Phillips are both hard working women, they do a great job, and any time we need something they drop what they are doing to come help us out. We really appreciate them and are happy we have them here (School of Molecular Bioscience)!
S. Alderete

We wanted to send some well-deserved thanks to some folks in Facilities Services. Thank you to the guys at **Heavy Equipment**, you did a wonderful job moving us (Gov't Studies/Services, Emergency Mgt) across campus. You were great to work with and made a monumental job bearable. Thanks to the **Key Shop** for making multiple sets of keys so quickly so we could access our new space. And, thank you to **Surplus Stores** for being so speedy to gather all of our surplus items. You all helped make our transition as quick and painless as possible. We are so happy with the service we received from all the departments we worked with and wanted to let everyone know!

Thank you!

J. Lusby

More Kudos!!

We were very pleased with the carpet cleaning in McCluskey 103 and 105! **Angie Wilbur** did such a nice job. **Jake Fleischli** moved computers and wires out of the way, and **Vic Linderman** put us back together by moving guest chairs and tables back into our offices. We were ready to go Monday morning! Thanks so much for all your efforts!
J.Durfey/D.Hulst

Tom Wilson assisted us from day 1 in getting lighting issues addressed with our new Vision Clinic. We are very pleased with the results and we truly appreciate his kind and professional demeanor. He was so very helpful to resolve our specialized lighting needs.
D. Hash

Brandy Dean received a nice email from Jan Luft of Vet Med. Jan mentioned, "Once again, thank-you both for all you do for us. I was talking to Levi O'Loughlin about **Jeremiah Kemp** the other day. We agreed we couldn't make it without him. Can I have some DNA to clone you both?"

Your window washing crew did an outstanding job while cleaning our suite last week for the Dean of Students! Their customer service skills are phenomenal and their attention to detail was very much appreciated! Thanks to: **Barry Birdsell, Joe Beck, Zach Howell, Sam Dailey, Alex Deszo, Evan Easter, Cody Jones, Lauren Kaleikini-Torrez, and Shawn Young.** Keep up the GREAT WORK!!
A. Southard

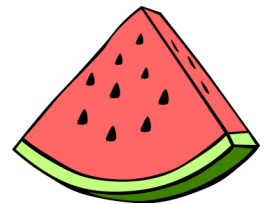
We wanted to pass along a word of "thanks!" to **Vince Gordon** in the Kimbrough Music Building and to **Perry Berger** for coordinating the cleaning of the Kimbrough Concert Hall stage last week. We really appreciate the work that all of you do to keep our spaces clean and liveable!
S. Albers

2016 Annual Employee Appreciation Picnic

Games

Wednesday, July 13, 2016

11:00 AM to 1:00 PM



FREE

Swing and Night Shift Appreciation 7:00PM

McCluskey East Parking Lot



FOOD

PRIZES

Wear your Safety T-Shirt !!

Leave Balances—Let's Remove the Mystery

-Sarah Earhart, Manager, Human Resources

Keeping track of your leave balances can be a job in itself! You're busy, you don't quite remember the day or hours you have taken off. But you would like to know! Especially when planning leave, do you have enough leave to request time off?

Actually, we have a resource that can provide your balances at this web address:

<http://webcorex.fais.wsu.edu/facilitiesservices/leavebalances.aspx>

My WSUID is: 04872851

Supervisor Status: True

☒ View Summary ☐ View Details

☒ View My Event Details

☐ View My Employees Event Details

Accrual Rate for Current Month:

ALR 14.67

SLR 8

Balances by the End of May: (Hours)

AL: 79.63

SL: 34.5

Comp Time: 0

Personal Holiday: Personal Holiday

Used/Earned in June: [View Details](#)

AL Used: 16

SL Used: 0

Comp Time Earned: 0

Comp Time Used: 0

Current Month Balances: (Hours)

AL: 63.63

SL: 34.5

Comp Time: 0

FREQUENTLY ASKED QUESTIONS

1. Is a User ID and password needed? Yes. *You will need a WSU Network ID and password. All employees are issued a User ID and password. If you have forgotten yours, please contact the staff at Facilities Services Information Services (FAIS) for assistance: 335-3247 or fais@wsu.edu*
2. Who can see the leave balances? *All employees with access to a computer, using their Network User ID and password, can see their balances. Supervisors can view the balances of all of their direct reports.*
3. How often does the system update? *The system updates immediately as hours are posted. Expect a 1-3 day processing time.*
4. Who do we contact if we have questions? *Please contact the Facilities Services Human Resources staff:*

Sarah Earhart, 5-9005, earhart@wsu.edu

Kellie Breeze, 5-9315, kbreeze@wsu.edu

Jamil Sepulveda, 5-9051

j.sepulveda@wsu.edu

Caution:

****You must close ALL browser sessions to be logged out, otherwise, the next user on this machine can see your balances. Be sure to close all browser windows!**

****Prior month balances are unofficial until audited, usually around the 12th to 15th of the each month.**

****Current monthly accruals are not posted until the end of the month.**

****Current leave and comp time events are not entered immediately when received in HR. There is a 1-3 day delay due to time card processing for leave, and a 7-9 day delay for comp time accruals.**

**** Official balances are printed on the monthly time report. If you have questions, please contact Facilities Services HR personnel.**

Finding Efficiencies in Admin and Finance

- Kelly Cornish, Manager, Accounting

For a number of months, our Facilities Services Administration and Finance team has focused on finding and implementing efficiencies in our day to day processes. We have had numerous successes with both minor and major impact.

In September 2015, we partnered with Environmental Health & Safety and began the process of adding EH&S as a “shop” or “service center” in AiM. This required loading the EH&S employees into the Human Resources Module in AiM, setting their labor rates, and establishing an EH&S Admin shop. Then we entered work orders for all of the projects that EH&S was actively supporting, and in January of 2016 EH&S began actively entering and posting their timecards to those work orders. The EH&S timecard entry allows us to bill their charges directly to our clients through our existing Facilities Services monthly JV billing upload and to transfer the revenue to them in the same transaction. This created a single entry system for EH&S’s charges against our projects and work orders and has cut back on administrative processing time for both the EH&S team and our Administrative Accounting team.

On an additional note relating to EH&S, we have also implemented a process for EH&S to use our AiM work management system to process work order estimates to their departmental clients (where Facilities Services expertise is not required). They use the same estimate approval process we use in Construction and our Accounting team applies the account codes and budgets.

The second success story of note resulted from working with the Controller’s office to streamline the way invoices are input into their Accounts Payable system. We have successfully reduced the amount of processing time and review points in getting these invoices paid. Implementing this process has opened up many more opportunities to streamline handling of other invoice types and the time it takes to process payments to our vendors and contractors. We still have steps to implement in this new invoice handling method, and are working towards interfacing our AiM invoice entry points with the WSU Central Mainframe. Getting this next step implemented will even further reduce our payment times to

more vendors and contractors and the handling time for our Administrative Services teams.

As with any new process implementation the end results could not have been achieved without the help of many players. So many influences from other areas of Facilities Services and Finance and Administration have helped to get these new processes in play. Without the dedication from these other groups we would not be seeing the success of these efforts. Many thanks to all involved, in our team (**Kellie Jones, Staci Hamburg, Craig Lowman, Emily Simmons, Colleen Naylor, Annie Pinard and Teresa Cole**) and the other teams that have been involved with these successes (and *many* other efficiency wins not mentioned)!

Sidebar: While at first I mentally dug my heels in when asked to prepare an article for the newsletter to highlight the above (outwardly I agreed to without hesitation), I have appreciated the opportunity to sing the praise of our Admin Services group. We have a very resourceful group that comes together with an outstanding team mentality. Most of the tasks our group accomplishes have very little visibility, but these assignments make the day to day operations of our Facilities Services organization function without glitches. While we rarely have a visual outcome at the end of any given day, we process an extremely high volume of interactions and transactions though out our individual days. That being said, it has been a pleasure to talk about our efforts and share some of our successes.

TEAMWORK

Coming together is a beginning.

Keeping together is progress.

Working together is success.

-Henry Ford



shutterstock - 111403604

Flyer from Hardhat Classic

Shirl Graham Memorial Plaque

Jodie Magers, Kappy Brun and Bobbie Ryder

Dr. Shirl O. Graham was a Dean for research in the Graduate School and a chairman of WSU's Department of Plant Pathology. He was involved in research of antiviral antibiotics for plant diseases. One such antibiotic was named in his honor: Grahamomycin

The plaque and statue were dedicated to Shirl Graham in 1980 and placed inside the I.T. building in the garden area. The statue was built by Richard Daughtery and given to the memorial garden in his friend's memory. When the Computer Science Building was remodeled to accommodate the Press Box addition to Martin Stadium, the Shirl Graham Memorial Garden in the center courtyard was eliminated and that site was used as the landing pad for the large construction crane. The memorial statue and plaque were relocated to one of the gardens at the entrance to the Vogel Plant Biosciences building.

When Dr. Graham's daughter returned to Pullman for her 50 year high school reunion, she came to campus looking for the garden, and found the statue gone. She called Facilities Services asking, "Where is my father's dedication garden?" – which started our search for answers. Kappy and Bobbie were so helpful, and I was glad to be a part of this story....it has a good ending.

I wanted to send pictures of your Father's memorial garden plaque that was moved from the Computer Science / Information Technologies building to its new location outside the Vogel Building. I'm sure in the spring, when the leaves are on and the grass is green, it will be a nice place for your father's memory plaque. There is also a web site being developed showing the location of memorial items at WSU Pullman Campus – including your Father's. It's expected to be completed in March of 2016. We invite you to visit it when you get a chance. <https://couggis.wsu.edu/MappingApps.aspx>

Respectfully, Jodie Magers

On behalf of my family, we want to thank you (Jodie Magers, Kappy Brun, and Bobbie Ryder) for the wonderful way you have honored our father. I can't tell you how thankful I am for all the searching, researching, planning and executing of this project. I was so confused and hurt when I couldn't find what had

happened to Daddy's Memorial Garden when I visited Pullman for my 50th high school reunion last September. I'm grateful for not only finding answers, but for the way each of you took this project on as if it were your own parent.

I can't wait to visit the new memorial. We will show these pictures to my mother, Betty (Graham) Bailey. She is now 93, and living near my brother in Mesa, AZ. She will be very pleased, as well. My heart is full of gratitude. Kudos to the wonderful WSU Facilities Services staff!

Sincerely, Carol Graham Jones



New Hires



L-R: **Shuangling Li**, Data Analyst; **Robert Coffey**, Maint Mech; **Darren Palmer**, Equip Op; **David Chilson**, Stat Engr; **James Leahy**, Code/Plan Review Spec; and **Tim Demand**, Custodian; pictured with AVP Joe Kline.
Inset: **Brooke Gregory**, **TJ Fitze**, **Brian Koepke** and **Donavon Novotny**, Custodians

Welcome!



Promotions



Geoffrey Gonzales (center) to Custodian 3. Pictured with Rocky Beach, Supervisor, and Tom Parrish, Director.



Zach Howell (right) to Window Washer. Pictured with Vic Linderman, Supervisor, and Tom Parrish,



Jerry Lynd (right) to Custodian 3. Pictured with John Berney, Supervisor.



congratulations

10 year Service Award

Lanette Frei



Pictured with Sandy McCollum, Supervisor.

10 year Service Award

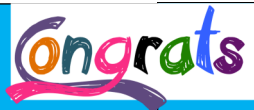
Bill West



Pictured with Craig Cole, Director; Jeremy Griffin, Supervisor; and AVP Joe Kline.

10 year Service Award

Dave Kimbrel



Pictured with AVP Dan Costello; Steve Potratz, Supervisor; and AVP Joe Kline.

15 year Service Award

Tom Moore



Pictured with Chris Fischer, Assoc Director; Ryan Gehring, Supervisor; and AVP Joe Kline.

15 Year Service Award

Chuck Hull



Pictured with Craig Cole, Director; Vern Illi, Supervisor; and AVP Joe Kline.

35 Year Service Award

Keith Gunther



Pictured with Tom Parrish, Director; and AVP Joe Kline.



Length of Service Award Recipients—remember to visit the HRS website,:

<http://employee-recognition.wsu.edu/ER+Length+of+service+Award> to order your recognition gift!

All staff, across the board, can look forward to receiving a 1.8% salary increase effective July 1.

Additionally, effective July 1, 2016, employer contributions rates for the WA State Health Care Authority will increase from \$840 to \$888. No changes to the Department of Retirement Systems contribution rates.



Customer Service Tidbit

Instead of arguing over who is right and who is wrong, and seeing the customer as a personal challenge to you (the department representative), realize that the **customer** is the “**partner**” and the **problem** is the **challenge**!

-Flavio Martins

“WIN the customer”



APP Safety Question Winner! (February)

We had 14 entries. All were correctly answered. Ian's entry for the Safety Question was randomly selected from the correct entries. Those correct entries not chosen will be placed in the bucket for the annual Safety Award Drawing at the 2016 Facilities Services Picnic. Thank you to all that entered the contest!

Answer to the February APP question:

(APP Chapter 11, personal protective equipment-employee responsibilities)

1. Participate in PPE training.
2. Select and determine correct fit and function of each PPE.
3. Wear and use PPE in accordance with the workplace hazard-assessment certification and manufacturer's specifications.
4. Use manufacturer's recommended protective safeguards and other engineering controls.
5. Follow protective safeguards as required in administrative control procedures.



Ian MacConnel is the Winner!

APP Safety Question Winner! (April)

We had 9 entries, all correctly answered. Jon's entry for the Safety Question was randomly selected from the correct entries. Those correct entries not chosen will be placed in the bucket for the annual Safety Award Drawing at the 2016 Facilities Services Picnic. Thank you to all that entered the contest! Be sure to enter this month's contest!!

Answer to the April APP question:

(APP Chapter 11: List any five functions of the Fac Serv Safety Committee)

- *Resolve issues relating to the Facilities Operations accident prevention program.
- *Determine necessary changes for positive impact on the overall accident prevention program (APP) and recommend to the proper authority for implementation.
- *Identify potential improvements in training, safety awareness, resources and tools for safety and make recommendations and provide support for implementation.
- *Work-group representatives report on safety concerns of their work groups
- *Division representatives report back to their respective work-group representatives on safety statistics, current and active safety concerns in the division along with safety improvements and initiatives being deployed as reported at the meeting.
- *Review Accident Investigation, Risk Analysis, and Budget Subcommittee activities.
- *Review the University Safety and Health Committee monthly report.
- *Review safety and health training reports.
- *Determine which expenditures are necessary for the benefit of the APP.



Jonathon Williams wins!

Thanks for Working Safely!!

Kent Overby and Robert Lewis



Kent Overby & Robert Lewis

After "Lock out, Tag out" training, Kent and Robert properly used the correct procedures while changing a refrigeration compressor in Food Science Human Nutrition, Rm G20 A/B.



Taylor Bartlett and Alysha Andres

They recognized and informed their supervisor of a potential laboratory hazard, following custodial protocols.



Taylor Bartlett



Jim Antoine, Shane Bartlett, and Robert Brooks

These employees were using an extension ladder at the Creamery, which had to be set up in front of a door. They locked the door and put up a sign. These actions prevented injury and property damage, as at least six people DID NOT READ the sign and tried to come through the door!



Shane Bartlett



Alysha Andres

Facilities Services Safety Committee

Safety Question Contest for the Month of June 2016

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 **D Thomas at d.thomas@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 D or drop it off at her desk** in the reception area of the 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 **June 30, 2016** so get started finding the answer now and win a nice prize! <http://facops6/safety/APP%20Manual/Forms/AllItems.aspx>

Chapter 29: Lead-based Paint

Virtually all of the activities in which lead exposure might be expected to occur on the job involve: _____,

_____, or _____.

Name of employee submitting the above answer: _____

Facilities Services Division: _____

WSU Holiday Schedule

Independence Day	July 4, 2016	Christmas	December 26 & 27, 2016
Labor Day	September 5, 2016	New Year's Day	January 2, 2017
Veterans' Day	November 11, 2016	Martin Luther King Jr.	January 16, 2017
Thanksgiving	November 24 & 25, 2016	Memorial Day	May 29, 2017



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