



WASHINGTON STATE  
UNIVERSITY

## Facilities Services Newsletter



OCTOBER 2017

### Solar Eclipse at McCluskey Services

Groups gathered outside of McCluskey to observe the solar eclipse on Monday, August 21, 2017. Eclipse glasses were passed around so all could witness the eclipse. Good fun! Mark your calendars and we will all meet outside for the next solar eclipse on April 8, 2024.



See you then!



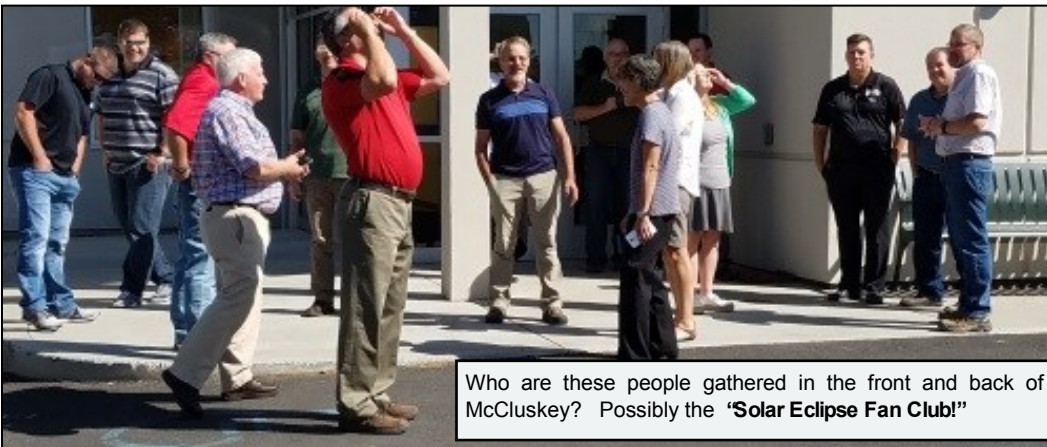
Where's Todd Plotner? Wait! Could that be him behind those snazzy glasses?



The sun filtered through the leaves on the tree outside McCluskey projecting a multitude of eclipse images on the sidewalk below. Amazing!



Chris Fischer worried us a bit with his big green glasses, but if you look close you will see he is wearing his official eclipse glasses under the green ones.



Who are these people gathered in the front and back of McCluskey? Possibly the "Solar Eclipse Fan Club!"

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### REMINDER!

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

## SERVICE AWARDS



**Jason Baerlocher**  
**5 Years**



**Robert Brooks**  
**5 Years**



**Jay Harrison**  
**5 Years**



**Colleen Naylor**  
**15 Years**



**Douglas Powell**  
**25 Years**

### **Service Award Recipients Not pictured**

**Joy Neal**  
**5 Years**

**Derrick Rogers**  
**10 Years**

**Kevin Cochrane**  
**25 Years**



## Welcome NEW HIRES!



Pictured left to right: **Lara Banister, Amy Hickman, Neal Stensrud, Kevin Hill, Matthew Sawhill, and Jessica Beach**. Dan Costello, Assistant Vice President, Facilities Services, Operations (far right) welcomed the new employees at the Service Awards presentation on September 27, 2017. Not pictured: **David Varvel and Nicos Thompson**.

Name	Position	Division
Kevin Hill	Grounds Nursery Services Specialist 3	Plant Services
Neal Stensrud	Equipment Technician 1	Motor Pool
Amy Hickman	Fiscal Technician 3	Fin/Admin
Lara Banister	Fiscal Technician 3	Fin/Admin
David Varvel	Maintenance Mechanic 1	Maintenance
Matthew Sawhill	Custodian 1	Custodial
Jessica Beach	Custodian 1	Custodial
Nicos Thompson	Custodian 1	Custodial



## Congratulations PROMOTIONS!



**John Young**, (center) was promoted to Information Technology Specialist 3. Congratulated in the picture above by Mike Nearing, Manager, (left) and Dan Costello, Assistant Vice President (right).



**Dion Mobley** (center) was promoted to Stationary Engineer Technician 2. Congratulated in the picture above by Mike Nearing, Manager, (left) and Dan Costello, Assistant Vice President (right).

# Congratulations PROMOTIONS!



**Eric Reichmuth** (center) was promoted to Custodian 3. Congratulated in the picture above by Perry Berger, Supervisor, (left) and Dan Costello, Assistant Vice President (right).



**Josh Gregg** (left) was promoted to Grounds Supervisor. Congratulated in the picture above by Dan Costello, Assistant Vice President.

Promotions not pictured:

**Donovan Novotny**  
Custodian 3

**Dave Baker**  
Facilities  
Operations  
Maintenance  
Specialist  
(FOMS)

## FLU SHOT FRIDAYS.....OFFERED BY HEALTH & WELLNESS SERVICES

Flu season is approaching fast! You can prevent the flu by getting your flu vaccine at one of our Flu Shot Friday events or by visiting our medical clinic.

It's important that you [get your flu shot early in the season](#). After getting a flu vaccine, it takes about two weeks for your body to develop the antibodies that will protect you from the flu virus.



### Flu Shot Fridays

Every Friday from September 29 to October 27

10 am to 3 pm

Washington Building, [ground floor entrance](#)



WSU students, faculty, and staff, as well as local community members, can get their flu shots at Flu Shot Fridays. We won't be able to give the vaccine to those who are pregnant or under age 18. **Cost:** Flu shots are covered in full by most insurance plans. If you don't have insurance or are concerned about costs, we're here to help you! Contact our billing office at 509-335-3575. Make sure to bring your insurance card! We won't be taking payment at the time of the services for Flu Shot Fridays, but we'll take down your insurance information for billing.

### Summit Boot Truck is coming to McCluskey Services

on October 24, 2017 from 7:00 a.m. to 3:30 p.m.



Be sure to check the policy, "Procedures for Obtaining Safety-Toe Footwear" dated March 2, 2015. You can find the policy on the Facilities Services Sharepoint site under Policies or ask your Supervisor for a copy. Your Supervisor will provide you with your boot voucher. If you have any questions on your balance, please contact Kel-lie Jones in Accounting, location McCluskey office #159 or 335-9004.



# 9th Annual Jess Ford of Pullman Hardhat Classic

By Jackie Hedenstrom

This year's tournament was held on a rather warm 92 degree sunny Saturday, July 29th, at the Palouse Ridge Golf Course (rated #2 of the top 10 College Courses by Links Magazine). The morning started out by players checking in, purchasing mulligans, eating breakfast, loading carts and warming up at the practice range. With a quick overview of the day's events, a thanks to our sponsors, and volunteers, we were well on



Rick Finch working hard as the Hole-In-One witness on Hole #6.

our way to hit the greens and possibly win a new truck sponsored by Jess Ford with a hole in one! We all thought we were walking away with the keys to a shiny new pickup....but maybe next time. Much to my dismay the hole wasn't placed properly, my ball went waaaaayyy too far left, but hey, I still had a chance at the \$10,000.00 putting contest!! After taking a look at the lie of the ball, approximately 60 feet away, I lined up my ball, took a nice lil' tap. The ball was rolling right on line. The crowd was going wild (ok, just my foursome). Wouldn't you know, it I came up short, but it was only 13 inches shy of the hole. Guess I will be practicing my putting for next year.

We had 104 players participate this year, with trophy's going to the top 3 teams. The winners came in with a

Working the Putting Contest were Scholarship Recipients Taylor Redman and Jacey Headley. Great to have them at the tournament and we appreciated their help.



score of 55 (mulligans used!). The team that came in last place were the proud owners of the coveted toilet trophy, vitamins and a gift card. Their final score was 75 (we refer to them as the most honest team). Men and women were awarded the longest drive, longest putt, closest to the pin. While the awards are presented, we were served a hardy BBQ lunch by Banyans of mouth-watering brisket, moist chicken, baked beans and salad. Door prizes were drawn and handed out and silent auction items issued.

There was an ongoing battle for the stay and play for 2 at the beautiful Coeur d'Alene resort. If "the golfer in you" wants to get in on the fun, I suggest you start sweet talking Mr. Tom Burritt, to play on the floating green. As the day wound down, folks were feeling the sunkissed day and slowly headed off for a nice cold beverage or much needed nap.



Chris Fischer congratulates Tom Burritt on winning the Men's Longest Drive Contest.



Tom Moore with his team of renowned golfers. (Left to right) Ron Nugen, Tom Moore, Greg Hundrup, and JR Luper.

I had the honor in running the 9th annual golf tournament for the first time and I would like to thank all the tireless volunteers who made this possible. Lorrie Arasmith has passed the baton after 8 years of spear-

heading this amazing fund raiser for our Facilities Services scholarship recipients. She went out with a bang as her net monies raised a record high of \$19,667.00 last year. I am proud to say this year met

vide scholarships to students who are children/grandchildren of current, retired, or deceased employees, we hope to see you out on the course next year to make the 10th anniversary truly great!



Joe Kline demonstrates how to hit the ball in hopes of avoiding sand and water traps.

the median of the past years coming in at \$13,806.94.

July 28th, 2018 will mark the 10th year of the Jess Ford Hardhat Classic. The Facilities Services Scholarship Fund/Endowment was established by the employees of WSU Facilities Services, to pro-



The Joe Kline team! (Left to right) Justin White, Virgil Hanson, Joe Kline and Miguel Cisneros.

## Accounting Status Update: Closing the Fiscal Year/Biennium and Staff Changes

By Kelly Cornish

Purchases made...check. Bills paid...check. Revenues posted...check. Re-appropriations for Major/Minor Capital projects met...check. Closing down the biennium successfully with your sanity still intact...PRICELESS! Well folks, summer is definitely Facilities Services Accounting's busy season. My team and I have been extremely busy closing down the fiscal year and biennium end this summer. We've had staff coming and goings throughout the summer, and still managed to pull off all of our "busy season" deadlines on time. From paying for goods and services, to collecting revenues for our department, and making sure our capital project funds were spent to their reappropriation levels, all while keeping up with the day-to-day normal duties we each perform.

I mentioned before we've had staff coming and going, so I want to take a moment to provide a list of current staff in Accounting along with their contact info and areas of focus. While these are our own "specialized" areas of focus, we have a very cross trained team who can handle much more than their own main focus areas. Don't hesitate to reach out to any one of us with questions, and we will either get you to the right person or help you out ourselves! I also want to mention that we've added a group email for accounting that you can use to send us information or questions that may come up, as well as invoice to be paid, or purchase related items, etc. If you don't know who to contact individually in Accounting, please feel free to use the group email address. **Group Email: [fs.accounting@wsu.edu](mailto:fs.accounting@wsu.edu)**

Name:	Email:	Phone:	Areas of Focus:
Lara Banister	<a href="mailto:lara.banister@wsu.edu">lara.banister@wsu.edu</a>	335-3396	Accounts Receivable, Operational Account Reconciler, Time Card Adjustments
Teresa Cole	<a href="mailto:teresa.cole@wsu.edu">teresa.cole@wsu.edu</a>	335-9869	Minor Capital Project Accounting and Reporting, Timecard Locks
Kelly Cornish	<a href="mailto:kelly.cornish@wsu.edu">kelly.cornish@wsu.edu</a>	335-9101	Major Capital Project Accounting and Reporting, Misc. issues/concerns
Staci Hamburg	<a href="mailto:staci.hamburg@wsu.edu">staci.hamburg@wsu.edu</a>	335-9311	Accounts payable, Purchasing Cards
Amy Hickman	<a href="mailto:amy.hickman@wsu.edu">amy.hickman@wsu.edu</a>	335-9339	Procurement, Purchasing Cards, License Renewal Payments
Kellie Jones	<a href="mailto:kjjones@wsu.edu">kjjones@wsu.edu</a>	335-9001	Work Order Accounting, Safety Boots/Eyeglasses, Employee Reimbursements, Timecard Locks
Colleen Naylor	<a href="mailto:cnaylor@wsu.edu">cnaylor@wsu.edu</a>	335-9321	Departmental Project Accounting, Utility Locates, Timecard Locks, Project Related Union Reporting
Anne Pinard	<a href="mailto:anne_pinard@wsu.edu">anne_pinard@wsu.edu</a>	335-3766	Travel/Training Payments, Purchasing Card, Operational Account Reconciler, Office Supply Orders



## Retirement Congratulations!



### Congratulations Rodger Small!

Rodger (pictured on the left) was presented with his retirement certificate by Joe Kline August 17, 2017 at a reception in Rodger's honor. Rodger served the University for 14 years working on multiple projects as a Construction Manager. His most memorable project being the Grimes Way Steam Plant. Thank you Rodger for your dedication and hard work.

Enjoy your retirement!



Daylight Savings Time Ends  
Sunday, November 5, 2017  
Set Your Clock Back 1 Hour!



## KUDOS

V. Lane Rawlins Complex Project involved lettering re-installed on the wall. Adjusted the lighting to shine on the letters correctly at night, and Grounds assisted with the tent set-up in prep for the dedication ceremony on September 29, 2017. Customer comments: it looks beautiful. Everything is coming together and I appreciate all of your and your team's help in ensuring a smooth dedication.  
A. Burton

Employees involved in the V.Lane Rawlins Complex Project:

Project Manager: **Jon Schlee**

Estimators: **Jon Schlee, Chuck Hull**

Leads: **Rich Miller** – Carpenters, **Steve Holbrook** – Heavy Equipment, **Tom Wilson** – Electricians, **Josh Gregg** - Grounds

Grounds crew: **Jim Frazier, Ian MacConnel, Derrick Reynolds**

Heavy Equip: **Chad Palmer, Darren Palmer, Michael Griswold, Craig Roberts, Robert Allen, Kody Hawkins, Kelsey Southwick, William Ettenhofer, Mark Hadaller, Everett Plotner, William (BJ) Scholfield**

Electricians: **Mike Pope, Jerrad Graham**

Carpenters: **Jeff Gulick, James (JB) Self, Dave Stodick**

Sign Makers: **Seth Goler, Craig Gray**



I am writing to commend the work and kindness of **Jon Tuom**. I am a faculty member in the English Department with an office in Avery Hall. Jon has been extremely kind and helpful to me when I've been really mobility impaired (in a wheelchair)—in particular, but not limited to, the day the elevator died and I would otherwise have been trapped on the third floor. It's not just that he did his job or that he helped when asked—it's that he foresaw difficulties and helped me deal with them before I even knew there was a problem. His help meant I could teach that day, when otherwise I might have had to cancel my classes. I want you to know that Jon has made and continues to make a real contribution to our mission at the university.

L. Gordon

## WSU Alert

### Haven't signed up for WSU Alerts yet, but want to?

You may do so by either going to [WSU emergency notifications](#). You will then need to login with your network ID and password. The following block is where you will enter your emergency contact information.

Pullman Emergency Information

Please remember to **update your emergency contact information** in the myWSU portal. [Update Now!](#)

In the event of important WSU alerts and emergencies, please visit: <http://alert.wsu.edu>

Information about key departments to contact during an emergency can be found at: <http://alert.wsu.edu/>

### To Report an Emergency, Dial 911

**NOTE:** When dialing 911 from a WSU Pullman campus number, there will be a 7 second delay in connecting. WAIT! DO NOT HANG UP!

**OR, you may fill out the form to the right** and drop off with Lorrie Arrasmith in **McCluskey room 141**. She will then enter your information directly into the WSU Alert system. Please be sure to print legibly. Thank you.

Your Name:

Choose how you would like to be contacted and the order in which you would like the contact to occur:

Order

Mobile Number

Text Number

Personal Email

Alternate Phone#

WSU Email

**Signing up for the WSU Alerts is not required but is highly recommended. Your contact information that you provide is used strictly for the WSU Alerts and not shared with anyone else.**

## KUDOS

A big KUDO and thank you to **Shannon Beyers** for being so considerate, cooperative and very pleasant when he was replacing asbestos tile in the Mailing Services area. I really appreciated that he was so willing to work around our needs.

J. Rich

The light switch works!! Thank you! the researcher is very very happy! Thanks for helping me. Be sure and thank the "fixer" (**Pete Larsen**). You're the best!

L. McCall

Thank you very much for addressing this work is such a dynamic environment. There is never a "good" time for large projects to take place in the VTH, and we are very grateful for you flexibility. I'm also very pleased with the quality of the work! (Employees that worked on the project: **Bill West, Rick Fox, and Dean Standon**)

G. Turner

I want to thank **Jeremy Bass** with FAIS for the endless hours he endured submitting, correcting and implementing the new accruals to insure all our employees had correct Time Reports – it was a tedious task, but he made it feasible with his attitude and perseverance. You ROCK Jeremy!

K. Breeze

We would like you to know that **Danessa Townsend** did a wonderful job of cleaning our VP Dave Cillay's office. He is very pleased with the outcome. Please let Danessa know we appreciate the extra work and effort on her part.

D. Hamilton



Looks Good! Thank you to **Stacy Gravel** and the installers (**Dave Stodick, Craig Gray, and Seth Goler**).

L. Sweeney

Yes, we were very pleased with the work done and the personal service from **Seth (Goler)**.

S. Allen



## Thanks for Working Safely!

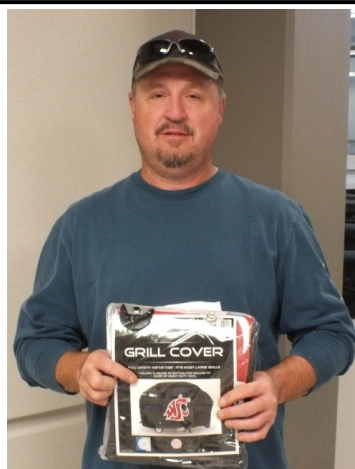


**Jackie Hedenstrom**

is a WINNER!

"Thanks for Working Safely!"

Jackie was observed in the shop break-room on her hands and knees cleaning up water on the floor from around the ice machine to ensure no one would slip and have a bad fall.



**Randy Smith**

is a WINNER!

"Thanks for Working Safely!"

Randy was working safely on the roof at the Deionized Water Building. Randy was performing leading edge work..... Randy performed the duties to a satisfactory level while wearing his proper P.P.E. I just wanted to tell Randy a job well done!

## Safety Poster Contest!!!



Calling on all our talented staff -- we need new safety posters and would like you to put your creativity and ideas into them.

Poster size will be 17" x 22", so keep that in mind. No limit on colors but again, we cannot use any copyrighted WSU logos/phrases/etc. Put your idea(s) to paper and submit them to the Budget Subcommittee (Kellie Jones, Rick Finch, Victor Edenso, or Jann Dahmen) no later than **October 31, 2017**. The top 3 will be chosen for printing.

Open to the public every Friday 10am-3pm



**WSU SURPLUS**

ebay

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LIQUIDITY SERVICES MARKETPLACE

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<http://surplus.wsu.edu>

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## WSU Holiday Schedule

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
New Years Day	January 1, 2018	Labor Day	September 3, 2018

## Facilities Services Safety Committee

### Safety Question Contest for the Month of October 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](mailto: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 October 24, 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 3 Responsibilities and Compliance

Whether at the jobsite, warehouse, shop, or office, every employee has a responsibility to \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to work safely.

Employee submitting the above answer:

Name: \_\_\_\_\_

Division: \_\_\_\_\_

#### **August's Safety Question and Answer was from Chapter 1, Introduction**

**Question/Answer:** Employees are expected to develop their own **commitment to safety and health protection** for themselves, their **fellow workers** and the **general public**.



#### **BILL WEST is the Winner!**

Bill's 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!

