



KU FOGHORN

The University of Kansas Facilities Services Newsletter

March 2013



Jay's Bird's Eye View



Upcoming Events:

- **Spring Regents Meeting**
will be hosted by FS at the Burge Union on April 18. FS employees are not required to attend.
- **Asbestos Training**
Mid April, FS employees (AA's are exempt) are required to attend training. Information will come soon from zone & shop managers.
- **EAC meeting**
April 15, 3 p.m. at the Burge Union, Olympian Room. Primary or alternate representatives are to attend.

Reminders:

- If you have not ordered shirts you are allowed 5 shirts per year from your last order date. Please see Amber Wood for shirt orders.
- Do you have your KU ID badge displayed prominently? Employees should be wearing a KU FS shirt or a KU ID badge when doing work in a building. If you need an ID badge cover, clip or lanyard, please see your supervisors. Supervisors can receive these from Amber Wood.

As spring approaches and we (hopefully) put winter behind us, I want to start by thanking each and every one of you for the exceptional work in removing snow this winter in what turned out to be a really tough winter. I think the Ground Hog missed the forecast this year!

The Chancellor said it best in a recent message to the campus – *“I want to start by thanking the staff members on all of our campuses who worked through the snowstorms of the past two weeks to clear the snow, take care of students and make sure we were ready to reopen as soon as possible. We could not achieve our goals as a university without you.”* I am so proud of the dedication, hard-work and professionalism of all of you – what a fantastic job!!

There are many exciting things happening in FS and other areas of KU that are detailed in this issue, and I want to mention just a few of them to call them to your attention. I encourage you to read more details in each of the articles in our newsletter.

First you may notice a new look to our newsletter. Thanks go out to our new Admin Assistant, Amber Wood. Also new to the FS organization is our Safety Manager, Mr. Steve Levenson. Steve will be out in the field quite a bit getting to know our people and operations, so please be sure to say hi. He will play a big part in our renewed emphasis on all of our safety programs, especially training and safety awareness. Welcome to Amber and Steve, as well as many other new employees throughout FS. Please make them feel welcome and a part of our Facilities Services Family.

I also want to highlight some changes that affect FS as KU is moving toward Shared Service Centers. One of the first ones is the Business Operations Service Center (BOSC) which provides Human Resources, Finance and Accounting support for all of Operations (Dept. 118). This includes FS, DCM, Procurement, EHS, Parking & Transit, and Sustainability. We will get the same great service from the same familiar faces under a slightly different organizational structure. Along the same lines, recycling and surplus services are now under the Center for Sustainability, led by Jeff Severin. Congratulations to Jeff for the well-deserved honor of KU Unclassified Employee of the month. We have great partners in these areas that work closely with us to best serve our customers at KU. In the next issue I will mention a few changes in IT support delivery that look very promising as well.

Another initiative I am very excited about is the formation of our FS Employee Advisory Council. This group will have their first meeting in April and will be available for employee ideas and feedback, whether you have a thought on how to do something better, or a question on why something was done a certain way – this group will be able to help with employee concerns and communications and will have the ear of FS leadership. My goal is to make FS the best place to work on campus for our employees.

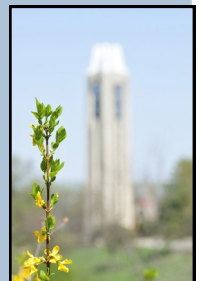
As we gear up for commencement (here before you know it), I thank you in advance for your teamwork and flexibility across shop lines and around the clock. I am always impressed with the can-do, will-do attitude we show to make the campus look beautiful and function properly as always. Our pride is on display every day in the appearance of our great campus.

My guiding principles for Facilities Services are:

SAFETY FIRST – QUALITY ALWAYS – TEAMWORK - INTEGRITY

THANK YOU for your hard work every day here at KU!

Jay Phillips, P.E., Director



Human Resources-Resources

Carol Cooper, HR Manager
864-5597, cacoper@ku.edu

- Primary contact for position description and classification questions
- Works with supervisors and KU HR to develop position descriptions and updates to position descriptions
- Primary contact for disciplinary issues
- Advises supervisors concerning conduct or job performance products
- Authors or approves disciplinary actions
- Submits recommendations for disciplinary actions to KU HR
- Conducts investigations concerning disciplinary issues

Teresa Krambeer, Recruitment Coordinator 864-6802, Krambeer@ku.edu

- Primary contact for search-related questions
- Initiates searches in the university's recruitment system and places ads
- Provides direction to search teams for best practices and strategies
- Assists search teams with development of interview questions
- May schedule interviews as needed
- Screens applicants for required qualifications
- Assists search teams with developing questions for reference checks

Christy Mahaffey, Administrative Professional, 864-5596, mahafey@ku.edu

- Primary contact for benefits-related questions: - Health Insurance, Retirement, Life Insurance, Leave Time, Employee Assistance Programs
- Processes benefits paperwork for new hires
- Primary Time Reviewer
- Advises and provides direction to supervisors and employees about reporting and approving time and absences
- Primary liaison to HR and Payroll
- Coordinates the process for evaluating both USS and UPS performance reviews.



There is a complete listing of HR contact information available in the HR Department.

“Coming together is a beginning; keeping together is progress; working together is success.”

Henry Ford

Who’s the BOSC?

As a part of Changing for Excellence, the University set out to form shared service centers in order to better meet the needs of the many departments on campus. The first of these service centers has been in operation since December and proudly serves the operations departments on campus. The Business Operations Service Center, the BOSC for short, provides financial and human resources support for Facilities Services, Parking & Transit,

Purchasing, Sustainability, Environmental Health & Safety, and Design and Construction Management.

Many of the faces in the BOSC should be familiar to you. Angie, Michelle, Sabrina, Sheila and Susie all performed accounting functions for FS before the BOSC was established and Carol and Christy handled all of FS' human resources related business. There are a few new people as well. Callie Long and Janice Abney-Klohr joined the BOSC account-

ing team from Parking & Transit and Teresa Krambeer joined HR from the Recruitment and Onboarding Center. Everyone involved is excited to partner with Facilities Services to make this a successful venture.

-Callie Long

EAC—Employee Advisory Council

The Employee Advisory Council (EAC) is a group of FS employees with working level representatives from all of our Zones and Central Shops. The council will meet quarterly and act as a clearinghouse for ideas, suggestions on how FS should do our work better, identification of topics for training, and be another avenue in addition to your supervisor, for employees to ask questions or bring up issues of concern to FS leadership. We will have one primary and one alternate member

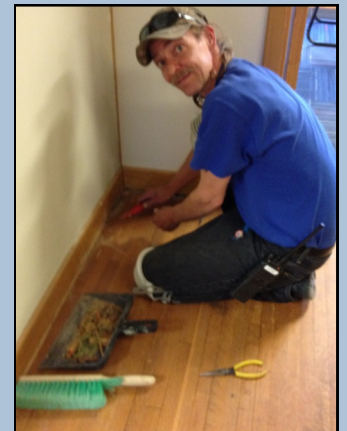
from each zone or shop on the council to assist us in making FS the best place to work at KU. FS Leadership will meet with them and they will organize and elect their own leadership after that, and will communicate with FS leadership regularly after each meeting.

FIRST MEETING:

April 15, 2013 3 p.m.

Olympian, Burge Union

Please send your primary representative from your shop/zone. If your primary is unavailable, please send your alternate.



Travis Wittner is working on big changes at Facilities Services administrative offices.

Center for Sustainability



In order to better align the Center for Sustainability and Environmental Stewardship Program and strengthen operational and outreach components of both, the two departments merged on January 22. The merger establishes KU Recycling and KU Surplus as divisions of the Center. "These changes will benefit our programs by making operations more efficient, dedicating needed

resources to outreach, and creating new opportunities for growth," said Jeff Severin, Center for Sustainability Director. "We have a shared mission, and this help us better coordinate our efforts." The recycling program operates under the supervision of Manuel Abarca, Recycling Operations Coordinator. Abarca joined the program on January 22, filling this new position focused on increasing the effi-

ciency and effectiveness of the campus recycling program. KU Surplus collects reusable furniture and office supplies from the Lawrence campus free of charge and makes items available for purchase by other departments, or available for donation to non-profits. The KU Surplus inventory includes desks, tables, and other office furniture, as well as modular furniture. Jeff Severin

Welcome: Steven Levenson



Steven Levenson, the new Safety Manager comes to us from a safety position at the Harley Davidson plant. He will be riding into the University of Kansas starting April 1. Steven comes to KU with a lengthy history in the safety field having not only kept all the Harley-Davidson's safe but also served as the Safety & Training Specialist for the City of Independence Missouri. Harry S. Truman would have been proud of his service to create and implement an AED program, training and certifying over 100 employees. While there he reduced recorded entries of work injuries by 50%.

Steve graduated from the University of New York at Stony Brook and the New York Institute of Technology. Steve has also been active in the Blood Drive Community, volunteers for Literacy help, a Senior Companion and for C.E.R.T. (Community Emergency Response Team). Steve resides in Kansas City, Missouri, but hopes to relocate to the Lawrence area soon.

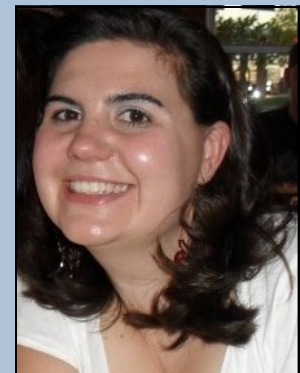
*"A person who never
made a mistake
never tried
anything new."
Albert Einstein*

Welcome: Amber Wood, New AA

Amber Wood started as the new Administrative Associate Senior to Jay Phillips and the department on March 4. Amber's husband Tommy Wood is the Zone 4 Manager. Amber came to KU from the Franklin County Convention & Visitors Bureau where she served as the Director of Multi Media & Special Services for five and a half years. At the CVB she wrote,

designed and published marketing materials, coordinated volunteers, maintained websites and wrote a column for the local paper for years. Previous to that appointment, Amber worked as Key Accounts purchasing agent for Victorian Trading Company out of Lenexa, Kansas. Amber also grew up in her family's printing company from the age of two weeks old

and at one point owned her own retail store at Union Station Kansas City called Retroactive. Amber & Tommy live in Ottawa, Kansas and have two little boys, three dogs and sort of one cat. They hope to move to Lawrence sometime soon.





Safety Glasses - The What, Where Why and When of Eye Protection

The Importance of Eye and Face Protection

While it's important to [protect your eyes from the sun](#), it is just as important if not more to protect your eyes from hazards on the job. Eye safety is an important topic among construction and manufacturing workers. Anyone

engaged in activity involving the use of saws, power tools, sanders or other equipment that may release airborne particles is at risk for eye injury. Statistics provided by the U.S. Department of Labor suggest thousands of consumers and employees suffer from [eye injuries](#) every year, many resulting from work related injuries incurred when workers used inadequate eye or face protection. Such injuries may result in blindness and thousands of dollars in lost production time and medical expenses.

Eye injuries in the workplace **typically result in up to 20% of temporary and permanent vision loss among workers**. While workplace injuries are common, there are easy to use tools available for preventing eye injury. The most common hazards associated with eye injuries on the job include:

- Airborne particles or bits of metal, glass or wood
- Tools and power equipment that elicit sparks
- Flying objects
- Radiation or UV light

Chemicals or other corrosive substances that may spray and damage vision

It is very important employees and employers understand the potential benefits wearing adequate eye protection have. Eye protection and safety glasses generally fall under the category of PPE or personal protective equipment, and generally serve to protect workers and consumers from hazards exposed to on the job.

All FS employees can obtain eye protection and other PPE items from our store room-JUST ASK-please don't be shy when it comes to safety!

Since its founding, the University of Kansas has embodied the aspirations and determination of the abolitionists who settled on the curve of the Kaw River in August 1854. Their first goal was to ensure that the new Kansas Territory entered the union as a free state. Another was to establish a university.



Custodial Corner

After our recent all employee meetings, we received several good suggestions on custodial equipment needs. As a result we recently purchased and distributed step stools, detergent tanks for buffers, cordless vacuum cleaners and various mop types to see what works best for our custodial needs. Thank you for your suggestions and for helping us test these products and floor waxes to see what works best.

Power Outages & Vehicle Changes

Power Outage Notice Changes

These now go thru Work Management. If you need your building contacts updated, visit the DCM website <https://fmis3w2.home.ku.edu/buildingcontacts/>

If you have changes to the building contact list please forward to Shawn Harding at s366h815@ku.edu

Vehicle Changes-Motor Pool Rental

KU FS is moving to a commercial contract provider in the motor pool soon. Customers will get the same great service from Ms. Susie Albers-Smith and the vehicles will look the same, they will just come from a commercial provider.

“By working faithfully eight hours a day you may eventually get to be boss and work twelve hours a day.”

Robert Frost