

# THE FM VOICE



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## SPECIAL POINTS OF INTEREST:

- New Faces
- Diabetes Info
- Benefits Open Enrollment
- HR Corner
- Employee Birthdays
- Years Of Service
- Brian Tibbs Honored
- Dunk Tank & Fall Festival Snapshots

## FM Energy Management System Getting Better And Better

-David Handwork

The recent changes to the Arkansas State University campus are most evident with all the new construction projects that have taken place over the past two years, including the Reynolds Center for Health Professions, the Delta Center for Economic Development, the Red Wolf Student Recreation Center, the Honors Hall, and the Wolf Den Apartments. This amount of quick campus growth is visually impressive, to say the least.

Unknown to the casual observer are the impressive feats of engineering and technical skills that are being completed by the Energy Management Controls team based right here at Facilities Management.

Prior to 2005, (and typical to most United States college

campuses), HVAC (Heating Ventilation and Air Conditioning) computer-based automation and control systems were turn-key products that were contracted for installation and programming. Arkansas State University is unique on these recent and future new construction projects in that we partner with the mechanical contractor to install and wire these control components. Arkansas State also performs the programming on the ASU-provided computer-based controllers. Very few higher education institutions have this capability. The advantages of this unique capability are:

1. There is a higher level of quality control, which is a 'win-win' for Arkansas State University as well as the general contractor.

2. The campus technicians performing the initial automa-

tion programming are the same technicians that will be maintaining the system over the life of the building.

3. Arkansas State University technicians will already fully understand the HVAC system when the new construction projects are completed and officially 'turned over' to the university.

4. Energy conservation strategies are easily implemented at the present and in the future.

5. The campus energy management system is standardized to a single brand.

The Energy Management Controls team members responsible for this success are Marty Bryant, David Foster, Milton Poole, and Mark Wade.

## Brian Tibbs Receives Employee Of The Quarter Award

-Jim Gibbs

Brian Tibbs was recently awarded Employee of the 2nd Quarter by Al Stoverink during the July Open Forum.

Brian's nomination form stated, "He is a very hard worker. He is always willing to help. I never heard him say no to anyone no matter if it was his job or not. He is always polite and does a great job of doing his job."

Congratulations, Brian, and thank you for all you do here at Facilities Management. You are very much appreciated!

For those of you who want to nominate an employee for the next quarter, simply submit in writing or by email the nominated persons name, their department, and the justification for nomination. The forms are to be given to Jim Gibbs at the front desk. Remember, nominations are due by the last day of every quarter.





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## Facilities Management Welcomes New Employees



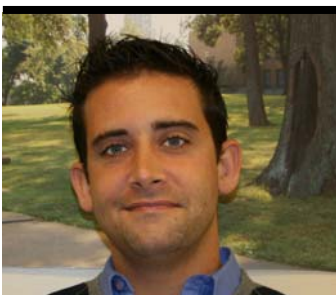
On July 13th, Jim Hart joined Custodial Services. He is from Biggers, Arkansas. He refers to his family as being "the best". His previous work experience is as a general worker for building maintenance. His hobbies include fishing, playing baseball, and playing with the kids. Three words that describe Jim are simple, even, and open; and an interesting fact about him is that he loves life.

On August 3rd, Judy Dudley from Lake City, Arkansas joined Motor Pool services. Judy is happily married to her husband David. They have two children, Breigh and Holly and a dog named Maggie. Her previous work experiences include being a secretary at Arkansas Boll Weevil Eradication Program in the North East Delta Zone. Judy enjoys working in the yard, spending time with her children and vacationing in Destin, Florida. Caring and friendly are the words that best describe Judy. One interesting fact about her is that her and her husband have been married for 27 years.



Charon Casey joined Landscape Services on August 10th. He is from Cotton Plant, Arkansas. His past work experience includes workforce, and he also enjoys playing sports. Charon is currently attending school with an undecided major. Three words that describe Charon are smart, funny and humble.

You might recognize Eddie Hill from Landscape Services. Eddie joined Facilities Management on August 10th. He is from Delaplaine, Arkansas. He is married and has two children. Eddie's past work experiences mostly involved forklift operations. He describes himself as a person that is simply good to be around. In his spare time, Eddie enjoys going hunting.



On August 24th, Jim Gibbs joined the staff of QULP as Administrative Specialist III. He is from Hoxie, Arkansas. His past work experiences include administrative and office management duties for several different businesses in the local area. He enjoys reading, music, writing and spending time with his family and friends. Three words that describe him the best are honest, outgoing and friendly. One interesting fact about Jim is that he is very interested and active in Democratic politics and government.

Larry Vinson, who describes himself as someone who enjoys life, joined the HVAC team in Engineering Services on September 8th. He is from West Helena, Arkansas. Larry is happily married with four children. He enjoys fishing and riding motorcycles. His past work experience includes working for Lowe's for almost two years, building maintenance and building product displays. An interesting fact that he wanted to share is that he worked for 15 years in the motion picture industry.



## Mike Ring Honored At NAEP Conference

- Jim Gibbs and Web Source

Mike Ring, Facilities Management Buyer in Skilled Trades, has stepped up to volunteer his time as an NAEP Membership Volunteer. As such, Mike will support the National Office staff in Membership Recruitment and Retention. He will also be available to assist new members through NAEP's New Member Benefits & Career Guide, an online orientation handbook to help members gain the most from their NAEP connections. NAEP is the National Association of Educational Procurement.

Upon request from a region, Shaunte' Shelton, NAEP's Membership Administrator, will provide Mike with updated lists on lapsed memberships within that region, as well as the names of institutions who are not yet NAEP members. Mike will then pursue these leads to invite lapsed members to renew and to solicit new members.

Mike is the National Membership Coordinator for NAEP, making history as the first ever to hold this position. He will coordinate his work with Shaunte' at the National Office in Baltimore and with the NAEP Membership Committee (also volunteers) who are presently setting up the strategic plans for this initiative.

Mike has been at Arkansas State University for 17 years and has been active in NAEP for the past ten years within the TOAL Region (Texas, Oklahoma, Arkansas, and Louisiana), working at his regional meetings as moderator, on committees, at the registration desk, and all-around volunteer work. Most recently, he served on the Host Committee for the 2008 annual meeting in Austin, Texas. Mike authored an article for the NAEP Purchasing Link (September 2008) on the value of volunteerism and his son, currently serving in the military. He

would like to see more members volunteering and says, "You get so much more fun when you get involved instead of just sitting back watching." He thinks of his colleagues in the TOAL Region as being "like family, and you just help out your family."

Recently, on September 23, 2009, Mike was honored with the Volunteer of the Year award for the TOAL Region. The award was presented at a conference in San Marcos, TX. Congratulations, Mike, and thank you for all you do as a volunteer!



**"Volunteering is an act of heroism on a grand scale. It does more than help people beat the odds; it changes the odds."**

**-President Clinton**

## Diabetes: How Much Do You Know About What Is Offered?

-Robyn Whitehead

Do you have Diabetes or have a family history of Diabetes? Then this information could be for you. ASU Department of Wellness and Health Promotion now offers the opportunity for you to have your blood glucose checked. Each test takes about 5 minutes and there is only a finger prick involved, no big needles, no big vials of blood. All that is needed is to fast for at least 8 hours before the test. The test only costs \$10.00. You will be in and out in no time!

Blue Cross and Blue Shield also offers Diabetes assistance through the insurance plans. Through the Diabetes HealthCheck program, individuals can enroll in the program by filling out paperwork through the Department of Wellness and

Health Promotion. Once enrolled, you can take part in the advantages of the program, which are as follows:

Coverage for one eye exam to screen for diabetes retinopathy per year for those diagnosed with diabetes.

Coverage for one pair of diabetic shoes and foot exam by a podiatrist per year.

Direct supplies are covered under medical coverage, not under the drug coverage. Submit a paper medical claim form to Arkansas Blue Cross Blue Shield, Health Advantage or Blue Advantage Administrators of Arkansas for supplies purchased at your local retail pharmacy.

Direct billing of your diabetic supplies to Arkansas Blue Cross Blue Shield, Health Advantage or Blue Advantage Administrators of Arkansas is available by mail order through Byram Healthcare 877-902-9726 or Edgepark Medical 800-321-0591.

For more information about Blood Lipid Profiles or the Diabetes HealthCheck Program please call or email Robyn Whitehead at 870-972-3974, or [rwhitehead@astate.edu](mailto:rwhitehead@astate.edu).





Facilities Management



"It is very important to generate a good attitude and a good heart as much as possible. From this, happiness in both the short term and the long term for both yourself and others will come."

-The Dalai Lama

#### FACILITIES MANAGEMENT MISSION STATEMENT

*"We are committed to excellence in customer service, safety and integrity. We provide an environment that promotes quality learning through effective leadership and innovative development of Arkansas State University Facilities."*

## Stoverink Has Proposal Accepted At Annual Conference

- Inside ASU

Al Stoverink, Assistant Vice Chancellor for Facilities Management, recently had his proposal, "Leadership for Everyone," accepted for presentation at an educational session at the upcoming CAPPA 2009 Annual Educational Conference and Business Exposition. The session is in late September at the University of North

Dakota, Grand Forks, N.D. CAPPA is the central regional division of APPA, the association of higher education leadership professionals. APPA's mission is the elevating of facilities professionals into influential leaders in education by transforming them into higher-performing managers and leaders. This helps to transform member institutions into inviting and supportive

learning environments and elevates the recognition and value of educational facilities and their impact on the recruitment and retention of students, faculty and staff. APPA promotes excellence in all phases of facilities management, including administration, planning, design, construction, energy/utilities, maintenance, and operations.

## Benefits Open Enrollment Is Coming Up

-Terri Reithemeyer

Do you need to change your benefits? If so, November is open enrollment month. Tami Watlington, Facilities Management's Human Resource Representative, will be taking appointments in the FM Training Room on November 10<sup>th</sup> from 8:00 a.m. – 11:00 p.m., and on November 11<sup>th</sup> from

1:00 p.m. – 5:00 p.m. to assist employees with the following:

### Enrollment for 2010:

**Dental** – any enrollment, change or ending coverage.

**Vision** – any enrollment, change or ending coverage.

**Health** – any enrollment, change or ending coverage.

If you have any questions, please contact Terri Reithemeyer @ extension 4785 or Room 116A.



## AFLAC - Available During HR Benefits Fair

- **Cash**—They pay you cash- after claims are filed, AFLAC sends a check directly to you that should arrive within 2 weeks.
- **Portability** – If you retire or leave for any reason, you can keep the plans at the same group rate.
- **Overlapping Benefits** – If you own multiple policies with overlapping benefits, they will all pay.
- **Local Support** – Policy questions or need help filing a claim, you can turn to your local AFLAC representative.
- **Products That are Being Offered Include:**

### Accident

Helps cover the expenses associated with an accidental injury. Some of the benefits of this policy include: Physician visits, initial hospitalization, transportation and lodging, accidental death and dismemberment, wellness.

### Hospitalization

Pays benefits to help offset the rising cost of a hospital stay including: Hospital confinement, surgical, rehabilitation, invasive diagnostic exams, outpatient surgical \*Ask about maternity rider\*.

### Specified Health Event

Pays benefits for life-threatening conditions such as: Stroke, heart attack, organ transplants, coma, burns, and paralysis. Other benefits include: Hospital confinement, intensive care, transportation, lodging, ambulance, continuing care.

AFLAC Representatives will be at Facilities Management in the FM Conference Room on November 12<sup>th</sup> @ 1p.m.- 5p.m. and November 17<sup>th</sup> @ 1p.m.- 5p.m. Sign-in sheets will be located at the HR Benefits Fair.



## HR Corner

-Terri Reithemeyer

When it comes to benefits, the most commonly known to employees are health insurance and retirement. But do you know that ASU offers so much more to their employees? With Christmas around the corner, I thought these benefits could save you time and money. Below is a list of some benefits that are provided to full-time employees:

**ASU Athletic Events- GO RED WOLVES!!!** Employees may purchase season football and basketball tickets for themselves and their immediate family at a reduced rate. All you need to do is go to the ticket office, set up payroll deduction for the tickets and enjoy the games. A free lifetime pass to athletic events is available for an employee upon retirement.

**Flexible Benefits Plan (Section 125)-** Employees can participate in this voluntary plan that enables them to tax shelter a portion of their income to pay insurance premiums or to redirect money into a spending account that can be used for family medical expenses or child care. In addition, Third Party Insurance premiums, owned by the employee, may be tax sheltered through your 125 Plan. For example, if you purchase cancer insurance with a carrier outside of the University, these premiums can be sheltered. Enrollment for this plan will be in November. Saving money on taxes is

always beneficial. For more information, visit <http://www.selectdataservice.com/>.

**Internet Discounts-** Ritternet (the "ASU preferred" Internet Service Provider for Students, Faculty, Staff and Alumni) allows employees to receive a discount on their **56k Dial-up Internet**. The ASU package includes unlimited 56K Internet Access, 1 E-Mail account, and 5 MB personal web page space. The ASU special Rates are \$15.00 a month, \$75.00 for 6 months, or \$125.00 for a year. There is no set up fee. You can sign up at their location at 2307 Race Street in Jonesboro or you may reach them by telephone at 870-974-9100.

**Personal Cellular Service Discounts-** ASU employees do receive discounts with both AT&T and Verizon. With AT&T, employees receive 15% off monthly plan, \$50 off eligible equipment and 25% off eligible accessories (contract may be required). They will ask you for the Foundation Account Number (FAN) when you get new service, the FAN is 99632. Or if you shop online you would register at <http://www.wireless.att.com/businesscenter/business-programs/college/index.jsp>.

With Verizon, employees receive 18% off monthly plan, 25% off eligible accessories and choice from a variety of free phones (contract may be required). You can register at [www.VerizonWireless.com/Dis](http://www.VerizonWireless.com/Dis)

[count](#).

**Personal Computer Discounts-** Did you know that you can purchase an HP, Dell, IBM or Apple personal computer (desktops and laptops) and/or accessories at a discount? You can shop at these vendors websites and receive up to a 12% discount. Go to [http://its.astate.edu/content/vendor\\_contracts/](http://its.astate.edu/content/vendor_contracts/) for more information.

**W-2's-** Did you know that you do not have to wait by the mailbox for your ASU W-2? Through Self Service, you can consent to receive your W-2 electronically. You can print your W-2 form on-line and do your taxes early. Consent must be given by December 31<sup>st</sup>, 2009 to insure you receive that year's W-2 electronically. Your consent remains valid until revoked by you or upon termination of employment. If you decide to revoke your consent, a written notice must be provided to Payroll Services. Remember that updating your contact information is your responsibility of the employee by providing correct up-to-date information to your Human Resources Representative, Payroll Services and your supervisor.

For more information about these benefits or more, visit <http://www.astate.edu/a/finance-admin/hr/> or contact Terri Reithemeyer at 680-4785 or Tami Watlington at 972-3454.



WHO IS THIS  
YOUNG LADY?

**HESTER  
HALL**

## Recycling Update

-Helen McCoy

Mr. Robert Hunter, Recycling/Marketing Manager from the solid waste division of the Arkansas Department of Environmental Quality came to speak with FM and Residence Life staff members about ways to improve our recycling program here at ASU.

He gave us information on

other products that we can recycle and ideas for ways to get the message out.

He also gave us information about some new legislation that will allow us to keep more of the proceeds from our recycled products that have been going down to Little Rock. He gave us contact information for recycling e-waste and fur-

niture, and he informed us that we have to do a report for the governor about our recycling program. He also told us of a grant program that we could apply for to help offset some of the expense.

We are going to ask him back to speak with us again in the near future.



**IT'S OUR WORLD,  
WE ONLY HAVE ONE**



## FM Voice Staff

**Al Stoverink**

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**Doug Mathis**

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**Helen McCoy**

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**Jim Gibbs**

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**Lanny Tinker**

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**Terri Reithemeyer**

[treithemeyer@astate.edu](mailto:treithemeyer@astate.edu)

## Happy Birthday!



## Flu Season Is Upon Us Once Again

*-Helen McCoy*

The flu season is upon us once again and this year we have the added threat of H1N1 or swine flu.

This new threat that surfaced in the spring is especially worrisome of young adults. However, it's not an airborne virus. If you see someone showing signs of illness just stay back about 6 feet.

The virus is spread through hard surface contamination. The best way to lessen your chances of contracting this flu is the same as with any other flu...wash your hands. Keep your hands away from

your mouth, nose, and eyes, at least until you have washed them really well.

Wash your hands often in any hand soap. What kind of soap you use is not as important as how you wash your hands. You should agitate the soap and water on all parts of your hands, especially around your nails and between your fingers. Don't forget the backs of your hands and thumbs all the way to your wrists.

If you can't wash, at least use sanitizer, but for every 5-6 times you use sanitizer, you should wash with soap and water. If someone other

than you uses your desk, or if you've been ill, clean your telephone and keyboard with a disinfectant, it doesn't hurt to do that anyway, and always, wash before and after eating or smoking.

Nothing can completely stop the spread of the flu, and unfortunately some of us may come down with it no matter how hard we try to avoid it, but by following these few simple practices and hopefully turning them into good habits, we can drastically slow down the spread of H1N1 and other communicable diseases. Be careful out there and protect yourself the best you can!

## Employee Birthdays

October					
Robert Hobbs	Projects	1 <sup>st</sup>	Bryan McKnight	Landscape	11 <sup>th</sup>
Frankie Upton	Custodial	2 <sup>nd</sup>	Ervin Phillips	Custodial	11 <sup>th</sup>
Billy Householder	Projects	3 <sup>rd</sup>	Mike Ring	Skilled Trades	13 <sup>th</sup>
Lanny Tinker	Administration	7 <sup>th</sup>	John Kern	Custodial	15 <sup>th</sup>
Darrell Barton	Service	8 <sup>th</sup>	James Jones	Business	15 <sup>th</sup>
Gil Freeman	Projects	9 <sup>th</sup>	Anita Pough	Custodial	17 <sup>th</sup>
Thelma Carroll	Custodial	10 <sup>th</sup>	Rusty Stroud	Projects	18 <sup>th</sup>
David Foster	Energy Mgmt	11 <sup>th</sup>	Don Neldon	Projects	18 <sup>th</sup>
Brandon Jones	Custodial	12 <sup>th</sup>	Melvin Fitzhugh	Projects	18 <sup>th</sup>
David Harmon	Projects	12 <sup>th</sup>	Cody Lettenmaier	Bldg Maintenance	22 <sup>nd</sup>
Jonathan Carvell	Engineering	13 <sup>th</sup>	Lisa Lyons	Custodial	22 <sup>nd</sup>
Billie Burns	Custodial	14 <sup>th</sup>	Mark Clark	Projects	25 <sup>th</sup>
Bobby Burton	Landscape	14 <sup>th</sup>	Randy Wallace	Construction	25 <sup>th</sup>
Milton Poole	Energy Mgmt	15 <sup>th</sup>	Terry Huffine	Custodial	27 <sup>th</sup>
Betty Dotter	Custodial	16 <sup>th</sup>	Natalie Ball	Business	29 <sup>th</sup>
Joseph Rolfe	Bldg Maintenance	16 <sup>th</sup>	<b>December</b>		
Jessie Washington	Landscape	18 <sup>th</sup>	Cameron Martin	Bldg Maintenance	1 <sup>st</sup>
Tammy Webb	Custodial	20 <sup>th</sup>	Scott Johnson	Bldg Maintenance	3 <sup>rd</sup>
Diane Andrews	Custodial	25 <sup>th</sup>	Lynn Cook	Projects	8 <sup>th</sup>
Eric Boling	Energy Mgmt	29 <sup>th</sup>	Martin Bryant	Energy Mgmt	10 <sup>th</sup>
Robert Jones	Recycling	29 <sup>th</sup>	Donald Dunn	Projects	13 <sup>th</sup>
November			David Gray	Bldg Maintenance	13 <sup>th</sup>
Michelle Morgan	Construction	1 <sup>st</sup>	Grady Clark	Landscape	14 <sup>th</sup>
John Isbell, Jr.	Custodial	2 <sup>nd</sup>	Greg Olson	Landscape	20 <sup>th</sup>
Bobby Colburn	Energy Mgmt	3 <sup>rd</sup>	Jerry Wilson	Custodial	24 <sup>th</sup>
Al Stoverink	Administration	4 <sup>th</sup>	Shawn Brewer	Projects	31 <sup>st</sup>
Bobby Smith	Administration	9 <sup>th</sup>	Esther Boyd	Custodial	31 <sup>st</sup>

## Third Annual Fall Festival Was A Hit

-Billy Pierce

The Third Annual FM Fall Festival was held at the ASU Pavilion on September 19th. Approximately 150 family and friends came this year. Pat and Wesley Runyan set up a ring toss game for all the children to play until they won a prize. For the older kids' enjoyment, a fishing derby was held as

well. Bobby Colburn held a very successful horseshoe tournament despite the imperfect weather.

A lot of ASU vendors and local businesses donated some great door prizes and bingo gifts, which made the games and giveaways much more exciting.

Although we had expected sunny skies and 85 degrees, the weather wasn't as accommodating as we had hoped. Regardless of the weather though, our spirits weren't dampened in the least, and everyone had a great time Saturday. Thank you to all those who helped make this Fall Festival possible, and to everyone who came out to enjoy the day.

## QulP Update

-Terri Reithemeyer

The Quality Improvement Process Team (QulP) has a new face at the front desk- Jim Gibbs. Jim has a Bachelor of Science degree in Management from ASU and more than six years of administrative experience. Jim will take care of such tasks as front office customer service, answering the main phone, organizational charts, building liaison communication, perpetual customer surveys, maintain AVC Advisory Board minutes, and maintaining the office supply room. The front desk office hours are from 7:30 a.m. to 5:00 p.m. Join us in welcoming Jim to Facilities.

So, what else has changed? To better accommodate the FM training and HR functions, Allison Jor-

dan's office hours changed to 7:30 a.m. to 4:30 p.m. and my hours changed to 7:00 a.m. to 4:00 p.m. on September 1<sup>st</sup>. Not only have our hours changed, but we have relocated to the old construction offices- Allison will be in room 116 and Terri will be in 116A. Room 117 will be the location of the new FM Training/HR area. This room will primarily be used for the FM NEO (New Employee Orientation) and specialized training.

With a slow start to the development of training this summer, and Blackboard 8 being down for maintenance, late fall will bring about several live trainings including new Blackboard training modules.

On October 14<sup>th</sup>, Philip Moffitt will present training on Computer Basics that will help those that struggle with their computer skills or needed refreshing on their current skills. Later in November (to be announced), I will present training on the updated FMOP: Hiring Promotion and Procedure to all FM Leadership. I also will be presenting a live training on the new FMOP: Light Duty/Return to Work Program to all FM Leadership. Both a FMOP: Hiring Promotion and Procedure and FMOP: Light Duty/Return to Work Program training module will be on Blackboard for all support staff. Please make sure to check the training information board in the FM Wolf Den, FM Training Calendar and the Plasma TV for more training information.



**"The journey itself, ultimately, has to be your journey. We can't teach character, we can't teach behavior, and we can't teach you to be curious."**

**-David Gergen**

## Years Of Service

October					
Don Neldon	Projects	26 yrs	Joseph Thornton	Energy Mgmt	2 yrs
Brian Tibbs	Motor Pool	20 yrs	Bobby Warren	Custodial	2 yrs
Ruth Ann Miles	Custodial	16 yrs	Catrina Clark	Custodial	1 yr
Anthony Passalaqua	Landscape	15 yrs	November		
Greg Olson	Landscape	11 yrs	Lynn Cook	Projects	26 yrs
Naomi Graves	Custodial	10yrs	Richard Bergener	Projects	12 yrs
Shawn Brewer	Projects	8 yrs	Lisa Lyons	Custodial	11 yrs
Billy Clifft	Landscape	7 yrs	Peggy Campbell	Custodial	10 yrs
Mackie Smith	Custodial	7 yrs	Jerilyn Miller	Sign Shop	8 yrs
Donna Simpson	Custodial	4 yrs	Paul Cox	Engineering	5 yrs
Erin Brawley	Custodial	3 yrs	Dwain Roberts	Energy Mgmt	4 yrs
John Isbell, Jr.	Custodial	3 yrs	Randal Wheaton	Energy Mgmt	4 yrs
Robin Maxwell	Custodial	3 yrs.	Danny Potts	Landscape	3 yrs
Michael VanWinkle	Skilled Trades	3 yrs	December		
Andrea Ferguson	Custodial	2 yrs	Joseph Rolfe	Bldg Maintenance	28 yrs
			Joe Kilburn	Bldg Maintenance	20 yrs
			Dave Atherton	Bldg Maintenance	12 yrs

**We thank each and every one of these people listed for their dedication and years of service.**

