



The Messenger

The Monthly Newsletter of the Minnesota Association
Committed to Promoting Excellence in the
Operation and Care of Educational Facilities

May 2019

MASMS Custodial/Grounds/Maintenance Appreciation Days

Every June MASMS holds events to show appreciation for the custodial, grounds and maintenance staff from our schools. The day is filled with education, a trade show, networking, prizes, lunch and fun.

This is always a great day for maintenance, custodial and grounds staff.

Give yourself and your staff a day for learning new things & networking with peers!

You and your staff are invited to participate.

It's a great way to thank your Custodial, Maintenance & Grounds Staff!

Just \$25 a person - a great investment in your staff. Registration Includes Lunch. You Can Register Now!

Go to www.masms.org, select "2019 Custodial Days" or contact the MASMS office.

Metro Chapter

Wednesday June 12th & Thursday June 13th

Thomas Jefferson High School (Bloomington Schools), 4001 West 102nd Street, Bloomington, MN 55437

The same program presented each day, allowing schools to send 1/2 of their staff members each day!

North, NW & West Central Chapters

Tuesday June 18th ~ Staples High School. , 401 Centennial Drive, Staples, MN

Southern Chapter

Thursday June 20th ~ Owatonna Middle School, 500 15th Street NE, Owatonna, MN

VENDOR SHOWCASE OPPORTUNITY

All MASMS Business Members are invited to participate in this event! Forms are available at www.masms.org

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The MASMS May State Meeting on Tuesday May 14, 2019 Location: US BANK STADIUM

This will be an amazing meeting. Along with special guest speaker, Gregg Johnson from Landmark Development, we will be doing a complete tour of the stadium. This is one you won't want to miss!

Schedule:

8:30 AM	Registration	10:45 AM	Lobbyist, Sam Walseth
9:00 AM	Tours	11:00 AM	Speaker, Gregg Johnson
10:30 AM	Break	Noon	Lunch

Your ninety-minute guided adventure through U.S. Bank Stadium will give you behind-the-scenes access to the home of the Minnesota Vikings. Discover the inner workings of U.S. Bank Stadium. Tour Guides are knowledgeable and well-versed on building architecture, Vikings history and sustainability features of U.S. Bank Stadium.

This is paid for as part of your MASMS membership. If you bring a non-member, we ask that you contact the MASMS office to pay for their tour and meal. Go to the MASMS website to sign up (www.masms.org). Select meeting registration.

Heather Nosan,
Rosemount-Apple Valley-Eagan
MASMS State Past President

A Message from the Board



Hello everyone!

Spring has sprung, and for MASMS members that means a full schedule of summer projects on the horizon. As is the case with most of us, we continually strive to do more with less and deal with greater demands and expectations. Does your morning routine consist of checking emails, downing coffee, answering voicemails, signing invoices, downing more coffee... not to mention an open door policy with numerous visitors? How long can you go without checking email, or glancing at your phone? We are being pulled in different directions and more often than not, the answer to these demands is multitasking. But is this really the best use of our time?

Researchers have confirmed that those who multitask are **less** productive than those who do a single task at a time. Our brains are just not wired to perform at a **high level** when we try to do more than one thing at a time. It actually reduces our efficiency and performance, because the brain simply lacks the capacity to perform more than one task at a time successfully. Once we start thinking about more than a few things at a time, our ability to perform any task at a high level is compromised.

If multitasking doesn't really work, what strategies can we use to be able to perform at a high level while we continue to try to do more with less? Here are a few suggestions that you may want to consider:

Schedule time to spend on completing specific projects. Set aside blocks of time on your calendar to respond to e-mails, phone calls, meet with others and complete specific projects. Scheduling these items provides the time required to better concentrate and focus to get these things done.

Be mindful and "present". Focus on what you are working on or with whom you are with at the present time. Be truly engaged with those around you to be able to concentrate and better recall the discussion. This will open your mind up for greater creativity and the mental ability to better perform the work at hand.

Write it down. Don't waste time later trying to remember what you needed to do or risk forgetting an idea you had.

Although technology may allow us to be connected 24/7, just remember, you can't do it all. Focus your time and attention on your priorities, one task at a time. Even when we have multiple deadlines and projects that need our attention simultaneously, focus on one task or conversation at a time.

By planning time for concentrated periods of work and becoming more engaged in the task being performed, we are actually able to get more tasks accomplished and avoid the familiar mantra of being "a doer of many tasks yet a master of none."

Heather

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Simple Steps for Stress Management

There are some simple, not easy, things we can do to manage our stress. Some of my favorites include getting organized, eating well, exercising more, and setting goals. Unleash these stress management strategies and prevent burnout.

Be Well-Organized: Getting organized is a valuable exercise and will help you keep up with everything that you are involved with and minimize the stress by finding the information quickly without time pressure. Some research claims we spend 45 minutes per day, personally and professionally combined, just looking for things. That's six work weeks a year just looking for things. When you get organized, you'll save time by not having to look for things. You'll save money by being more efficient. You'll be more productive, effective, and creative by knowing where things are. And finally, you will feel less stress.

Be Well-Fed: There are days when we have meeting after meeting, phone call after phone call, endless emails, and we don't get a chance to eat well. It is not so much that you need to go on a diet, as much as a proper diet. Try to work more of those fruits and vegetables into your diet rather than those candies, cookies, and cakes.

Be Well-Exercised: Good health helps to combat stress. Being well-exercised comes from including these five criteria to your exercise program. It has to be something that causes you to move, to breathe deeply, causes you to bend, and it has to be something you enjoy and is at your pace.

Be Goal-Oriented: Setting goals relieves stress because it gives us hope that our lives can be different. In every area of our life: career, financial, family, friends, physical, educational, and spiritual, the formula for goal setting stays the same. First you need to decide clearly what you want. The goal must be attainable. Next, give yourself a deadline for achievement. How long we have is how long we will take. Consider the knowledge and skill you may need to acquire to be successful in reaching the goal. Then connect with the people, groups and organizations you will need to work with to learn the knowledge and develop those skills. Finally, put together a plan of action. Identify the ten steps you will take over the next 12 hours, 12 days, 12 weeks, and 12 months to reach the goal. Sometimes when our career hasn't been rewarding, and our social life is non-existent, we start to feel the blues. There is no better remedy to relieve the stress of disappointment than a good round of goal setting. Set goals and relieve some of your stress today.

Thank You for your business!

**It has been our pleasure to work for you
today. Please tell us how we did!**

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HEALTH & SAFETY Section



The MASMS Health & Safety Committee supplies information for this section each month. If you have a specific topic you would like to see covered, just let the MASMS office know.

OSHA Announces Top 10 Violations for FY 2018

OSHA officials have released their list of the top 10 violations seen by the agency in fiscal year 2018. The list includes two categories that have not previously hit the top 10.



The Occupational Safety & Health Administration announced its list of the agency's top 10 violations for fiscal year 2018 on Oct. 23 during a morning Learning Lab session that took place in the middle of the National Safety Congress & Expo show floor. Attendees of the #NSCExpo Learning Lab session were the first to hear this major announcement from the federal agency.

The list was announced by Patrick Kapust, OSHA's Deputy Director of the Directorate of Enforcement Programs, in a highly attended half-hour session. Kapust gave the list of violations in reverse order and included the violated regulation and the number of violations based on preliminary data.

The top 10 violations seen by OSHA in fiscal year 2018 are as follows:

- 10. Personal Protective and Lifesaving Equipment—Eye and Face Protection: 1926.102, with 1,536 violations
- 9. Machine Guarding: 1926.212, with 1,972 violations
- 8. Fall Protection—Training Requirements: 1926.503, with 1,982 violations
- 7. Powered Industrial Trucks: 1910.178, with 2,294 violations
- 6. Ladders: 1926.1053, with 2,812 violations
- 5. Lockout/Tagout: 1910.147, with 2,944 violations
- 4. Respiratory Protection: 1910.134, with 3,118 violations
- 3. Scaffolds—General Requirements: 1926.451, with 3,336 violations
- 2. Hazard Communication: 1910.1200, with 4,552 violations
- 1. Fall Protection—General Requirements: 1926.501, with 7,720 violations

The top 10 violations accounted for an estimated total of 32,266 violations, based on preliminary data for FY 2018. Kapust reminded those in attendance that these numbers were only for the federal agency, and did not include violations found by state enforcement agencies.



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Vendor Corner

Mike Remington, Inspec
MASMS Vendor Representative



Effective Presentations Tell a Story

It is estimated that approximately 30 million PowerPoint presentations are made each day. Humans tend to be a “story-telling” species: we learn better from a story than we do a list of bullet points and we tend to retain that information better as well. In primitive times, stories were successfully used to share people’s history, major events, and even traditional routes between important landmarks. I do a lot of presentations and I feel strongly that we can all make our presentations more effective by following some important tips related to telling a good story. This article is the first of a multi-part piece that I will continue in future months:

Pixar’s Andrew Stanton was quoted as saying: “The best stories infuse wonder.” A good story can capture someone’s attention and really get them thinking, which is a major goal of most presentations we do. Like a good story, it is very important that the beginning be interesting and attention-grabbing. Audiences tend to remember the beginning of a story/presentation and the end of it, so you need to make sure you don’t waste the opening minutes of your presentation as they are critical to capturing their interest and attention.

Like any good story, a presentation should have a solid structure, and usually the simpler the better. Try to have a brief introduction that outlines what the presentation will be about, then tell your story and then try to repeat your major points at the end. Try to explain the “moral of the story” you just told. You need to have a very clear and concise message, what are the key things you REALLY want the audience to remember? Most presentations last less than one hour, many times only 15 minutes or so, so it is very important that you clearly identify your main talking points and try to repeat those more than once during your presentation.

WELCOME EDUCATIONAL MEMBERS

- Derek Hillestad, Dumwoody, College of Technology
- Mark Fortman, W. St. Paul/Mendota Hts/Eagan
- Maureen Winge, W. St. Paul/Mendota Hts/Eagan
- Lisa Johnson, W. St. Paul/Mendota Hts/Eagan

WELCOME BUSINESS MEMBERS

- Javier Navar Payan, Efficiency Commissioning, LLC.
- Mitch Regal, Innovative Foundation Supportworks
- Michael Kylo, GAF Materials Corporation
- Brian Haugdahl, WL Hall Company
- Christopher Johnson, St. Croix Recreation
- Michael Hoeft, K & M Concrete Construction, Inc.

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Mark Your Calendar for the 2019 MASMS Conference

Thursday October 3rd and Friday October 4th, 2019 St. Cloud Minnesota

Two Keynotes—One Each Day!

Thursday October 3, 2019 Being a Champion of Change Pat Finnemore, Kenosha Schools



It is natural for people to struggle with change; it can be hard as well as take us out of our comfort zone in a hurry. There are some natural and learned skills and characteristics that can help us become change agents in our personal and professional lives. Pat will use stories and examples to illustrate several of these characteristics showing that anyone can become a "Champion of Change" if they choose to.

Friday October 4, 2019 "Being Wild at work means having the courage to bring the gift of all of who you are to all of what you do." Chris Heeter, Dog Musher



Boring meetings? Disengaged teams? Lifeless leadership? Shake it up. The Wild at work approach reminds us that working together doesn't have to be so complicated.

We are so very excited to bring our members an amazing conference this year ~ celebrating that MASMS is 40 years strong this year!

Watch your mail for conference registration forms—they will arrive in your mailbox and be on the MASMS website within two weeks!

Business Members—sign up early, as the trade show will sell out!



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Solar Panels the Newest Addition to ROCORI Schools Outdoor Classroom

“The core goal of this project was to improve the outdoor classroom environment with solar while also educating the community about the many benefits of renewable energy,” shared Barb Omann, ROCORI English teacher and Environmental Club and YES! Team advisor.

“The most direct beneficiaries are students in the school district—ROCORI has already reached 800 youth with the solar array,” Barb continued, “and we’re currently working with teachers to incorporate solar into their science curriculum.”

How did this all get started?

The idea of using the courtyard space between the ROCORI High School and Middle School buildings as an outdoor classroom started with principal Mark Jenson and blossomed into an amazing collaboration. The pollinator garden, native grasses, a greenhouse, and a couple compost barrels are already installed and maintained by various groups, including the Area Learning Center students, Anita Hendrickx, and her Art classes, students and staff in the ELL program, and interested volunteers. The solar array is a great addition!



Meeting ROCORI's energy needs.

The solar panels were initially installed to possibly provide power for lighting or watering, as well as an educational opportunity for students and staff, but wiring them to use the energy for specific purposes was too awkward and expensive, so they were installed to meet the general needs of the schools.

Making solar energy production even more visible.

Aaron Busse with Minnesota Renewable Energies, Inc. met with the group and Brent Neisinger, the head of buildings and grounds at ROCORI, and together decided to install a monitor that shows the energy being produced in real time as well as over time, so it could be viewed by staff and students and used for educational purposes, as well as saving the district money. The schools are also going to post information by the panels or monitor to promote awareness of the district's participation in off-site community solar gardens and the related energy cost savings.



“Students enjoyed being part of promoting clean energy, so thanks for

helping make this solar panel project possible!”

Barb Omann, ROCORI English Teacher and Environmental 1st Club Advisor

Continued on Page 8



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Announcing: INSPEC has a new office in Rochester, Minnesota
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Solar Panels the Newest Addition to ROCORI Schools Outdoor Classroom *(Continued from page 7)*

What lessons learned should other schools consider?

The schools would advise others to collaborate regularly with all parties involved. They had great collaboration with their principal, Mark Jensen, and the ROCORI district head of buildings and grounds, Brent Neisinger, as well as with MN Renewable Energies consultant, Aaron Busse. The school did not initially consult enough with the science department, the people most likely to use the installation for educational purposes. They had a couple science teachers on board at the start, talking with them about possible uses of the solar panel information in their classrooms, but to improve the project they would have liked to involve the science department more from the start.

PROJECT OVERVIEW

- **Technology:** Solar PV
- **West Central CERT Seed Grant:** \$1,200
- **Total Project Cost:** \$4,469
- **Other Funds:** Youth Eco Solutions (YES!) grant, foundation funds
- **Project Team:** Aaron Busse, MN Renewable Energies, Inc.; Brent Neisinger, ROCORI Head of Buildings & Grounds; Mark Jensen, ROCORI High School/Middle School Principal; Barb Omann, ROCORI Environmentalist Club & YES! Team Advisor
- **People Involved and Reached:** 855
- **Annual Energy Generated:** 1,783 kWh

What's next for ROCORI Schools?

"We plan to work with ROCORI Middle School and High School science departments to see if they would be interested in presentations to their students about solar energy," said Barb Omann. "We will also be working to make sure that the teachers know what information is available and how to access it so they can incorporate it into their lessons."

CPS Class Scheduled for June 25th & 26th, 2019 in Minneapolis MN

The CPS certification is part of the requirements for the MASMS Certification Program.

We have 15 openings available for this class. The AFE fee for this training and examination is \$500. MASMS covers the cost of hotel. This class is a review of the study materials, and is not meant to be complete instruction. You must spend the necessary time studying the materials prior to the class.

How to register: Email the MASMS office that you will be applying for this class (ruth@masms.org) and you will be emailed the application. Fill out the application and send it back with the \$500 check (or credit card info) to the MASMS office (give yourself 5 weeks of study time).

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andy.biesanz@essity.com or at 612-263-4597



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Cultivate A Happy Workplace

Making your organization a happy place to go to work is an essential component to a successful department! To create that kind of environment, it takes a strong top down and bottom up approach. It takes creativity and presence of mind.

There are many things you can do to make a happy work environment. Here are some ways to get started:

HIRE HAPPY PERSONALITIES

Hiring people who are going to help make your workplace happier. It is natural to focus on relevant experience and past achievements, but ignoring the personality is a mistake.

BE COMMUNITY MINDED AT WORK

Make a point of encouraging people to say hi to each other. Sounds simple but it is actually an incredible way to build a sense of workplace community.

GET OUT OF THE WORK ROUTINE OCCASIONALLY

We have a tendency not to focus on the big picture when we are really busy. This prevents us from creating perks or planning fun events. Treat people to something surprisingly good and fun.

SHOW THAT YOU CARE ABOUT YOUR EMPLOYEES

Ever hear of the Hawthorne effect? It's the increase in productivity in the workplace when people feel that they are cared about. Take a minute to ask others how they are doing.

ENCOURAGE SOME SELFISH THINKING

Part of the secret to being happy is to encourage people to have personal career goals. When people feel that they are working toward something, the day-to-day stresses of the workplace don't matter as much.

FOCUS ON THE POSITIVE

Lots of places get caught up in the negative. They go over what didn't work. Turn that around. Focus on the positive. If you look for the good, you will find the good. If you look for the bad, everything will seem bleak.

THOUGHTFUL ACTIONS = HAPPY WORK ENVIRONMENT

You can have a happy workplace if you take the time to make it a happy workplace. Hire happy people. Don't get caught up in focusing on the negative and make sure to do the little things that make a difference in people's lives. It won't be a major cultural change at first but it will slowly and surely make your workplace a better place and people will do better work.



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MASMS July 2019 Boot Camp

Dates & time: Wednesday July 24th and Thursday July 25th, 2019, 8:00 AM to 4:00 PM, dinner at 6:00 PM on Wednesday evening

Location: Holiday Inn, St. Cloud, MN | 75 South 37th Ave St. Cloud, MN 56301

Cost: MASMS will cover the cost of this training (if you are a member). It includes cost of class, hotel room for Wednesday night (and Tuesday night if 1.5 hour drive), and all meals. (Meals include Wednesday lunch and dinner; Thursday breakfast & lunch).

Boot Camp Information:

The MASMS Boot Camp is specifically designed to provide training for facility professionals. The training will be of great value for newly employed facilities managers or seasoned veterans. Custodial—Grounds—Maintenance Management—Security—Health & Safety—Transportation

The following topics will be covered for each of the above aspects:

- Standards
- Training
- Management Tools
- Budgets
- Staff Management and Development
- Best Practices
- Equipment Needs
- Inspections/Checklist

Course Description

This course provides practical experience and proven techniques to help improve skills in the facilities management field. We will describe today's best maintenance practices and show how other schools have developed high performance facility departments

- Improve management skills
- Optimize maintenance department performance and productivity
- Increase leadership skills
- Prepare facilities department for the day to day challenges

Instructors This course is taught by seasoned experienced facility staff from public schools. Mike Boland (No St. Paul/Maplewood/Oakdale ISD #622), Scott Hogen (Mankato Schools), Chis Pint (Rosemount-Apple Valley-Eagan ISD#196) and Laura Masley (Elk River Schools), who have over 75 years of combined experience!

Contact the MASMS office to register. Ruth @ masms.org or 320-685-4585. Please indicate if you need a hotel room, and

When you see a question that a MASMS member sends out to other members—ever wish you could see the answers? Now you can!

When a member sends out a question to membership, the answers are posted to the MASMS website!

Instructions:

Go to: www.masms.org
 Look to the left hand side of the windows under “Quicklinks”
 Click on “Questions and Answers from MASMS Member” Button
 Select the question you would like to see the answers from!

If you would like to submit a question, just email the MASMS office with your question, and we will take it from there!

Employment Opportunities:
 Check it out at www.masms.org
 New postings weekly.

Newsletter Articles

MASMS is accepting articles for the MASMS Newsletters. Articles received before the 20th of each month will be considered for the following months publication. If we have too many articles, they will be held and used in an upcoming month.

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MASMS OFFICE

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Did you know that all MASMS members (educational and business) are automatically members of The Minnesota Turf and Grounds Foundation (MTGF)?

MINNEAPOLIS - The Minnesota Turf and Grounds Foundation (MTGF) is proud to announce that it is donating \$104,475 towards Minnesota Turf and Grounds research. Since 1992, the Minnesota Turf and Grounds Foundation has donated \$1,650,516 towards turf and grounds research.

In March, the MTGF Board of Directors approved four funding requests at its March Board Meeting. The Board approved a donation of \$65,000 towards TROE Center operations at its March Board Meeting. The Board feels the continued research at TROE Center is very beneficial for Minnesota turf managers.

The MTGF Board approved a MTGF donation of \$34,475 towards Teaching, Research, and Outreach Programs at the Urban Forestry, Outreach, Research & Extension (UFore) Nursery and Lab. The funds will go towards Youth Engagement (\$7,250); Conservation (\$9,975); UM Elm Selection (\$6,250); UM ESP Research (\$5,500), and Pruning (\$5,500).

For a second year, the MTGF Board approved a \$5,000 for students at the University of Minnesota/ Crookston to continue to work on a Pre-Game Agronomic Field Safety Assessment for Sports Fields: Future Implications of Risk Management. Field safety is a concern. This research and information will benefit sports field managers.

The mission of the Minnesota Turf and Grounds Foundation is to promote the green industry in Minnesota through support of research, education and outreach at the University of Minnesota and elsewhere. The MTGF pursues its mission in various ways. One of these is an annual "Call For Proposals," titled the "MTGF Research Gift Program," whereby researchers, instructors and outreach faculty and staff involved in turf and grounds work may submit requests for unrestricted gifts to support their activities. As a 501(c)(3) corporation, funding approved by the MTGF will not be subjected to overhead or other indirect charges or costs. The dates for submission, review and approval may change on an annual basis as well as the protocol stipulated for the submission of gift requests. For more information about the Minnesota Turf and Grounds Foundation, visit www.mtgf.org or contact the MTGF Business Office at 763-703-4983.



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