Employee of the Month
Sara Spillman

Facilities is pleased to announce Sara Spillman as our March Employee of the Month. Sara works in Customer Service and has been with Facilities for 2 years.

Before coming to Facilities, Sara worked at Walmart as a cashier, customer service manager and also in the accounting office. With quite a bit of experience, we were pleased to hire Sara and have her come on board as part of our team.

Sara is a valley girl and has lived in Logan her entire life. She married her sweetheart Daniel six months ago. She is the middle child and the only daughter in her family. She has two brothers who love to tease her.

Sara and Daniel went to Puerto Rico for their honeymoon and loved it there. They experienced a difficult return to the United States when they got lost on the freeway system in Puerto Rico and missed their flight home. This cost them an additional $800.00 and ended up being a challenging trip. Besides a new husband, Sara also has a six month old Boston Terrier named Maltoban.

Enjoying outdoor activities is where you will find Sara in the summer months. She loves hiking, photographing wild flowers and camping. She claims that she hibernates in the winter and tries to stay indoors where she is warm. She loves spending time with her husband and family. She doesn't care what they are doing as long as they are together. Sara says that she really enjoys working for Facilities and claims that everyone else makes her job easy. You are a great employee Sara and we are happy to have you here with us.

Employees of the Month for 2008

Sharon Mayers — January
Doug Dawes — February
Tony Miller — March
Kellen Tarbet — April
Mark Ostergar — May
Scott Hampton — June

Wade Nield — July
Dirk Opperman — August
Clint Dirks — September
Sonia Mattson — October
Mark Hunting — November
Janet Hillyard — December

The Employee of the Year will be announced at the Division Awards on March 3, 2009.
Your deathbed advice — to your younger self

Career coach Marshall Goldsmith was asked, "If you had to choose one piece of advice that would help people achieve more happiness on the job, what would it be?"

Goldsmith, interviewed in *Money* magazine, said you should imagine yourself being 95 years old. "If you could talk to the younger you, what advice would you give about having a better career and a better life?" Whatever that wise 95-year-old would tell you to do, says Goldsmith, do it. Start now, because that’s the best advice you are ever going to get. Listen to it closely. When the time comes, you want that 95-year-old to be proud of you. If the conclusion is that you were a success, you were.

Of all the performance appraisals you’ll ever have, how you’ll feel about yourself in the last days of your life is the only appraisal that really matters.

Two must-haves during a recession

Al Neuharth, founder of *USA Today*, says the must-haves are realism and optimism. Having lived through many recessions and one depression, the 84-year-old has some sound advice.

- Realism means tightening your belt. Spend only what is necessary and funnel what you can into the future.
- Optimism means investing now in everything worthwhile you can afford, such as new ideas and new products. Neuharth says the best time to market anything new is during a recession. If you invest in the future, the best of times are ahead for you, he says.

Moneywise Mortgage refinancing

In January, applications for mortgage refinancing tripled as interest rates went lower. Quoted in *Business Week*, experts at HSH Associates say they wouldn’t be surprised if rates went to 5 percent or lower in coming months. That would be a 50-year low. In January, they averaged 5.1% for 30-year mortgages. At 5.1%, a borrower taking out a $200,000 loan would save about $170 in monthly payments over what would be required for a 1.3 percent higher rate.

You need an equity stake of at least 10% to refinance, more in some markets, and you need a credit score of at least 720 to get the best interest rates. At the same time, the average rate on a 15-year fixed-rate mortgage dropped to 4.83%, the lowest point since March of 2004.
Hand and Power Tool Safety by Justus Swensen

For all of you who have a heightened desire for general safety knowledge, you can find an exhaustive section on Hand and Power tool safety in the OSHA section 1910 Subpart P, 1910.241 – 244. For those who just want a quick and easy condensed version of that section, then simply read on! Here is a light summary of what the OSHA Regulations say about hand tools:

• Facilities is responsible for the safe condition of tools and equipment used by employees, including tools and equipment which may be furnished by employees.
• Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.
• Facilities can’t permit the use of unsafe hand tools.
• Wrenches can’t be used when jaws are sprung to the point that slippage occurs.
• Impact tools need to be kept free of mushroomed heads.
• The wooden handles of tools need to be kept free of splinters or cracks and be kept tight in the tool.
• Employees who use hand and power tools and who are exposed to the hazards must be provided with the particular personal equipment necessary to protect them from the hazard.
• Facilities and its employees have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it should be brought to the attention of the proper individual immediately.
• Floors should be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.

The greatest hazards posed by hand tools result from misuse and improper maintenance. Remember that the employer is responsible for the safe conditions of tools; the employees have the responsibility for properly using and maintaining the tools.

All hazards involved in the use of power tools can be prevented by following five basic safety rules:
• Keep all tools in good condition with regular maintenance
• Use the right tool for the job
• Examine each tool for damage before use
• Operate according to the manufacturer’s instructions (which you must first know)
• Use the proper protective equipment.

Employees should be trained in the use of all tools - not just power tools. They should understand the potential hazards as well as the safety precautions to prevent those hazards from occurring before ever operating any equipment.

Speaking of Safety

March is Workplace Eye Health and Safety Month

About 1,000 eye injuries occur in American workplaces each day. Potential eye health hazards occur in every kind of workplace, though injuries are most often found among craft workers: mechanics, repairers, carpenters and plumbers. Over a third of injured workers are assemblers, sanders, grinding machine operators and laborers. Almost half are in manufacturing and slightly more than 20 % in construction.

Flying particles, falling objects, or sparks caused 70 % of the accidents. Most flying objects were smaller than a pin head and were said to be traveling faster than a hand-thrown object when the accident occurred. Contact with chemicals caused one-fifth of the eye injuries. Others were caused by objects swinging from an attached position that were pulled into the eye while a worker was using them. Many workers should have been wearing glasses with side eye shields.

Eye health for office workers is always a concern, with eye strain and dry eye being among the most common problems. Almost half of computer users have symptoms of eye strain at one time or another. Resting the eyes frequently can help as can frequent blinking while using the computer. Some symptoms can be relieved by a combination of correcting workstation conditions and posture, using correct eyewear, anti-glare screens, and moistening the eyes with eye drops.
Most poisonings occur in the home

Poison Control Centers receive more than 2 million accidental poisoning calls each year. More than 90% of non-fatal poisoning occurs in the home and most involve children, according to the Poison Control Centers.

• To protect your children, choose child-resistant packaging wherever possible and close containers tightly after every use. Store hazardous products in a safe place and out of children’s reach. These include personal care products, such as baby oil and mouthwash; cleaning substances including drain and oven cleaners; over-the-counter pain relievers including ibuprofen and aspirin; and cough and cold medicines. Adult-strength vitamins and supplements containing iron are dangerous to kids. Hydrocarbons, such as lamp oil and furniture polish, are a danger.

• Adults may poison themselves by taking prescription or over-the-counter medications improperly. Always read directions carefully and follow them exactly.

• Wear protective clothing when spraying pesticides or other chemicals. Pesticides can be absorbed through the skin and are very poisonous. Stay away from areas that have recently been sprayed.

• Keep all products in their original containers. Never sniff a product to discover what's inside.

• Lead poisoning is well known, but heavy metals are poisonous too. Mercury, tellurium, arsenic, and iron (tablets) should be handled with caution.

Food poisoning is common. Always use safe food-handling procedures.

How to tap into an IRA at age 55 without penalty

If you want to retire early, but don’t want to pay the 10% early withdrawal penalty on your IRA, here’s how to do it.

You can apply for 72(t) distributions to avoid the penalty. Under that plan, you agree to make equal periodic withdrawals for five years or until you reach age 59 1/2, whichever comes later. If your retirement savings are in a 401(k), you would have to roll them over into an IRA in order to take advantage of the 72(t) options.

There are three methods for calculating the monthly distribution amounts that are approved by the Internal Revenue Service. Your tax professional will help you determine which plan to choose. Annual payments are set up for a 29.6 year life expectancy for 55-year-olds.

Prudential Insurance customer service department gives an example of the withdrawal for a 55-year-old who has $250,000 in an IRA and wants to set up a 72(t). Under the Minimum Distribution Method, the monthly check would be about $703, which would be the least you could take. Under the Amortization and Annuity Methods, it would be about $500 to $600 a month more than that. Distribution amounts also vary according to the interest rate used in the calculations, which was 4.3% in this example.
Health in the News

Diets that lower cholesterol

Researchers reporting in the New England Journal of Medicine were surprised to find that a low-carbohydrate diet improves the ratio of total cholesterol to HDL (good) cholesterol more than a low-fat diet.

Low-fat diets, such as the Mediterranean diet, recommend no more than 30% of calories from fat. They restrict calories and promote whole grains, vegetables and fruit.

Low-carb diets include the Atkins diet, which helps people lose weight, but also improves cholesterol ratios.

Protect your bones

A one-year study reported in the Archives of Internal Medicine shows that dieters who just cut calories lost weight but also lost bone mineral density. Dieters who cut the same number of calories and lost similar amounts of weight, but exercised while dieting, did not lose any bone mineral density.

Take medications with water

Patients are advised to take their medications with a full glass of water. Cool water helps dissolve the pill, and cool water is emptied quickly into the stomach. There it can easily get into the bloodstream.

Doctors at the University of Western Ontario found that grapefruit juice, orange juice, apple juice and apple products can diminish the absorption of anti-cancer drugs and some antibiotics.

Take these five pathways to better understanding

The term "people skill" is somewhat vague, but it’s easier to comprehend when you think of its basic component as understanding individuals and communicating effectively with them. Here are some factors to consider.

• To communicate better, use the person’s own language style, body gestures, and their pace of speaking. Get to know the individual so you are familiar with these characteristics.
• Be a better listener. In his book, Social Intelligence: The New Science of Human Relationships, author Daniel Goleman says one of the best ways to relate to people is to become a better listener. Use every conversation as an opportunity to develop listening skill.
• Express your thoughts and feelings clearly. People are bombarded with messages every moment of the day. To compete with the noise, your message needs to be clear and to the point.
• When your needs aren’t being met, say so. It’s important in business and personal relationships. Assertiveness, however, is not appropriate in all cases and may be perceived as an act of aggression if not done kindly.
• Ask for feedback and give feedback. Giving and receiving it is a key communication skill that helps to develop a business or work relationship.
• Watch the emotional content of your criticism. One person can criticize and leave an individual feeling good, if the criticism is upbeat. Another could use the same words and leave the individual feeling angry or depressed.
• Make a change. Avoid unproductive relationships and situations. That could mean changing a meeting site to a casual place, such as a coffee shop.

Credit score: The most important number

First-time home buyers, especially young people, may have never seen their credit score or even considered their credit worthiness, but when they want to buy a home, that changes. These days, a credit score of 700 is usually considered a good starting point for a home loan. However, FHA loans may be more lenient. But the most important thing is to start immediately to establish, build or improve your credit. Here is a One-Year plan for better credit that works for everyone, not just first-time homebuyers:

• Go to annualcreditreport.com and look over your free annual report from each of the three credit reporting agencies. Look for errors. Then immediately take steps to correct them.
• Pay your bills on time. You must never be late even once. One of the most common comments bill collectors hear from young borrowers is: I have the money, I just forgot to pay the bill. Stop forgetting. You must establish an ironclad history of paying your bills on time.
Recipes for the Month

Zesty Italian Chicken – by Wade Nield

3 chicken breasts
1 packet zesty Italian mix (powder mix)
½ C chicken broth
1 can cream mushroom soup
1 box cream cheese
Rice

Cut chicken in half. Place in crockpot, pour in chicken broth, sprinkle Zesty Italian seasoning over top. Cook on low for 4-5 hours.

Mix cream of mushroom soup and cream cheese and pour over chicken. Salt and pepper to taste. Cook an additional 30 minutes. Serve over rice.

Cherry Chocolates or Cherry Cordial – by Wade Nield

1 12 oz pkg. of milk chocolate chips
¾ C chunky peanut butter
10 oz Spanish peanuts, chopped
1 can cherry frosting
18 large marshmallows

Melt chocolate chips with peanut butter. Add chopped nuts. Spread half the chocolate mixture in a buttered 9”x11” pan. Refrigerate until firm. Melt the marshmallows. Then add the cherry frosting. Spread this mixture over the chocolate layer in pan. Refrigerate. When this is pretty firm, spread the rest of the chocolate mixture over top. It’s best to refrigerate over night before cutting out.

My mind is a garden.
My thoughts are the seeds.
My harvest will be either flowers or weeds.
-Mel Weldon
Pat on the Back & Thank You's

Steve Jardine from the Plumbing shop sent this thank you note:
“Thank you so much for the beautiful plant. It touched my heart for your care, concern and support in the loss of my mother”.

Jeff Craw from the HVAC shop sent this thank you note:
“Thanks for the wonderful flowers and all the kind words and wishes during this difficult time of my father’s passing. Thanks for all the support that has been given, it is greatly appreciated”.

Howard Bee from the Electrical shop sent this letter:
“In the tough times that we are going through right now and the uncertain future, I found this to be a very welcome situation to find myself in. The VSB SF-2 office area fan went down on us last week. The motor had finally given up the ghost. The Allis Chalmers motor built in, well not sure when, but sure that it was original, did a great job for as long as possible. This motor weighs around 700 lbs and was taken out by using 2 very big football players from Chet’s crew, along with others. Then using the Hi Ranger it was lifted off the roof and brought back to Facilities. This in and of itself is not surprising since it has been done quite often around campus.

What impressed me was that after the new motor arrived, we scheduled the movers to come and help carry it from the roof into the fan room and help set it. When I arrived on site to lend a hand I was impressed by what I saw. In this cramped little space there were 5 technicians from 3 different shops all wrestling with this 700 lb motor. No one was complaining or standing there watching someone else work. They had not been asked to help us but saw that there was a need and jumped in to help.

I know that this happens often on campus, but we seldom hear about it. It was great to see it in action. We work with great people and for great people. This is a great example of coming together to accomplish a common goal. Thanks to these men and their willingness: Ron Auger, Rick Morris, Sol Neilson, LeGrande Anderson, Bill Eglund and Kevin Blair.

Jarrod Larsen, Director of Production Services, Caine School of the Arts, sent this e-mail:
“I would like to give my compliments to Cindy and her crew, from my staff and me. Even with everything that’s been going on, they’ve just been great. Specifically we’d really like to compliment you all on Lynn Jaggi and Adolfo Campos. They check in everyday to see if things are okay, they always seem happy, and they really seem to take a lot of pride in their work and go above and beyond. Thanks for having them over here!”

Don't forget — Daylight-saving Time Begins on Sunday, March 8th. Spring forward! On Saturday evening, set your clocks an hour ahead when you retire.
Happy Birthday!

to these Facilities Employees!

Mont Jessop     Mar 01
Tony Miller     Mar 01
Chet Smith      Mar 03
Sheila Lukenbill Mar 04
Linda Hudson    Mar 09
Brett McAllister Mar 09
Stanley Kane    Mar 10
Steven Nelson   Mar 11
Jonathon Thompson Mar 12
John Gilden     Mar 16
Brad Burr       Mar 17
Nora Cordova    Mar 17
Joe Wilson      Mar 20
Gerald Green    Mar 22
Shane Thain     Mar 25
Larry Johnson   Mar 26
Steve Jardine   Mar 27
Cass Christensen Mar 28
Dave Miller     Mar 28
Val Olsen       Mar 29
Angel Garcia    Mar 30
Scott Nydegger  Mar 30
Calvin Moser    Mar 31

Dale Elwood     30 years
Craig Johnson   24 years
Steve Nelson    23 years
Jimmie Grutzmacher 21 years
Sonia Mattson   15 years
Russ Moore      15 years
Darrell Hart    13 years
Ted Johnson     11 years
Todd Reid       11 years
Rod Bee         10 years
Curtis Christensen 09 years
Ray Pitcher     09 years
Raelene Jepsen  08 years
Sharon Mayers   07 years
Lloyd Johnson   05 years
Angel Garcia    04 years
Mark Hunting    04 years
Jose Martinez   04 years
Julie Stockdale 04 years
Adam Hunting    01 year
Matt Hunting    01 year

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Image Newsletter Staff
Karen Hoffman-Staff Writer • 7973128
Megan Hemmert-Graphic Design