New Initiatives & Improvement Work

A.E. Seaman Mineral Museum
- The Mineral Museum revealed its new logo in the latest edition of the Showcase newsletter. The new logo is clean, contemporary and has seamlessly included the museum’s connection with Michigan Tech.

Auxiliary Services
- Dining Services is once again partnering with Housing and Residential Life along with Michigan Tech’s master gardener to plan and staff this year’s community garden outside Wadsworth Hall. The food grown there by Michigan Tech students will be used in the dining hall at various meals throughout the summer.
- Mont Ripley now has a second webcam. The new camera is attached to the chalet so viewers get a close-up view of people coming down the center slopes, including the terrain park.
- The Dean of Students office approached Dining Services in an effort to find a way to help Michigan Tech students who may not have enough to eat. Those living in the residence halls have a meal plan which allows them to eat there, but some off-campus students may not be able to afford enough food. Dining Services brought this issue to their most recent food committee meeting and the initial response from the residents was very positive for potentially donating extra guest meal swipes to other students in need. More work will take place to develop a solution.
- Matt Lean in Dining Services is investigating energy saving devices for the vending machines on campus. The device is basically a motion sensor that turns on the vending machine when someone approaches it. The biggest concern at this time is how the card readers will handle that so more research is being done.

Business Operations
- Business Operations debuted the new University Policy Office website. The website serves as a single entry point to search for official University policies and procedures and provides tools and resources to assist with policy development. The website will also publish announcements when new policies are implemented and when existing policies are revised or updated.

Facilities Management
- Engineering Services, with the help of Lori Weir and Pat Muller, has updated its webpage. The new layout allows for easier and more intuitive navigation for both first time users and those requesting help with projects. One of the biggest additions to the webpage is the creation of a Client Project Request (CPR) form, which will allow anyone on campus to initiate a new project online in a systematic and standardized format.
- The students may be on Spring Break, but Facilities staff see this week as the perfect opportunity to get some deep cleaning and project work done while the campus is quiet.
  - Grounds loaded and hauled away snow piles from across campus.
  - Custodial crews cleaned sand out of the entry grates and removed left over salt and sand residue from building entrances across campus.
  - Trades-Electricians began Phase II of the electrical work on the Library 2nd Floor. This included drilling holes in the concrete floors to install floor outlets.
  - There were also multiple projects scheduled to be done in Wads and McNair. In Wads, bathrooms 5 and 6 on floors 2-5 had their tile re-grouted and sealed. Also in Wads, the benches in the men’s sauna were rebuilt. And the Steam Kettle in McNair Dining Services was rebuilt.

Human Resources
- Human Resources has a new Training and Events Calendar on their website. It provides easy access to upcoming HR-sponsored trainings for the month.
- Benefits recently completed a Kaizen event that examined the process for Student Insurance focusing on communication.

Please send information for future issues to Lori Weir at llweir@mtu.edu
Success Stories

Tammy Monette, Custodian in Wadsworth Hall, is coordinating a can drive to support Simple Kindness for Youth (SKY) in an effort to help provide lunches for some of the less fortunate school-aged children in our local area.

The C-cubed (Conversation, Community, Collegiality) University Lunches will begin their fourth week following the spring break. These lunches are a collaboration with Dining Services and the Memorial Union and have been very successful in their initial weeks. Special thanks for the leadership of Matt Lean in making these such a success!

Auxiliary Services Customer Appreciation Mardi Gras took place Tuesday, March 10 from 11am—1pm. It was a fun-filled afternoon of games, prizes, and delicious Cajun treats. The MUB Ballroom delighted with colorful Mardi Gras themed decorations even included a King Cake. Congrats to Heidi Reid on winning the Kindle.

Jeffers High School hosted a German dinner to raise funds for their class trip to Europe in 2016. Dining Services catered the event, serving authentic German food.

Theresa Coleman-Kaiser, Assistant Vice President for Administration, was a guest blogger on the Lean Enterprise Institute’s The Lean Post. The piece titled, ”Developing Students, Improving Universities,” chronicles Michigan Tech’s Lean journey and discusses the importance of introducing lean continuous improvement concepts to our students.

The most recent group of Lean Facilitators will soon be graduating. Class sessions are complete. Individuals are finishing up their assignments, and the group of 11 will participate in a graduation ceremony on April 7, 2015.

Ann Kitalong-Will, Chair of the WorkLife Programming Advisory Committee, collaborated with Mike Meyer, Director of the Center for Teaching and Learning, to host a “Coffee Chat.” The forum was focused on the challenges instructors face at Michigan Tech in regards to Work Life balance. Discussion included childcare concerns, balancing responsibilities between teaching, research, and families, community connectedness, and ways to utilize technology to help instructors find balance. Many shared tips as well as success stories.

Kristi Hauswirth, Manager Finance & Purchasing, along with Mike Tomasi, Facilities Manager, recently completed the addition of Fire Protection Forms to approximately 300 preventive maintenance items for buildings throughout zones 3 and 4. These FM Global approved forms allow the building mechanics to keep fire suppression system related preventive maintenance records organized and updated. This organized approach supports the University’s annual insurance inspection by providing accurate information in a timely manner.

Congratulations to Mark Maroste, the new Associate Director of Auxiliary Services. Mark will directly oversee Ticketing Operations and Merchandising along with continuing to perform his duties at the Portage Lake Golf Course.

Theresa Coleman-Kaiser attended a Thank You Reception with Governor Snyder in recognition of service as a Michigan Lean Consortium Volunteer. During her trip downstate to attend the reception, she also toured the MTRI facility, and visited the University Commons in Ann Arbor as part of ongoing research on commercial development opportunities for property recently acquired near the Portage Lake Golf Course.

Did you know there are many Continuous Improvement events happening across campus? Many departments are using Kaizen Events to improve their processes and reduce waste. Whether its cleaning up a cluttered network drive or mapping a process, a Kaizen Event might be the fastest way to resolve your issue.

For a complete list of “What’s Happening” or to learn how to schedule your department event, visit the Continuous Improvement website.
Spotlight on Administration Newsletter
March 2015

Health & Safety News

March is Workplace Eye Safety Month

More than 2,000 eye injuries occur on the job site every day and about one in 10 of them require missed work days to recover. Of the total amount of work-related eye injuries, 10 to 20 percent will cause temporary or permanent vision loss. And, while many people think that eye injuries primarily occur in manufacturing, construction or trade jobs, nearly 40 percent of work-related eye injuries occur in offices, healthcare facilities, laboratories, and similar environments.

Flying objects, tools, particles, chemicals, and harmful radiation are the causes of most eye injuries. In many cases, implementing safe work practices and utilizing appropriate personal protective equipment could prevent them entirely.

Here are a few tips to help protect your eyes while at work:

⇒ Always wear appropriate safety eyewear for the job site, even if you are just passing through a hazardous area.
⇒ If working in an area with particles or dust, be sure to wear safety glasses with side shields.
⇒ When working with chemicals, always wear safety goggles or face shields.
⇒ When working at a computer, sit approximately 20 inches from the monitor with the top of the screen at or below eye level.
⇒ When possible, modify your lighting to eliminate reflections or glare.
⇒ Take periodic breaks to avoid possible eye fatigue, and try to blink often to keep your eyes from drying out.
⇒ For overall eye wellness, make sure to get an annual eye exam!

Save the Date

Celebrate Women's History Month in March!

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>March 16</td>
<td>William Shakespeare's MACBETH</td>
<td>7:30pm</td>
<td>Rozsa Center</td>
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<tr>
<td>March 17</td>
<td>Supervisor Training Part 2</td>
<td>9:00—11:30 am</td>
<td>MUB Ballroom B</td>
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<tr>
<td>March 19</td>
<td>Supervisor Training Part 2</td>
<td>9:00—11:30 am</td>
<td>MUB Alumni Lounge</td>
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<tr>
<td>March 19</td>
<td>C-Cubed University Lunch</td>
<td>11:30am—1:30pm</td>
<td>MUB B001</td>
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<td>March 20</td>
<td>C-Cubed University Lunch</td>
<td>11:30am—1:30pm</td>
<td>MUB B001</td>
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<td>March 21</td>
<td>Preview Day</td>
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<td>March 24</td>
<td>Lean Visual Management Workshop</td>
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<td>Registration Required</td>
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<tr>
<td>March 25</td>
<td>Supervisor Training Part 2</td>
<td>9:00—11:30 am</td>
<td>MUB Ballroom B</td>
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<tr>
<td>March 25</td>
<td>Lean Visual Management Workshop</td>
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<td>Registration Required</td>
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<tr>
<td>March 29</td>
<td>Closing Day for Ski Hill</td>
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<td>Mont Ripley</td>
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<tr>
<td>April 3</td>
<td>First Friday University Social</td>
<td>4:00 - 6:00 pm</td>
<td>208 ChemSci Bldg</td>
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<tr>
<td>March 29</td>
<td>The Producers</td>
<td>7:30pm</td>
<td>Rozsa Center</td>
</tr>
<tr>
<td>April 9-11</td>
<td>The Producers</td>
<td>7:30pm</td>
<td>Rozsa Center</td>
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<tr>
<td>April 12</td>
<td>Spring Commencement</td>
<td>10:30am</td>
<td>SDC Ice Arena</td>
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Reminders

Employee Promotional Program items that were pre-ordered can be picked up at the Campus Bookstore through March 20, 2015. Bring your campus ID with you!

Commencement Champagne Brunch tickets are available for purchase online. Tickets are $26 per person and free for children under ten years old. To view the menu, visit Dining Services.

Facilities Management Fire Cleanup Update - The professional cleaning crew has completed cleaning up the aftermath left by the smoke and heat following the fire in the garage area of the Facilities Building. The next steps include:

• securing the damaged roof supports with shoring until the new roof support system is designed, bid out, and installed.
• replacing the damaged electrical system in the garage area.
• replacing the garage area roof system.
• painting the garage area interior walls and ceiling.
• replacing the garage area windows and OH doors.
• evaluating the heavy equipment damaged by smoke and heat as a result of being parked in the garage during the fire (the University is renting equipment temporarily while the damaged heavy equipment is evaluated).