



The “Tool Box” for Educational Facility Management Professionals

MASMS Informal Mentor Program



The MASMS Executive Board has been talking about implementing a Mentorship Program. After much discussion, it has been decided to start with an informal mentorship program.

To start with we would like to solicit names of those that would like to be a mentor, and share their names with those looking for a mentor. If you are interested in either, please contact the MASMS office.

With that said, here are some thoughts on mentorship! In today's fluid workplace, we may often have several significant people who play a role in guiding our professional growth.

A great deal of our professional growth stems from interaction with others and mutual learning. As you prepare to ask a colleague to serve as an informal mentor, please consider these suggestions:

Goals ~

In establishing a mentor partnership, carefully evaluate what you need. For example, what specifically would you like to accomplish?

- Learn a specific skill?
- Gain exposure to a process, project, or job role?
- Have a confidante outside your regular work environment?
- Have a sounding board to test ideas and proposals?

Setting goals is critical to the success of your mentoring partnership. Goals give the partnership a distinct purpose and help you organize and articulate your expectations. Well-defined goals help determine the work done together, maintain the focus of the relationship, and once accomplished, signal the achievement of what you set out to do.

Time ~

A key aspect of establishing a mentor-type relationship is defining expectations about contact time.

- How frequently will you meet?
- Is there a regular schedule or will conversations be ad hoc?
- How long will the relationship last?
- How do you determine closure?

Confidentiality ~

Depending on the focus of the mentoring relationships, it is very useful to discuss the level of confidentiality expected in the partnership.



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New MASMS Educational Members

William Schwartz, Forest Lake Schools
Randy Knowles, Eveleth Gilbert Schools

New MASMS Business Members

Steve Pincuspy, PaintCare Inc.
Tom Hale, Lovegreen Machine Safety Inc.
Herman Roerick, Central Landscape Supply
Todd Tischer, All City Elevator, Inc.

MASMS July 2016 Boot Camp

Wednesday July 20th and Thursday July 21st, 2016 —8:00 AM to 4:00 PM (Dinner at 6:00 PM on Wednesday evening) at the Holiday Inn, St. Cloud, MN.

Cost: MASMS will cover the cost of this training. This 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; break for both days.)

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

Contact Ruth at the MASMS office to register.

Ruth @ masms.org or 320-685-4585

MASMS 2016 DAY ON THE HILL

Mark your calendar. April 12, 2016
Watch for details.

We would like a record number of members
this year—**we want to be heard!**

Chapter Presentations

If you would like to review any chapter meeting presentations go to www.masms.org, click on RESOURCES on the left hand side of the window, and then select "Chapter Meeting Presentations". Select the presentation you would like to view!

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Vendor Corner

*Mike Remington, Inspec
MASMS Vendor Representative*



Submit an Article for the MASMS Newsletter: **"The Messenger"**

As a business member of MASMS, you should consider submitting an article to MASMS for publication in the monthly "The Messenger" newsletter! MASMS is always looking for well-written educational articles for the newsletter. The Messenger newsletter is sent to all MASMS members on a monthly basis, and is a great way to share your knowledge with other members. The article should be relatively short (not several pages) and be informative and interesting to School Facility Managers, and not be a "sales pitch" for your products or services. You can submit articles to Ruth at ruth@masms.org. If you have any questions feel free to contact me or Ruth.

Today is the Day!

When making progress towards your goals don't think about yesterday and don't bother with tomorrow. Today is the day. If progress for the day is to cross off three items on your to do list, then do it. Grab the list and knock off three items. You have just won today. Don't worry about the fact that you didn't knock anything off your list yesterday, don't worry about your list tomorrow, just do what it takes to consider today a win.

If you're average, you'll break your New Year's resolutions by the end of January. The average person will make the same amount of money this year as they did last. The average person will gain more than 2 pounds of body fat this year. The average person will struggle with the same habits, patterns, and behaviors they've always had. The average person will make very little progress in 2016. Avoid average by winning today!

Maybe winning today for you means going for a walk! If that's all you did today, consider it a win. Put enough days in the win pile and you'll see the progress.

Don't get overwhelmed with the realization of all you have to get done in your life. If you just focus on today, it can relieve a lot of stress. Focus on what can you do right now that helps you win today. Can you win every day, probably not. When tomorrow gets here, do all you can to put it in the win pile. Consistent day-to-day wins turn into weeks, which become months, which convert to years, which equal success.

Today is the day!



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Tim Burton Receives the MASMS Jim Fredrick's Scholarship

In 2008, the MASMS Executive Board created a unique scholarship honoring the exemplary leadership of Jim Fredricks, the former Director of Facilities at the College of St. Benedict. Jim was instrumental in the formation of the MASMS Chapter Structure, and served as Chapter President, State President, Treasurer, and NSPMA (National) President.

This year Tim Burton from Osseo Schools was awarded this scholarship. Congratulations to Tim!

MASMS Tom Robinson Memorial Scholarship Program 2016

The MASMS Scholarship Committee is accepting essays from sons and daughters of all dues-paying and life members of MASMS who are high school seniors graduating in 2016 or are currently a post-secondary student attending a post secondary school in the United States.

The MASMS Tom Robinson Memorial Scholarship program is in memory of a long time employee with the Hopkins School District in the field of maintenance. He was instrumental in writing software for the State Department of Energy, and served on multiple MASMS committees for many years.

How to Apply

Complete the application form and your essay by March 15, 2016. Go to www.masms.org and select RESOURCES on the left hand side, then select "Scholarships" to download the form. All information will be reviewed by the MASMS Scholarship Selection Committee. Awards will be announced by letter in early May 2016. *(Please note that all information is confidential.)* Checks will be issued after proof of school enrollment has been received.

Scholarship Awards

The number of scholarships awarded will be based on available funds. Awards will range from \$250 to \$2000 per person. Last year MASMS awarded \$15,000 to twenty applicants. We expect to be able to award the same amount this year!

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MASMS Custodial ~ Grounds ~ Maintenance Days June 2016

Each year MASMS holds custodial days in three parts of the state. Here are the dates! This is a great way to thank your Custodial, Maintenance & Grounds Staff. Give Them A Day of.... Networking ~ Education Vendor Information ~ Door Prizes ~ Great Food ~ Fun

Just \$25 a person! (Non-MASMS Members \$30) Registration Includes Snacks & Lunch!

June 15 –16, 2016 Metro Chapter Custodial Days being held in Orono Minnesota.

June 21, 2016 Northern/NW Chapter /Custodial Day is being held in Duluth Minnesota.

This event moves every second year from the NW side of the state to the NE side of the state—we are hoping that everyone can attend, however by moving it between these two areas it may allow different members to attend that would not be able.

June 23, 2016 Southern Chapter Custodial Day—Mankato Minnesota

**Watch for the registration forms—
they will arrive in your mail box in April!**

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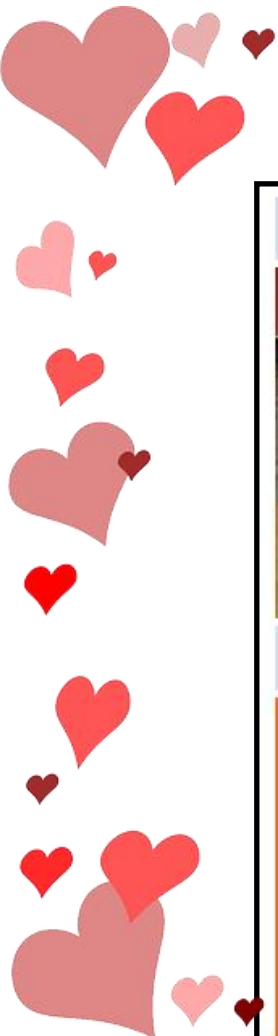
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How did Valentine's Day Start?

Valentine's Day originated from a myth about Saint Valentine, the patron saint of the holiday. It was placed on February 14th to replace and Christianize the pagan holiday Lupercalia, which is on February 15th.

One theory is that Saint Valentine was a priest who performed marriages in secret during the third century in Rome. Marriage had been outlawed by Emperor Claudius II, because single men were more useful as soldiers than married men who had family responsibilities.

Another legend states that Valentine helped Christians escape terrible Roman prisons and was imprisoned for his actions. In this story, during his confinement, he wrote a love letter to a young woman signed "from your Valentine."



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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 (ruth@masms.org).

A discussion at the Northern MASMS meeting sparked a request for the Health and Safety Committee to provide information on safety toolbox trainings that schools can utilize to continue to focus their worker safety and culture. The following provides the benefit and parameter around toolbox training as well as the first training you can utilize today!

Toolbox Talk Training – Why It's Worth It!

Safety toolbox talks are less formal and shorter than safety meetings and training sessions, and they are designed to reinforce safety training and information on a particular topic. Without constant reminders about safety, employees tend to forget, get sloppy, take risks, and have accidents. But running safety talks time after time can lose some of the spark as an effective training tool. Many times, the safety talks miss the mark, and safety training is forgotten as soon as the talk is over.

How can we avoid safety talks that don't work? What can we do to get the most effective worker learning for the time, energy, and dollars spent in safety training?

There are some basic steps you can follow to give an effective safety talk:

- Focus on one subject per talk. A safety talk that rambles or loses focus by discussing several different subjects will not hold your employees' attention.
- Choose a subject that involves as many people as possible, and confine the presentation and suggestions to that single topic. It is more effective to teach people how to handle a single problem at a time so they can eliminate that one hazard.
- Avoid such general statements as "Do better with your housekeeping." A safety talk needs to tell employees exactly what to do. For instance, say "You need to make sure the aisles are clear of maintenance equipment," or "Clean up spills as soon as they happen."

- If you discuss the same general topic on a regular basis—housekeeping, for example—pin down the subject for each safety talk to specifics, such as the danger of discarding sharp items in wastebaskets, or the unsafe use of electrical cords and extensions.

Always include time for attendees to ask questions.

Why Are Toolbox Talks Important?

Toolbox talks are a great refresher, and keep your employees abreast of changes in regulations, safety procedures, equipment, personal protective equipment (PPE), and job assignments and responsibilities. Refresher training is required by law on some topics, in which case planned safety talks are a convenient way to go over required training.

<http://www.blr.com/safetytips/toolbox-talks> BLR®—Business & Legal Resources

Click here for Toolbox Talk topics:

<http://www.masms.org/page/2519/category> Or go to www.masms.org

Click on Health & Safety Toolbox Talks on the left!



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Responsible Contractor Requirement (Minnesota Statutes § 16C.285)

By Matthew J. Loven (Re-printed with permission.)

On May 16, 2014, the Minnesota Legislature enacted a new statute requiring contractors and subcontractors bidding on public projects to meet the definition of “responsible contractor”. This statute will impact public entity clients and private contractor clients.

The law applies to all contractors, subcontractors and vendors submitting bids, proposals, or responses to solicitation documents from public entities. All contractors and subcontractors must verify, in writing, that they meet minimum criteria set out under Minnesota Statute § 16C.285, subd. 3. The statute applies to any public project exceeding \$50,000.00 and will take effect on January 1, 2015. Under § 16C.285, subd. 3, the definition of “responsible contractor” is a contractor or subcontractor that (a) meets requirements in a solicitation document for its portion of the work on a public project, AND (b) verifies in writing that it meets the following “minimum criteria”:

- 1. The contractor is in compliance with workers’ compensation and unemployment insurance requirements, is registered with the MN Department of Revenue and DEED, has a valid tax ID, and has filed a certificate of authority to conduct business in Minnesota;
- 2. The contractor is in compliance with federal and state labor laws without any violations in the three years before submitting a signed verification;
- 3. The contractor is in compliance with Minnesota statutes regarding independent contractors, construction codes, and licensing without any violations in the three years before submitting a signed verification;
- 4. The contractor has not had a certificate of compliance for a public contract revoked or suspended more than twice during the three year period prior to submitting a signed verification;
- 5. The contractor has not been assessed a monetary sanction from the Minnesota Department of Administration or Transportation for failure to meet targeted business goals more than once during the three years before submitting a signed verification;
- 6. The contractor is not currently suspended or debarred by the federal government, State of Minnesota, or any of its departments, commissions, agencies or political subdivisions; and
- 7. The contractor will require all subcontractors used to perform project work verify to the contractor through a signed statement under oath that they also meet requirements (1) to (6).
- 8.

*Violations that occurred prior to July 1, 2014, are not considered in determining “responsible contractor” status. See § 16C.285, subd. 3 (7). The statute further requires public contracting authorities to state in its solicitation documents the consequences for making false statements regarding compliance with the minimum criteria. Consequences include, but are not limited to, revocation of an awarded contract.

After a construction contract is awarded to a contractor, the “responsible contractor” criteria must be met by all subcontractors later added to the project. Subcontractors must submit supplemental verification within 14 days of retention confirming compliance with the minimum criteria. Contractors can be held responsible for false statements made by subcontractors if the contractor had a direct contractual relationship with the subcontractor and accepted verification of compliance with actual knowledge of false statements contained therein.

Contractors and subcontractors who fail to qualify as “responsible contractors” or make false statements in solicitation documents regarding the minimum criteria will be ineligible for public construction contracts or may lose an award if already granted. The “responsible contractor” requirement applies to all public contracts exceeding \$50,000.00, and further applies to all solicitation documents requesting a bid, proposal, quote or response for a public project. A minor exception to the “responsible contractor” requirement is if only one contractor responds to a solicitation document, a contracting authority may award a public construction contract to the responding contractor even if the minimum criteria are not met. See § 5⁰ C.6² 9, subd. 6(c).

Conclusion:
Public solicitation documents must require signed verification for all contractors and subcontractors that the minimum criteria under § 16C.285 is met as well as explain the consequences for making false statements. Private contractors or subcontractors must become familiar and compliant with the minimum criteria under § 16C.285 if they plan to bid on public projects in excess of \$50,000.00. Furthermore, contractors must verify the minimum criteria have been met by all subcontractors retained to complete work on an awarded project. Failure to comply with § 16C.285 makes contractors ineligible for public contracts and can result in revocation of awarded contracts if false statements are made.
§ 16C.285 has been attached hereto and can be found online at – <https://www.revisor.mn.gov/laws/?id=253&doctype=Chapter&year=2014&type=0>



The MASMS Memo Board

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MASMS CALENDAR

February 9, 2016, Metro Chapter Meeting

February 17, 2016, Southern Chapter Meeting - Mankato SCSC

February 18, 2016, Northern Chapter Meeting – Brainerd MN

February 25, 2016, Northwest Chapter Meeting – Thief River Falls MN

March 8, 2016, Metro Chapter Meeting

March 17, 2016, Northern Chapter Meeting – Brainerd MN

April 12, 2016, Metro Chapter Meeting

April 13, 2016, Southern Chapter Meeting - Marshall SWSC

April 21, 2016, Northern Chapter Meeting – Brainerd MN

April 27, 2016, Northwest Chapter Meeting – Thief River Falls MN

May 10, 2016, State Meeting—Location TBA

June 15 –16, 2016 Metro Chapter Custodial Days—Orono MN

June 21, 2016 Northern/NW Chapter /Custodial Day—Duluth MN

June 23, 2016 Southern Chapter Custodial Day—Mankato MN

MASMS OFFICE

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