



2021-2022 FM Leadership Academy Schedule

Tuesday – 9/14/2021, 12:00 – 2:00 PM in Mason Conference Room			
Week 1	CSU		
	Mission Statement	Tom Satterly	20 Mins
	CSU History - Overall Information	Tom Satterly	40 Mins
	CSU College and Departments	Tom Satterly	40 Mins
	Financing in Higher Education	Tom Satterly	20 Mins
Tuesday – 9/14/2021, 2:00 – 4:00 PM in Mason Conference Room			
Week 1	General Administration & Management – FM General Administration		
	Managing Facilities Resources	Tom Satterly	30 Mins
	Emerging Technologies and the 21 st Century Campus	Computer Services	1 Hour
	The Business and Culture of Higher Educations	Tom Satterly	30 Mins
Tuesday – 9/21/2021, 8:30 – 12:00 PM in Mason Conference Room			
Week 2	General Administration & Management – Finance		
	General Overview of Higher Education and Fund Accounting	Stephanie Swanson	30 Mins
	General Overview of FM Accounting & Finance at CSU	Stephanie Swanson	30 Mins
	Facilities Budgets	Stephanie Swanson	30 Mins
	Developing a Chart Rate	Monica Roth, Stephanie Swanson	30 Mins
	Plant Funds and Construction Accounting	Connie Schunter, Stephanie Swanson	30 Mins
Tuesday – 9/28/2021, 8:00 – 12:00 PM in Mason Conference Room			
Week 3	General Administration & Management – Human Resources		
	Worker's Compensation	Kathy Brady, Kendra Weigang	1 Hour
	Hiring Process	Kathy Brady, Michelle Tate	30 Mins
	CSU Compensation Policy	Michelle Tate	45 Mins
	Performance Management	Michelle Tate	45 Mins
	Family Medical Leave	Kathy Brady, Michelle Tate	30 Mins
	Time Clock Plus	Patrick Thai, Kathy Brady	30 Mins
Tuesday – 10/5/2021, 8:00 – 12:30 PM in Mason Conference Room			
Week 4	Planning, Design, and Construction		
	Basic	Mike Rush, Fred Haberecht, Tim Kemp	1 Hour
	Facilities Master Planning	Fred Haberecht, David Hansen	45 Mins
	Colorado State University Facilities Planning, Design, and Construction Standards	Megan Gaston, Becca Mueller	30 Mins

	Conceptual Building Design and Development Planning	Mike Rush	75 Mins
	Program Planning, Capital Approvals and Administrations	Shelly Carol	30 Mins
	Capital Project Procurement	Lindsay Brown	30 Mins
Thursday – 10/14/2021, 12:00 – 4:00 PM in Mason Conference Room			
Week 5	Planning, Design, and Construction		
	Project Schedule Management	Tracey Abel, Dan Kozlowski, (or RCS PM)	30 Mins
	Design Project Management	Tracey Abel, Dan Kozlowski, (or RCS PM)	45 Mins
	Construction Project Management	Tracey Abel, Dan Kozlowski, (or RCS PM)	45 Mins
	Construction Contract Administration	Kelly Miller, Tracey Abel	30 Mins
	Project Cost and Investments	Tim Kemp, Mike Rush	30 Mins
	Building Code Compliance	Megan Gaston, Becca Mueller	45 Mins
Tuesday – 10/19/2021, 8:00 – 10:00 AM in Mason Conference Room			
Week 6	Planning, Design, and Construction		
	Utility Master Planning	Gene Ellis, Tim Kemp	60 Mins
	Space Planning and Administration	Kristi Buffington	30 Mins
Thursday – 10/28/2021, 1:30 – 4:30 PM in Mason Conference Room			
Week 7	Energy and Utility Systems		
	Energy and Utilities Partnerships	Gene Ellis, Carol Dollard, Michael Randall	45 Mins
	Energy Management	Carol Dollard	1 Hour
	Regulatory	Susanne Cordery	45 Mins
Tuesday – 11/2/2021, 8:00 – 12:30 PM in Mason Conference Room			
Week 8	Operations and Maintenance		
	Maintenance Management	Sandy Sheahan	30 Mins
	Maintenance & Operations of Building Systems	Trent Wolf	2 Hours
	Grounds Maintenance Programs	Rodney Gillespie	30 Mins
	Custodial Services and Integrated Solid Waste	Jamie Cardenas, Sheela Backen	30 Mins
	Contracting for Maintenance Services	Gwen Cooper	30 Mins
	Comprehensive Capital Asset Management	Sandy Sheahan, Tim Kemp, Dan Kozlowski	30 Mins
Tuesday – 11/9/2021, 8:00 – 11:00 AM in Mason Conference Room			
Week 9	Operations and Maintenance		
	Utility Services Business	Gene Ellis	3 Hours
	Water, Sewer, Storm, and Natural Gas	Gene Ellis	
	Electric Utility	Michael Randall	
	Utility Locates – Know What’s Below!	Gene Ellis	
	District Energy – Centralized Heating and Cooling	Gene Ellis	
	Utility Metering and Billing	Gene Ellis	
The Future – Technology for the 21st Century	Gene Ellis		
Tuesday – 11/9/2021, 1:00 – 3:00 PM in Heating Plant			
Week 9	Operations and Maintenance		
	Heating Plant Tour	Ken Vergo, Gene Ellis	2 Hours
TOTAL FM Leadership Academy: 35 Hours			