

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM DAILY
COMMUNICATION

April 29, 2020

Issue 19

Dear FM Team,

Martin Farquhar Tupper said, "A spark is a little thing, yet it may kindle the world." Indeed, the smallest of positive actions makes a difference to the university. Recognizing the remarkable contributions of our employees is central to comprehending the far-reaching impact of FM on the overall wellbeing of the CSU community. I hope you all know we are still handing out SPARK awards, even while the in-person SPARK gift card exchange has been on hold due to social distancing requirements. In fact, in the last month from March 27th through April 26th, FM supervisors gave out an impressive 142 SPARK cards to thank employees for demonstrating FM core values in their work! I've included a couple of those stories below, and we'll share more stories here (<https://www.fm.colostate.edu/sparkStories>) each month.

"Rudina [Morales] has shown great leadership and continues to lead by example, during this confusing and stressful time for all staff. She has shown that she will be here alongside everyone to keep the campus and our staff safe. Rudina has shown every single one of the core values as we go through this trying time."

and

"I have received numerous compliments on the helpfulness of both Adam [Anderson] and Shelby [White] as the people in the department have had to transition to teleworking, learning new software and processes. Everyone has appreciated their help and positive attitude during these trying times."

Please know, if supervisors are beginning to run low on SPARK cards, we just ordered 1,000 more. If you need more cards for recognizing the extraordinary work of FM employees, feel free to connect with Christina Miller at the key desk or email fac_employee_appreciation@mail.colostate.edu to let the committee know. The committee asks supervisors to include the card number on the SPARK form under the comment section, if able. Over the last month, Employee Recognition Committee members have also been working on a provisional process for exchanging SPARK cards during this time of COVID-19. The interim process for exchanging SPARK awards was recently approved by Environmental Health Services on April 21! We will begin exchanging SPARK cards for gift cards on Friday, May 1. This is how it will work:

- Supervisors will be given a spreadsheet, with each SPARK card given to an employee recorded in the spreadsheet. Supervisors coordinate with their employees and enter the desired gift card.
- When a supervisor is ready, they will email the spreadsheet to Christina Miller, who will issue the appropriate gift cards. Each gift card will have an employee's name on it, and they will be placed in an envelope. Christina will contact the supervisor to pick up the gift cards. Supervisors must give the redeemed SPARK cards to Christina when picking up gift cards. Christina will stamp the SPARK cards "Expired" and then give the corresponding gift cards to the supervisor. If an employee wants to keep a SPARK card as a memento, the supervisor can take it back with the "Expired" stamp.
- Gift cards are plastic, and we recommend disinfecting each card upon receipt.

Thank you,



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