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# FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM DAILY  
COMMUNICATION

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Good Morning FM Team,

You are all familiar with the FM Human Resources (HR) section, but you may not realize they consist of just five team members who are responsible for managing and providing a full range of workforce services for approximately 600 FM employees. They handle the areas of Payroll/Personnel, Training and Development, Compensation/Classification, Employee Relations, and Performance Management. Michelle Tate, Assistant Director, leads this section.

Kathy Brady manages the Payroll/Personnel unit and leads team members Patrick Thai and Crystal Kerby. Together they provide management and oversight for all work time entered in the electronic time recording system Time Clock Plus, in accordance with the established payroll deadlines. They also manage programs, processes, and records employment transactions in the HR Information System for all FM employees. Actions include: Workers Compensation, Family Medical Leave, Leave Without Pay, new hires as well as retirements. This unit consistently reviews and analyzes state and university rules and regulations and its effect on employees. Lastly, the group provides guidance to directors, supervisors, and employees on personnel/payroll issues and compliance matters.

Mike Broadbent is FM's Training and Development Coordinator. He is responsible for the development of staff within Facilities Management by establishing and implementing an ongoing and robust safety training program, as well as trainings for new equipment, technologies, and professional development. Mike researches, evaluates, and stays current with training materials, programs, and software in order to meet the needs of FM's diverse staff. He procures and provides all necessary training and support materials for both on and off campus, including travel arrangements as outlined within CSU's travel policies.

Michelle Tate provides guidance to the FM HR section when working on Compensation and Classification. They collaborate with FM hiring authorities and CSU Human Resources in the analysis and review of job classification and reclassification requests. Efforts involve quality control within the job classification process for both existing positions and newly created positions, and performing department job audits as appropriate. They research and analyze competitive compensation practices in the job market and within the department. They maintain and update compensation databases and the Talent Management system, which stores the job descriptions. Michelle also helps guide employee relations. This means providing consultation and advice to supervisors and employees regarding HR issues such as conduct, performance management, and interpretation of policies and procedures. The FM HR section additionally initiates and oversees the Performance Management process for both Administrative Professionals and State Classified employees. They record and report performance management information as required by CSU HR. Michelle conducts Performance Management training as needed and required, collaborating with FM Directors, Supervisors, and CSU HR to successfully complete required deadlines.

The FM HR team participates in many department and campus initiatives and roles such as the IWMS Communication Team, Safety Committee, Search Chair, Equal Opportunity Coordinator, Search Support, Campus HR Liaison, and Race, Bias, and Equity Initiative (RBEI) working group member.

Sincerely,



Tom Satterly, P.E.  
Associate Vice President for Facilities Management

<https://www.fm.colostate.edu/fmDaily>  
[fac\\_news@mail.colostate.edu](mailto:fac_news@mail.colostate.edu)