Good morning, FM Team.

As an outcome of the fall 2020 focus group sessions, the JEDI Team developed a pilot program, which I briefly introduced in an FM Weekly Communication from 12/14. We plan to launch the pilot program in April. To do so, FM is ordering 32G iPod Touch devices for a select group of employees from the focus sessions who indicated a lack of access to work technology. The primary purpose of the iPod Touch will be to eliminate barriers to receiving university communication; employees can gain access to the Outlook app to read and respond to university emails on a daily basis. The iPod Touch may be used for other work functions as well, such as: managing their Outlook calendars, attending virtual meetings or professional development, uploading photos to AiM using GO Apps, submitting work requests via Ready Request, accessing Human Resources system in AAR, requesting leave in TimeClock Plus, or reaching out to the IT Helpdesk.

The pilot program will last 4-6 months with training and support provided by supervisors and FM Computer Services. The employees will participate in occasional emailed online mini-surveys about the pilot program, including questions that ask about access to technology, wi-fi, training, time provided, and user experience. If the pilot program is successful, the participating employees will have the option to continue using the device at the end of the program. More so, I hope to expand the program to include others within FM who could benefit from increased access.

Additionally, the JEDI Team created a Diversity and Inclusion in Events checklist for FM employees to consider when coordinating events and meetings. When the team first proposed the idea of a checklist, they imagined it would be useful for large events where many individuals of diverse races/ethnicities, genders, ages, abilities and body types might gather. However, they realized that it could also be used to coordinate smaller team events and events with outside vendors, as well as to coordinate in-person and virtual meetings. There are two pages to the checklist: one page for in-person events and one for virtual. Some information may overlap, but it is important to read both pages as there may be something that you can start to implement today.

As part of FM's initiative to become more diverse, inclusive, and equitable, the team would like for this checklist to become a part of our regular routines. Please refer to the link above for reference or you may contact the JEDI Team at Fac_diversity_team@colostate.edu for more information or guidance. You can also find much more information about diversity and inclusion at https://www.fm.colostate.edu/diversity.

Thanks,

Tom

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Associate Vice President for Facilities Management

& FM JEDI Team