

OCTOBER
13, 2021

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM WEEKLY
COMMUNICATION

Issue 139

Greetings, FM Team.

Get ready to use your voice—and win prizes! The Employee Climate Survey comes out next week. It will ask about your work environment and experiences of community/culture within the university (CSU), division (University Operations), and department (Facilities Management). **Your survey responses are anonymous. Your power and influence begin with sharing what you think.** Tell leadership what you think we should continue to do that is going well and what needs to be improved or change in FM and at CSU. Your opinion helps inform future decisions and investments for both FM and university-wide.

The University will email each individual CSU employee (faculty and staff) a link to the online survey on **October 19**. *Supervisors will ensure all employees have time in their work day to complete it.* The survey closes November 18. It takes approximately 10 – 20 minutes to complete. The online survey has an option that allows the information to be shown in Spanish. If you don't easily have access to technology, paper copies are available in English and Spanish. Ask your supervisor for one or pick one up at the following locations:

- Key desk at Facilities Management North
- Warehouse & Logistics at Facilities Management North
- General Service Building 2nd floor hallway

Electronic surveys are submitted automatically upon completion. Employees who feel comfortable can return the completed surveys to their supervisor to turn in, or if they want to ensure total anonymity, employees can drop off completed paper surveys at the above locations by placing them in the secure, locked boxes that are provided.

What about the prizes? There are many opportunities to win prizes!

1. **Individual Prizes:** After submitting their survey, an employee can enter into a random drawing by voluntarily adding their name to a small box (near the locked survey boxes). These smaller boxes are also secure. That way, completed surveys aren't tied to an individual and they remain anonymous. There are multiple opportunities to win **RamCash or swag from CSU Athletics and Canvas Credit Union**.
2. **Competitive Team Prize:** Within FM, we have created internal competitive teams of approximately 24 employees each. When a competitive team verifies they are at a 90% survey response rate, the team is entered into a random drawing for a **breakfast or lunch of their choice**. Competitive teams, co-captains, and mascots are listed in the attached document.

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3. **Department Prize:** Facilities Management is aiming for a 70% employee participation rate on the survey. If our department reaches this goal and 70% or more FM employees complete the survey, FM will celebrate by hiring a **food truck for all FM employees.**

Tracking Participation Rate

70% FM Department: To track our total participation rate, CSU survey organizers will track the number of digital surveys that FM submits on a weekly basis while the FM Survey Committee count the number of paper surveys completed each week.

90% Competitive Team: Employees inform their co-captains when they have completed the survey and the co-captains will provide updates on participation to the FM Survey Committee.

The monitors in our FM break rooms and common areas will reflect the weekly response rates for the department and the competitive teams. Additionally, the FM Survey Committee will update the co-captains on how the competitive teams are doing. After the survey closes in November, Tom Satterly will report out on our final rate of participation and will announce the prizes and winners.

Remember: The Employee Climate Survey only comes out every three years. It is important to weigh in on your experiences, so CSU and FM can continue to improve and be our best. Keep in mind that survey responses are occurring across the university, so it will take time for CSU to compile and aggregate the information shared. We anticipate FM's response and input will be available to view in Spring 2022. If you have more questions, feel free to contact us.

Your voice matters,

FM Employee Climate Survey Committee

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Make the choice
TO USE YOUR VOICE

**Watch for the
2021 CSU Employee Climate Survey
October 19 - November 18**

From the 2018 survey
FM employees said a problem is: **Lack of promotion**

What we did in response:

- Service Desk and Utility Plant started new employees at the "trainee" level
- Assistant Trades Manager finalists served 6 month rotations as interim manager
- Created the FM Leadership Academy

Your voice can make a change

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