

November  
16, 2020

# FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM WEEKLY  
COMMUNICATION

Issue 85

Greetings FM Team,

All FM employees will have the opportunity to benefit from the three professional development days that President McConnell recently announced. However, in order to maintain daily campus operations, supervisors will need to ensure that staffing plans are in place for regular shift coverage during this time. Employees who do not take all three days during Fall Break week (11/23, 11/24, 11/25), will be able to use three days at another time up through June 30, 2021. These days do not need to be taken consecutively. These days are not eligible for payout or rollover at the end of the fiscal year. Please work with your FM section directors to coordinate staffing plans that support normal business functions for that week.

The three professional development days are meant to be self-guided training opportunities selected by the employee as desired, to help maintain well-being and mental health. Many campus resources are included below, and there are more on the attached document to choose from. Employees are also welcome to explore other interests unique to them. In addition to the options of a virtual class or training, employees could read a book on leadership, teamwork, or social justice as another avenue of pursuit that does not involve technology, since we know some employees have less access to technology. CSU's Morgan Library offers books that FM staff have access to check out.

Employees will need to be available for duty during these three days in case there is a major campus event. Therefore, traveling during this time is limited to a two-hour response time.

Employees will be paid eight hours of regular pay for each of the three days of professional development. Supervisors will enter eight hours on the days that the employees take their professional development days using the assignment job code. Employees who work November 23, 24, and 25 will clock in as usual for their shift.

Thank you,



Tom Satterly, P.E.

Associate Vice President for Facilities Management

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## Suggested CSU Resources for Professional Development

[CSU Center for Mindfulness](#)

[Vice President of Diversity Office Resources](#)

[CSU Talent Development Team](#)

This office offers self-paced eLearning Courses. You can find them in the Learning Library through My Learning or click on the link below. The link will take you to the course to see a description and enroll if you desire.

- [Finding joy](#)
- [Keep Talking: Simple Ways to Increase Team Communication](#)
- [Adaptability Fatigue](#)
- [Staying Mindful](#)
- [Building Hope in Times of Uncertainty](#)
- [Focus On Wellbeing](#)
- [Leveraging Strengths Toward Remote Working](#)
- [A Time of Change](#)
- [Tips for Working Remotely](#)
- [Tips for Managing Remote Teams](#)
- [Building Resilience During Difficult Times](#)
- AiM Training: [\aro.fm.colostate.edu\IWMSfiles](http://\aro.fm.colostate.edu\IWMSfiles)

<https://www.fm.colostate.edu/fmNews>  
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