

NOVEMBER
18, 2021

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM WEEKLY
COMMUNICATION

Issue 145

Professional Development Days & Holidays

Greetings FM Team,

Monday, November 22, begins CSU's fall break with professional development days Monday through Wednesday and holiday closures Thursday and Friday. These professional development days are a well-deserved time for each of you to take care of yourselves, both mentally and physically, and promote a healthy work-life balance. You have all worked extremely hard under these demanding conditions of COVID and excessive vacancies. I am thankful for your dedication and proud of your resilience.

As is typical for our department, FM supervisors will need to ensure that staffing plans are in place for regular shift coverage during this time to maintain daily campus operations. Employees who do not take all three professional development days during Fall Break week (11/22, 11/23, 11/24) will be able to use three days at another time up through June 30, 2022. 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. State Classified and Administrative Professional are eligible and encouraged to participate; however, non-student hourly and student employees are not eligible and should work with their supervisors to determine their work schedule for the week of November 22–24. Please work with your FM section leaders to coordinate staffing plans that support normal business functions for that week. For more info: <https://hr.colostate.edu/fall-break-2021-professional-development-days-faq/>

This week also leads into a holiday season that touches the lives of people from many different backgrounds and religions. **CSU's Faith, Belief and Religious Observances Calendar is a great resource for learning about the wide diversity of traditions and celebrations that reflect the CSU community:** <https://calendar.colostate.edu/observances/>. As I mentioned last year, holiday decorations are just one way to open valuable communication within our workplaces, allowing us to share what we have in common and also where we differ by talking about why these holidays are significant to us.



Parol - a Filipino ornamental lantern typically displayed during the Christmas season.

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Know that I support you all in decorating your offices and workspaces to celebrate the holidays most meaningful to each of us. Please be mindful and respectful of the rich and diverse cultures that are present in our workplace and the communities we serve. One way to do this is to decorate your workspace appropriately to share your holiday pride, which could include objects representing that holiday and a short explanation of their significance. I wanted to share the attached video and picture of my office holiday decorations, which include a Filipino ornament in honor of my Mom who was Filipino. A little background: A parol is a Filipino ornamental lantern that is typically displayed during the Christmas season. Traditionally constructed using bamboo and Japanese paper, modern parols are made using other materials such as metal and capiz shells (like mine shown here). Its most-common form is a five-pointed star, although it can come in various shapes and sizes. The parol evokes the Star of Bethlehem, which guided the Three Kings to the nativity of Jesus. It is an iconic symbol of Filipino Christmas.

Please check out the following link to a CSU *SOURCE* article on **Holidays at CSU** that provides university-wide best practices to assist with office and workspace decorations: <https://source.colostate.edu/holidays-csu-education-celebration-understanding/>.

Remember safety in creating your office and workspace decorations, and carefully consider the flammability and potential fire risk of any decorations you may use. Should you have questions, please ask your supervisor or our FM Safety contact, Mike Broadbent, at Mike.Broadbent@colostate.edu.

Sincerely,



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

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