

DEI PROFESSIONAL DEVELOPMENT

A gathering of people, virtual or in person, where a facilitator shares content to develop knowledge, skills, or understanding, or further educate participants, on issues regarding diversity, equity, and inclusion.

- DEI Professional Development examples: trainings, presentations, workshops, courses, MOOCs, lectures, online modules, etc.

Title	Dates	Topic Discussion	Brief Description	Facilitator	# of attendees	Employee Type	Platform	Diversity Plan
FM 3 hour New Employee Training	January-19	Department Culture General diversity knowledge or skill building	Training is conducted in January for new FM employees and provides an overview of the listed three topics. Diversity/Inclusivity, Sexual Harassment, Interpersonal Violence	Ria Vigil, Director VPD- Diversity/Inclusivity Jennifer Mayhue, Assistant Director OEO - Sexual Harassment Monica Rivera Asst Director, Women and Gender Advocacy Center - Interpersonal Violence	30+ New employees	State Classified & Admin Prof	In person	Yes
Climate Survey Presentation to all FM Supervisors	July-19	Department Culture General diversity knowledge or skill building	The 2018 Climate Survey Results were shared with FM Supervisors	Dr. Jennifer Schneider from Institutional Research, and Dr. Shannon Archibeque-Engle from the VP for Diversity Office	80 Supervisors	State Classified & Admin Prof	In person	Yes
FM Town Hall meeting providing updates to Employees on FM Diversity Efforts	Sep-19	Department Culture General diversity knowledge or skill building	Providing updates to Employees on FM Diversity efforts	Jessica Kramer, Environmental Graphic Designer & Landscape Architect - Fac Mgt	300 Employees attending multiple sessions	State Classified & Admin Prof	In person	Yes
Principles of Community for FM supervisors	Dec-19	Department Culture General diversity knowledge or skill building	How the POC were created, what they mean, and how to Incorporate them in our work lives.	Dr. Shannon Archibeque Engle, from the VP for Diversity Office	80 Supervisors	State Classified & Admin Prof	In person	Yes
Climate Survey Presentation to all FM Employees	Rescheduled to Oct 2020	Department Culture General diversity knowledge or skill building	The 2018 Climate Survey Results were shared with FM Employees	Dr. Shannon Archibeque Engle from the VP for Diversity Office	300 Employees	State Classified & Admin Prof	On line	Yes
Safe Zone Program	Nov-20	LGBTQ+ awareness and/or inclusion	The Safe Zone program is to reduce homophobia and heterosexism at CSU, thereby making our campuses a safer environment for all members of our community regardless of sexual orientation or gender identity. The Safe Zone program prepares members of the CSU community to serve as a resource on LGBTQ issues.	Maggie Hendrickson, Assistant Director, Pride Resource Center	30-40	State Classified & Admin Prof	On line	Yes
Recruitment, Hiring, Retention and Promotion of Diverse Faculty and Staff	March-21	Department culture Recruitment/retention of underrepresented faculty, staff, or students	This session will highlight best practices to enhance efforts and broaden capacity. Participants will walk away with practical next steps that can be implemented immediately.	Dr. Shannon Archibeque Engle from the VP for Diversity Office	41	State Classified & Admin Prof	Virtual	Yes

DEI COMMITTEES

An official committee with a purpose to focus on diversity and inclusion.

Title	Dates	Topic Discussion	Brief Description	Facilitator	# of attendees	Employee Type	Platform	Diversity Plan
Employee Engagement and Recognition Committee	2017 to Present	Recruitment/retention of underrepresented faculty, staff, or students, Department Culture	<u>A program for recognition and appreciation of Facilities Management employees. This program is designed to recognize employees who uphold and demonstrate the core values that define Facilities Management. For more information: https://www.fm.colostate.edu/spark</u>	Chairs, Karin Rees, Program Assistant to the AVP for FM & Rita Schmid, Building Services	15	State Classified & Admin Prof	Virtual	Yes
FM Diversity/Inclusivity Committee Now called Justice, Equity, Diversity, Inclusivity (JEDI) Committee	2018 to Present	General diversity knowledge or skill building, Inclusive Language	<u>Support the Diversity Plan set forth by the Division of University Operations (DUO) Diversity - 2018 Committee meets once a month. More information can be found at: https://www.fm.colostate.edu/diversity</u>	Chairs, Jessica Kramer, Environmental Graphic Designer & Landscape Architect - Facilities Mg & Erica Benti, Active Transportation Professional - Parking and Transportation Svs	14	State Classified & Admin Prof	Virtual	Yes

DEI COACHING

Meeting with Committees, departments, groups of people or individuals, regarding diversity, equity, and inclusion best practices, ideas or sharing strategies.

Title	Dates	Topic Discussion	Brief Description	Facilitator	# of attendees	Employee Type	Platform	Diversity Plan
JEDI Committee meeting with FM Leadership Team	2020-2021	Variety of Initiative	Discussion on the latest initiatives that the JEDI Team is working on as well as solicitation of feedback-recommendations	JEDI Committee	14	State Classified & Admin Professional	In-Person, virtual	Yes

DEI INITIATIVES

Concentrated effort which centralizes diversity, equity, and inclusion in some way through the effort, initiative or program. Examples: guest speakers, employee affinity spaces, book clubs or common reads, inclusive policy audits, etc.

Title	Dates	Topic Discussion	Brief Description	Facilitator	# of attendees	Employee Type	Platform	Diversity Plan
Spanish translation services for all FM Department Communications	Consistently Since March 2020	Inclusive language and/or behaviors	FM has consistently translates all FM internal communications, some external communications, and all trainings in Spanish. This has also included translation of COVID-19 safety protocol posters and emails from University Communications	FM Communications and trainings are coordinated with Paez Translations by the following employees: Zane Bamsberger Julian Innes Michelle Tate	14	State Classified & Admin Prof	In Person Virtual & FM Website and email	Yes
Book Club "How To Be An Anti-Racist"	Sept -Dec 2020	Anti-Racism Race and/or ethnicity	FM Direct Reports read assigned chapters and then as a group, discuss the questions that are listed in the Syllabus. This initiative allows us to share experiences, discuss concepts and to seek to understand challenges and	Michelle Tate	8 to 12	State Classified & Admin Prof	In Person & Virtual	
Book Club "White Fragility:	January to Present	Anti-Racism Race and/or ethnicity	As above	Michelle Tate	8 to 12	State Classified & Admin Prof	In Person & Virtual	
Meaningful Work	Jan-20	Organizational change Department Culture	With the author, we explored purpose, purposeful leadership, meaningful work, and positive organizational development.	Zach Mercurio	15	State Classified & Admin Prof	In person	
FM Quarterly Newsletter "Facilities Focus"	Jan-19	Organizational change Department Culture	<u>Quarterly communications to all Facilities Management staff and student employees. This is translated into Spanish. Initially this was a paper and online newsletter, transitioned to online only April 2020 with the COVID pandemic. Highlights different sections within FM, JEDI efforts, FM employees who demonstrate the Principles of Community, the SPARK employee recognition program winners, new employees, employee benefits and upcoming events. More information can be found at: https://www.fm.colostate.edu/facilitiesfocus</u>	Heidi Mechtenberg Kyle Presnell Karin Rees, Co-Chair Susanne Cordery, Co-Chair	all of FM	State Classified & Admin Prof	Email & FM Website	Yes
FM Daily/Weekly	Mar-20	Organizational change Department Culture	<u>FM Daily Communication to all Facilities Management staff and student employees. This is also translated into Spanish. Tom wanted to get information out fast regarding the rapidly changing Covid-19 Pandemic in a standard format that employees could identify. Tom's idea aligned with the JEDI team's initiative to provide and encourage more communication throughout the department. Many projects and topics that the JEDI team has worked on have been featured in the now Weekly Communications. More information can be found at: www.fm.colostate.edu/diversity.</u>	Tom Satterly, Julia Innes Zane Bamesburger	all of FM	State Classified & Admin Prof	Email & FM Website	Yes
Principles of Community Tip Sheet	Jan-19	Organizational change Department Culture	Created a Principles of Community Tip Sheet, circulated to all of FM, that was also shared throughout DUO - 2019. FM Supervisors are asked to have Principles of Community discussions with their staff on a regular basis; this is a goal defined in the FM Diversity/Inclusivity Committee - 2019. Also Included POC on our Department Website and in the New Employee Orientation	JEDI Committee	80+	State Classified & Admin Prof	Email & FM Website	Yes
Justice, Equity, Diversity, Inclusivity Performance Plan Core Competency and tip sheet	Apr-20	Organizational change Department Culture	FM Performance Plans have a Justice, Equity, Diversity, Inclusivity Core Competency weighted 5%. A tip sheet on how to weight and apply the percentage and rating was also created to assist supervisors.	FM HR & JEDI Committee	7	State Classified & Admin Prof	Virtual	Yes
Increasing Diversity in the Hiring Process DOU checklist to FM Supervisors that was created by the Duo Diversity Team - 2019.	2019	Diversity Knowledge, Inclusive language	Hiring Checklist used by FM Supervisors for both State Classified and Admin Prof searches. Provides step by step approach through and inclusive lens.	DUO Diversity Team	80+	State Classified & Admin Prof	Email	Yes

Resource guide for FM employees using the CSU Work Study benefit.	2020	Inclusiveness	Creating a resource guide for FM employees using the CSU work-study benefit to further their education and help to retain a diverse workforce within FM.	JEDI Committee & FM Training and Dev	8	State Classified & Admin Prof	Website	Yes
EO Coordinator for State Classified Job Searches	2020	Diversity Knowledge, Inclusive language, Department Culture	Training EO Coordinators for State Classified Job Searches, so that all steps in the process are conducted through a diverse lens.	FM HR		State Classified & Admin Prof	In person, Virtual	Yes
Communication Guidelines	2020	Inclusive language, Organization Change	Planned for 2020: Developing communication guidelines to address inclusive communications to FM employees to help those without access to computers, those who have language barriers, etc.	JEDI Committee	15	State Classified & Admin Prof	Website, Email	Yes
Communication Access	2020-2021	Organization Change, Inclusive behavior	This initiative was created to ensure all FM employees have access to department Communications. Access meaning, proper device/equipment to receive the communication, knowledge and understanding to use such device/equipment and then being able to read the information in an understood language.	AVP, JEDI Committee, FM's Computer Services Section		State Classified & Admin Prof	In-person, email, virtual	Yes
Event/Planning Checklist	2020	Inclusive language, behavior, Organization Change	Created for all to consider when coordinating events; large events, small events, events with outside vendors, and team events, as well as in-person meetings and virtual meetings. As part of our initiative to become more diverse, inclusive and equitable, the team would like this checklist to be used as part of a regular practice until it becomes routine.	JEDI Committee	15	State Classified & Admin Prof	Email	Yes
JEDI Welcome Letter to New FM Employees	2020	Organizational change Department Culture, behavior	New employee welcome letter, that shares what the JEDI Committee does and how to get involved.	JEDI Committee	15	State Classified & Admin Prof	Email	Yes
Recruitment from Adult Learner Services	2021	Recruitment/retention of underrepresented faculty, staff, or students	Coordinating with Adult Learner Veterans Services and construction/planning-related units on campus to recruit for open positions in FM	JEDI Committee	15	State Classified & Admin Prof	Virtual	Yes
Establish Baseline Diversity Metrics	2021	Recruitment/retention of underrepresented faculty, staff, or students	Establish a baseline for diversity in current hiring pool with regular tracking of hiring metrics to, to be used in an annual review of FM hiring and retention of employees	JEDI Committee	15	State Classified & Admin Prof	In-person, Virtual	Yes
Develop Pathways for Advancement	2021	Recruitment/retention of underrepresented faculty, staff, or students	Develop career pathways for employees to retain talent.	JEDI Committee & FM HR	15	State Classified & Admin Prof	In-person, Virtual	Yes
EO Coordinator training	2021	Recruitment/retention of underrepresented faculty, staff, or students	Three employees have been trained as EO Coordinators with more two more in training soon, to actively support efforts to increase diversity in recruitment and hiring. 18 trained Search Chairs to further aid in creation of a diverse candidate pool.	FM HR	18	Admin Prof	In-person, Virtual	Yes
FM Leadership Academy	2021	Retention of underrepresented staff, Department Culture, behavior	Create in FM Leadership academy similar to the APPA Academy focusing on the four core pillars of our industry: General Administration, Operations & Maintenance, Planning Design & Construction, Energy & Utilities	AVP, FM HR, JEDI Committee	24 Students 10-12 Instructors	State Classified & Admin Prof	In-person, Virtual	No
Wi-fi device pilot program	2021	Access to departmental communications	Connected 14 FM employees who self-identified as lacking access to email communications with wifi-enabled iPod Touch devices as pilot program; includes training in English and Spanish an tracking of program objectives.	JEDI Committee, Compter Services	14	State Classified	In-person	Yes

DEI INITIATIVES - Accessibility

Concentrated effort which centralizes diversity, equity, and inclusion in some way through the effort, initiative or program. Examples: guest speakers, employee affinity spaces, book clubs or common reads, inclusive policy audits, etc.

Title	Dates	Topic Discussion	Brief Description	Facilitator	# of attendees	Employee Type	Platform	Diversity Plan
Inclusive Physical & Virtual Campus Projects	2018	Accessibility and/or Universal Design	Facilities staff members are members of the Inclusive Physical and Virtual Campus Committee and developed inclusive space design and construction standards applicable to remodels, additions and new buildings on CSU properties.	Central Admin				Yes
Inclusive Physical & Virtual Campus Projects	2019	Accessibility and/or Universal Design	Remodel restrooms for ADA compliance in Occupational Therapy building	Central Admin				Yes
Inclusive Physical & Virtual Campus Projects	2019	Accessibility and/or Universal Design	ADA compliance for 16 existing Lactation Rooms	Central Admin				Yes
Online Campus Map	2019	Accessibility and/or Universal Design	Provided additional ADA information, all gender bathrooms, lactation rooms, etc.	Central Admin				Yes
TILT Bldg. - Accessibility	2019	Accessibility and/or Universal Design	TILT project to improve accessibility at the entrance and make it ADA compliant	Central Admin				Yes
Adams Atkinson Elevator	2019	Accessibility and/or Universal Design	Adams Atkinson elevator addition to allow access for students. ADA Compliance	Central Admin				Yes
Accessible Sidewalks Funding	2019-2020	Accessibility and/or Universal Design	State funding for upgrading accessible sidewalks and pedestrian ramps	Central Admin				Yes
Hiring Students for ADA Audits	2020	Accessibility and/or Universal Design	Hire (2) student to audit ADA access on campus	Central Admin				Yes
FM Audit Completion	2020	Accessibility and/or Universal Design	Remaining ADA audit to be completed by CSU Building Department	CSU Bldg Dept				Yes
Adult Changing Tables	2020	Accessibility and/or Universal Design	Inclusive Physical & Virtual Campus Projects: Adult changing tables	Central Admin				Yes
ADA Directional Signage	2020	Accessibility and/or Universal Design	Inclusive Physical & Virtual Campus Projects: ADA building entry directional signage for ADA compliance	Central Admin				Yes
Conversion of Existing Rooms to Lactation Rooms and ADA Compliance to Existing Lactation Rooms	2020	Accessibility and/or Universal Design	Inclusive Physical & Virtual Campus Projects: Lactation Rooms	Central Admin				Yes
Commuter Showers - Updating existing showers to be CSU community accessible	2020	Accessibility and/or Universal Design	Inclusive Physical & Virtual Campus Projects: Commuter Showers	Central Admin				Yes
Funding for Physical & Virtual Campus Projects	2020	Accessibility and/or Universal Design	Inclusive Physical and Virtual Campus Projects: Future projects that are intended to be funded	Central Admin				Yes
All Gender Restrooms	2020	Accessibility and/or Universal Design	All Gender Restrooms	Central Admin				Yes
Accessible Sidewalks Funding	2021	Accessibility and/or Universal Design	State funding for upgrading accessible sidewalks and pedestrian ramps	Central Admin				Yes
Inventory of All Automatic Door Openers on all Fort Collins Campuses	2021	Accessibility and/or Universal Design	Facilities Remodel & Construction Servies is working with ASCSU to inventory all automatic openers to determine how many can be updated to the more accessible, long plate style that is more accessible to people with different abilities	Central Admin				Yes
ADA Directional Signage to Adjacent All Gender Restrooms	2021	Accessibility and/or Universal Design	Facilities is coordinating with ASCSU to provide ADA compliant directional signage in key buildings on CSU Fort Collins Campuses to guide people to the online map showing the closest all gender restroom	Jessica Kramer, Environmental Graphic Designer & Landscape Architect with ASCSU and PRIDE Resource Center				Yes
Accessibilty Audit Subcommittee of Vision Zero Task Force	2021	Accessibility and/or Universal Design	FM employees serve on subcommittee to consolidate existing and new accessibility audits of transportation system at CSU; goal to identify and prioritize safety improvements as they relate to all modes of transportation, including mobility devices.	Erika Benti, Chair of Accessibility Audit Subcommittee				No

DEI CONSULTING

Inviting an external DEI consultant to work with, train, or facilitate DEI efforts with your department/unit. This can include external to your department/unit or external to the university.

Title	Dates	Topic Discussion	Brief Description	Facilitator	# of attendees	Employee Type	Platform	Diversity Plan
Feminist Fight Club	November-19	Gender equity, Race and/or ethnicity	Provides an inclusive space for community, growth, learning, and support for all members. We seek to develop our skills in identifying and addressing problematic behaviors that disadvantage women and other marginalized groups in the workplace by building upon the research and strategies presented in the book.	Cori Wong	15	State Classified & Admin Prof	In person	Yes