



Facilities Focus – Summer 2020

The quarterly newsletter of CSU Facilities Management

Employee Spotlight: Meet Jim Kron



I have been with CSU for 13 years. My role in Facilities Management is a zone crew leader for main campus. I hire, train, and lead a crew of student hourlies to maintain the grounds of a certain section of main campus. I am also a certified arborist and a qualified supervisor for pesticide application. Due to the April snowstorm, I've primarily been assisting our tree crew and tree maintenance program by pruning trees on campus. I really enjoy pruning trees, even though I am scared of heights. Working with trees is a new transition for me. I love the learning and work that goes into arboriculture. The campus tree program is currently going through a transition and expansion, and being a part of that is amazing.

I have an associate's degree in golf course management from Horry-Georgetown Technical College in Conway, SC., a B.S. in Environmental Horticulture from CSU, and am currently working on an MBA from CSU. I have a 12-year-old daughter who plays viola and is a competing gymnast and a 10-year-old son. I have coached my son's baseball and football teams for the past four years. In my very little spare time, I enjoy reading, hiking, fishing, hunting, shooting, archery, and golfing. My kids and I also play cards and board games. A couple of life goals that I have is to play golf in all 50 states with my dad and visit all the national parks. So far, I have played golf in twelve states (NM, CO, WY, NE, KS, IA, IL, WI, MI, MO, SC, VA) and have visited seven national parks.



New Hires

March 2020 – June 2020

Welcome to our new employees! We are happy to have you on our team!

Alyssa Laue (Custodial)

Tyler Swinney (Custodial)

Gary Lazuk (Custodial)

Joleen Price (Custodial)

Carlos Worrell (Custodial)

Megan Murphy (Custodial)

Matheuw Forbes (Custodial)

Grant Brandon (Mechanical Services)

Melissa Pundt (Customer Service)

Nestor Flores (Computer Services)

Jackie Robledo (Operations)



Milestones

March 2020 – May 2020

Congratulations to our employees who reached the following years of service milestones!

5 Years

Lucas Davey
(Carpentry)

Grant Rasmussen
(RCS)

Abe Fine
(RCS)

Jacob Saindon
(RCS)

Jenifer Marley
(Capital Const.)

Kirsten Smith
(Customer Service)

Petrus Ndaluka
(Custodial)

Gary Warner
(District Energy)

Amy Ouska
(Customer Service)

Jerry Weigel
(Steam & Special
Assignments)

10 Years

Steve Carmer
(Carpentry)

Garett Dreiling
(RCS)

Bruce Mortimore
(Carpentry)

Gregory Mark
(Custodial)

15 Years

Leland Owen
(RCS)

**Gregory “Mike”
Walters**
(Trades, Foothills)

Mark Williams
(Custodial)

30 Years

Sandy Sheahan
(Operations)

Retirements

March 2020 – May 2020

Congratulations to the following Facilities Management employees on their years of service!

Antonio Gonzalez (15 years)

Jeff Baughman (23 years)

James McNeal (7 years)



Engagement & Recognition Committee Updates

By Joan Paulson, Custodial Supervisor

The Employee Recognition Committee voted in its April meeting to change the group name to “Engagement and Recognition Committee” to encompass both ideologies of the current and future efforts of the committee. This change acknowledges the variety of projects the committee is currently working on. Currently the committee is holding meetings virtually through Microsoft Teams while we are being advised to socially distance ourselves.

Watch for details on our upcoming mask contest!

Currently SPARK cards are being redeemed at the Facilities Management North Key Desk by Christina Miller. The committee would like to give Christina a big shout out for her hard work and perseverance. She took an idea from a conversation and ran with it. It turned out to be a longer process than first envisioned, but with the collaboration of several individuals and a new process written due to the limitations of the COVID-19 pandemic, Christina made it all happen. Thank You, Christina!

Once again, it's time for the Engagement and Recognition Committee to randomly draw a name for this Quarter's SPARK Award from eligible recipients who have enacted Facilities Management Core Values. This quarter's recipient will receive a total of \$250 (taxable) gift card(s) of the recipient's choosing.

Congratulations Kim Stitt (Custodial) Quarterly SPARK Award recipient for the 2nd quarter of 2020.

In these difficult times, the Committee wishes health and safety to each and every one of you.



If you would like to learn more about the ERC and join us in our adventures, consider becoming a member! We would love to have you on our team! You can contact a committee member for more information or email fac_employee_appreciation@mail.colostate.edu.

FM Happenings - Are you working remote?



A lot of us are doing so these days. For some it is easy; for others it isn't. You might find yourself working while your kids run around your chair, your dog barks, and your partner wonders aloud about the weather. Perhaps your toddler or your cat helps you type. You might have a pet who loves that you work from home and asks for your attention while you're in a virtual meeting.

Working from home can be productive for many, while others may feel they experience more interruptions throughout the day. Regardless, we can all stay in touch and spontaneously connect with each other, and it doesn't take much time to have a positive impact on someone's day. Email a colleague right now and say, "Hi!" It's like running into each other in the hallway and chatting for a few minutes. This effort is just as important as checking off items from your to-do list.

Here are some pointers:

- Keep a regular schedule, if you can. It signals there will be certain times when colleagues can reach you and known times when they cannot. They will get used to your routine. Another benefit of a routine is it helps you focus on your tasks during work hours, so work doesn't spill over into personal time.
- When your work day is done, it's okay to be done. You don't have to be available 24/7. You can do a "sign out, power down, and closed" ritual to free your mind from work for the day.
- Check in with your supervisor on a routine basis.
- Contact co-workers periodically for a chat, to connect, and to help raise morale.
- Practice using the technology. You can share a screen, record a meeting, invite people, or protect a meeting with a password.
- Refine the ergonomics of your work area.
- Take a 10-minute break periodically to free your mind. Take a short walk to stretch your body and think through an idea or concern.
- When you join a large virtual meeting, you can join without your camera. If you are in a small meeting and others are using their cameras, you should too or explain why you cannot. Video assists in displaying body language and engagement cues to help others to know how you are experiencing the meeting. Create expectations for this, so the group understands community guidelines for their shared virtual time together.¹

Did you know that CSU has a teleworking task force? They began their work before the stay-at-home order, but understandably their work and findings have been accelerated over the last couple of months. They continue to gather input and will be developing training programs. Two members of the task force from FM are [Aaron Buckley](#) and [Aaron Fodge](#) with Parking and Transportation Services. They encourage you to send an email if you have suggestions or questions!

¹ <https://diversity.colostate.edu/wp-content/uploads/sites/18/2020/05/VPD-Inclusive-Virtual-Meeting-Practices.pdf>

New mural adds color and wayfinding to Lake Street Parking Garage



The mural pictured to the left will welcome new and returning faculty, students, and staff for fall semester with a message of commitment and community.

From the Desk of the AVP

By Tom Satterly

Greetings Everyone, I hope this current edition of our *Facilities Focus* quarterly newsletter finds you well. The past three months were challenging times, some we planned for and some not! The COVID-19 pandemic definitely presented unique unplanned situations for our team as the recent months can attest to. And through it all you demonstrated to the CSU community that we are true facilities professionals, adjusting to this uncharted territory with positive attitudes and creative solutions while caring for each other. We continued to report for work while adjusting to new health practices like social distancing, face coverings and masks to name a few. We smoothly transitioned to alternate work schedules, teleworking and Critical Services Pay differential. And I'm only mentioning a few of the adjustments we made to continue keeping CSU operational, providing a safe and healthy environment for the students, faculty and staff who remained on campus throughout this ordeal. I'm so proud of how our FM team handled the last three months, thank you all!

The coming months will bring new challenges as we prepare for on-campus instruction in the fall, again some we planned for and some not. For instance, our new integrated work management system (IWMS), aka AiM, successfully launched (Go Live) on July 1. Fortunately, our thorough planning for AiM while intentional and necessary (*farewell FAMIS!*) also provides benefits that address some of the COVID-19 impacts we did not plan for. For instance, with AiM's mobile device capability we will have far less paperwork – meaning reduced risk of transmitting viruses and therefore healthier and safer processes and workplaces for both our team and clients. The AiM mobile capability increases access to information which will help save time for technicians in the field, e.g., work orders, parts availability, ordering parts, equipment manuals. Bottom line: AiM is a new tool that enables us to be more efficient with our valuable resources (people, budget, time, etc.) Let's all get onboard the AiM Train!

Please take the time to rest over the summer, spend time with those important to you, and take care of yourselves; we will need each and everyone of you in the upcoming months as we prepare for our students returning to campus in the fall.

With respect and pride,

With COVID-19 uprooting normal work routines, the Diversity Team has continued to coordinate and stay on path in implementing the FM Diversity Plan through virtual meetings. With many members working remotely and on shifted schedules, using a new way of communication (Microsoft Teams) was a challenge, but quickly became easier to manage with practice.

The team has been collaborating with FM Human Resources (HR) on a request to include diversity and the Principles of Community into FM employee performance reviews. HR agreed to include these specific discussions and initiatives into employee reviews moving forward. Supervisors and employees will be able to discuss these goals in upcoming 2020-21 Performance Plans.

The team also submitted a list of recommendations for the implementation of inclusive communication efforts within FM, including ways to get all FM employees access to email. Trying to update the FAC staff distribution list with accurate employee information is a current action item. After communications with FM HR and ACNS, the team is working through a new process that could automatically update the distribution list to make sure all current employees receive FM emails to their CSU email accounts.

Knowing that all employees do not currently receive information through email, the team is committed to helping employees stay informed. Tom Satterly announced in a FM Daily Communication that Remodel and Construction Services was installing monitor displays in FM employee break areas across campus. This was completed in June. These will provide updates about current and relevant information to our department and will be a great way for FM employees working throughout campus to stay connected.

Have comments, suggestions or ideas for the FM Diversity Team? Send them to the team's email at: fac_diversity_team@mail.colostate.edu

Also, check out the FM Diversity webpage for updates at: www.fm.colostate.edu/diversity.

Resource Allocation Plan (RAP)

Reminder!

The RAP budget suggestion box is located in the FM North Breakroom. Please submit your ideas on the forms provided. You can also approach your supervisor or email Karin Rees at Karin.Rees@colostate.edu if working remotely. Thank you!



We are now live in AiM! This means modules for Space Management, Assets, Warehousing, and O&M have been implemented. These modules plus ReADY Request (in a limited form) and the GO App on your phone (or tablet) make-up our new IWMS system.

While these modules are up and running, adding new assets to the Asset Module continues to be a work in progress. Many assets have been added, but there is a lot more work to be done. So, if you work with Assets make sure to inundate our new Asset Manager, Jackie Robledo, with asset information.

As our customers are learning ReADY Request and we are becoming experts using AiM and GO, new features are in the works. AssetWorks is a company that listens to its customers and regularly enhances features. So, look for more to come.



Have questions? Email:
Fac_IWMS_FAQ@colostate.edu

Use the QR code below to
access the IWMS web at
<https://www.fm.colostate.edu/iwms>



What's next?

The next major section to implement is Capital Planning and Project Management for the Capital Construction group. AiM will replace Projecto, consolidating more software FM uses for work management.

Currently we are on version 10 of AiM. Version 11 has already been released and we plan to upgrade later this year. The new version comes with several new features. ReADY Keys is a module for the ReADY portal which will allow our customers a way to request keys, replacing the manual process we use now. The ReADY portal will also have a space module so customers can view space information.

Also, new in AiM version 11 is Space Sync. We'll be able to add and update space information in bulk. Going forward it will save Kristi Buffington time when there are updates to many properties at one time. It works much like Asset Sync.

We will also finish building out our implementation of ReADY Request.

Make sure to regularly visit the IWMS Communications website at <https://www.fm.colostate.edu/IWMS> where you will find additional updates and training videos.

Facilities Management - Leading the Way



Watch your email and information boards in your areas for details on our upcoming FM Mask Contest!



Summer Construction at GSB and FM North

With roughly 600 employees working underneath the Facilities Management umbrella, there is a continuous effort to keep internal groups set up with the best possible working conditions. As internal groups grow and shrink in size, a reconfiguration of space is inevitable to ensure success. Examples include shuffling employees from shared workspaces to private offices, expanding other groups who share minimal space, and having supervisors located adjacent to staff. While moving can be stressful, these efforts reflect our growth and success within the greater CSU community.

Last year Remodel and Construction Service (RCS) completed an additional five phases of building maintenance and code compliance to FM North and the time has come to move new groups in. Access Services and the Fire Systems group will be relocating from the General Services Building (GSB) to FM North. Since both groups are tied into the university's infrastructure, additional infrastructure will be brought into FM North to accommodate and meet their future needs. With these two groups relocating to FM North and with space already limited, two other groups are relocating to GSB. The RCS Trades Managers will relocate to the second floor, located directly next to their supervisor, Keven Carroll, expediting communication for the team. Engineering is moving to the third floor into an expanded and renovated space. The final phase will be a small shuffle of employees within FM North and renovations to the Mason Conference Room.

Working around another series of renovations will be challenging for the employees involved, but these renovations are a sign of accomplishment within all of Facilities Management. Construction is to begin quickly, while large numbers of employees are working from home either part-time or full. RCS is designing, managing, and building all phases of the project and hopes to have it wrapped up by the end of 2020.

I spend a lot of time talking to people about fall protection. During my last round of trainings, I spoke with several employees about their experiences and hear things such as 'the harnesses are heavy', or stored in an out of the way place, or take too long to put on. The fact is, however, that falls on the job site are the most likely way you are going to injure yourself. Statistically, it is much more likely than the next most common hazard (and it's not close). In fact, at the recent National Safety Council Congress & Expo, OSHA revealed that Fall Protection has been the #1 most cited OSHA violation for every single year since 2013, and about 27% of all workplace injuries in the U.S. are from slips, trips, and falls. Many FM employees may not care about statistics, but our core values speak directly to being Good Stewards; with our employees being our greatest resource, it is worth the time and care to make sure we are using harnesses.

Are you working 6 feet above another surface? Wear fall protection. Are you working on a scaffold with open sides? Wear fall protection. Working on a roof within 6' of an edge with no retaining wall? Wear fall protection!

Many of you have attended yearly trainings that we have brought on campus, and I thank you, and encourage you to continue to participate. Though things may be more difficult in 2020, we are still planning to put together digital presentations of our normal safety topics such as fall protection, ladder safety, confined space, and more. Take care of yourselves and watch out for each other! If you have safety questions, job site concerns, or other issues around health and safety, please contact me at mike.broadbent@colostate.edu, or talk to your supervisor.

Send us your favorite work from home pet photos!

Send us your favorite work pet photo, and we can feature them in an upcoming issue!
Please send pics to: (fac_news@mail.colostate.edu).



What does the horticulture crew plant and why?

The horticulture crew has approximately 16,000 sq. ft of perennial and annual spaces around CSU. These particular spaces are designated to always be planted with a mixture of annuals and perennials. Over the last few years, we have increased our perennial plantings on campus, utilizing annuals in pointed places where we need a pop of color or just something different and eye-catching! Perennials come back from year to year and annuals are just for one season. Utilizing more perennials lessens our overall material cost and creates more consistency and backbone structure in the beds we care for. We have a number of pots and smaller planting areas on campus reserved for extra annuals, and the crew members get experience in bed layout and implementing their own designs using extra plants. This helps them to grow their skills and feel ownership and pride for their projects.

How do you choose the plants?

The horticulture crew and I really get to know the spaces we work with, including light conditions and exposure; soil structure and composition; availability of irrigation and natural precipitation. In my role as the Horticulture Technician for campus, I take these basics into consideration when I plan for an area. We monitor plants as they grow in and establish, and tend to reuse plants that perform well, planting them in different patterns and combinations in conjunction with new flowers. If we have an issue with a plant, we try to identify it, make alterations to its care schedule, and apply those corrections if we use the plant again. I will only retry something if I can figure out what went wrong – and honestly, sometimes I can't! I've learned from our crew's successes, but I can tell you I've learned and grown a lot more through plant failures. As far as annual plant choices, I utilize a combination of factors including color, texture, height, bloom time—and sometimes I just pick things because they are particularly interesting or beautiful! When it comes to perennials, I factor in all of the above, and the added consideration of whether they are a good pollinator plant.

When does the crew do these plantings?

We plant March through November. Depending on the weather, in March and April, we divide and transplant existing plants throughout campus. April through early May our crew does periodic new installations of perennial and shrub beds. Mid-May through the end of June is when we complete these installations; it is our biggest push! The rest of the season we maintain these spaces with weeding, deadheading, watering, fertilizing, and maintaining pest and disease control. Then, mid-September through mid-October, we have a second and final planting push for the year, generally adding in pansies, tulip bulbs for the spring, and doing whatever division projects we can before the snow starts up again!

What should the department know about the horticulture crew?

One fun fact about our crew is, in the spaces that are under the direct care of the horticulture crew, we do not use any chemical pesticides or herbicides. We are very fortunate to have the crew power to maintain weed control manually. Manual control would not be realistic for all campus zones, as the territory is far too expansive. As for pests, when we experience infestations we try to utilize more natural or organic solutions.

How does the Horticulture Crew promote pollinators on campus?

In 2019, we took our annual areas and reduced them by about 50%. We filled these areas in with flowering perennials that are pollinator friendly. This was an effort to get more consistent sources of food for pollinators across our campus spaces. We've had good plant success with these installations and have definitely seen pollinators out feeding in our areas earlier than they would if there were only annuals. For the most part, it is interesting to know that native bees and pollinators are non-colonizing. This means they do not have a nest to protect and are less likely to utilize protective measures such as stinging. I spend much of my time out and about among the flowers and get to observe these beautiful little creatures up close without feeling fearful of them. Usually, they seem so happy to be feeding that they barely notice I'm there. Observing them at an appropriate distance will show you just how diverse our campus ecosystem is!

Tree Talk

As you may remember, Outdoor Services recently planted 150 trees in April and May. What was originally planned as a week-long Earth Week celebration involving volunteers from the Colorado State Forest Service, City of Fort Collins, and multiple CSU departments, turned into an effort that primarily fell on the shoulders of just a few—namely, Steve McCarthy, Brennen Lang (arborist in training), and Scott Simonds. **Fun Fact #1: FM has 5 International Society of Arboriculture certified arborists on staff.**

Spread over a month, rather than just a week, they actually planted a total of 170 trees! **Fun fact #2: the 150th tree was planted just outside Spruce Hall.** The only thing that made these plantings different, besides the unusual number of trees being planted, was that a majority of them were bareroot stock. This meant they needed to go into the ground quickly and required more expertise in planting than the container-stock variety.



In addition to this feat, FM arborists Jim Kron and Ryan Grady supported pruning and tree damage cleanup of existing trees after an unexpected heavy spring snow. **Fun Fact #3: That snowfall turned out to be the fourth largest snow storm on record in Fort Collins for April and, according to the *Coloradoan*, it was the “snowiest day of the season, surpassing the 11.6 inches” that we received the previous November.**

<https://www.coloradoan.com/story/news/2020/04/17/colorado-weather-snow-storm-totals-top-1-foot-many-areas-fort-collins/5151076002/>

Thanks to the FM Newsletter Committee and Facilities Focus contributors for helping create this quarterly newsletter. Thank you to FM's own Juan Ramirez for this edition's Spanish translation!