

Facilities Focus

Summer 2021



The quarterly newsletter of CSU Facilities Management

Employee Spotlight: Harrison Bridge



Facilities Management employees wear many hats throughout their careers and Remodel and Construction Services' Harrison Bridge exemplifies this. Harrison joined the FM team 2 years ago and has enjoyed his time as a Project Manager. Prior to CSU, Harrison worked with a mechanical firm for 5 years. The firm was a subcontractor for CSU on construction projects. After years of working on CSU's campus including projects at Aggie Village, Biology Building, Translational Medicine, and BHRB, Harrison decided it was time to make the move. As a graduate of CSU's Construction Management program, Harrison was excited to land a position with Facilities Management. Asked what he enjoys most about working at CSU he said it was "the environment, location, and helping to improve CSU". He stated that his role as a Project Manager allows him to be the "master of his own destiny" and he enjoys taking a client's idea and seeing it all the way through construction. "Seeing results" from idea to final product is a bonus Harrison said.

When not working at CSU or riding his bike to and from work, Harrison enjoys rock climbing, working on his house, and camping. He climbs on average 3 times a week at a local indoor climbing gym and does mainly sport climbing. When asked if he could experience a different job for a week, and thinking about it for a moment, he answered a pilot. He said he has always loved flying and remembers his brother once was the "co-pilot" on a Cessna when they were kids. He never got this opportunity but if the opportunity arose, he would experience the joy of flying. Though he would not fly himself to Europe, traveling to Switzerland, Germany, and Ireland are on his bucket list to visit. Harrison wants to see the Swiss Alps and drive some exotic cars, unavailable in the US. We might see Harrison flying overhead in the future, but for now he can be found hard at work ground side.

Congratulations to the following employees who have reached their service milestones!

5 Years

Kyle Boerger
RCS

Jason Watson
Grounds

Zeke Derderian
PM Shop

Gwen Cooper
Logistics

10 Years

Drew Roerig
RCS

Vincent Kintzley
Custodial

Zach Ortiz
Custodial

15 Years

John Shirey
Custodial

Brian Baltazar
Special Assets

Kevin Newlin
District Energy

20 Years

Rodney Gillespie
Grounds

30 Years

Chuck Fox
RCS





Engagement & Recognition Committee Updates

By: Joan Paulson, Custodial Supervisor

This quarter the Engagement and Recognition Committee, along with the CSU Facilities Management Team, participated in World Facilities Management Day by providing donuts from Dunkin Donuts. We greatly appreciate everyone's hard work and resilience and hope you all enjoyed the variety of donuts that were available.

The Committee has resumed "In-Person" SPARK card redemptions every 1st and 3rd Wednesday of each month in the Pitkin Conference room from 10:00-11:00 am and from 3:30-4:30 pm. We look forward to seeing your bright and shiny faces and giving you the gift card of your choice.

It's time once again for the Employee 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 **Dominic Cruz**, the Quarterly SPARK award recipient for our second quarter drawing!



SPARK Quarterly Winner Dominic Cruz with ERC Co-Chair - Rita Schmid and FM AVP - Tom Satterly

The Engagement and Recognition Committee would like to invite anyone who is interested in learning more about the ERC and joining us in our adventures to meetings which are held the third Tuesday of each month from 2:30-3:30 pm.

Please reach out to a committee member for more information!

This past season, the JEDI team focused on many efforts from goal #2 in the FM Diversity Plan (see [here](#)). This goal states that FM will actively cultivate an inclusive institutional climate through opportunities for training, increased awareness of diverse cultures and identities, and positive reinforcement of measures taken to promote inclusive excellence. With the help of Michelle Tate, an email was sent out to all FM employees sharing that a new measurement of 5 percent would be incorporated into employee performance plans beginning in April 2021 and moving forward. The new objective/competency is titled Justice, Equity, Diversity and Inclusion. This objective/competency has been implemented to initiate discussion on how to commit to behaviors and actions that promote, support and demonstrate Justice, Equity, Diversity and Inclusivity (JEDI) behaviors, as well as Principles of Community practices.

The team provided many examples on how employees can promote their JEDI excellence.

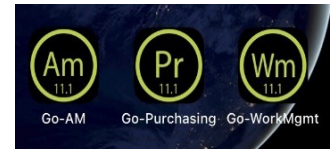
1. Participate in this year's Campus Climate Survey in October 2021. The survey will be made available to all employees by electronic and paper version and will also be in Spanish. (More information [here](#)).
2. Review the [Principles of Community tip sheet](#) and discuss ideas and examples of how to incorporate the five Principles into daily work life
3. CSU's Talent Development offers trainings such as: Inclusive Excellence part I and II (Registration info [here](#)).
4. VP for Diversity has a resource page dedicated to sharing JEDI resources such as books, podcasts, strategies and taped symposiums. (Information can be found [here](#)).
5. Diversity and Inclusion event planning - When planning an event, in person or remote, use the following guide to give consideration to diversity and inclusion: [Diversity and Inclusivity in Events checklist](#)

If you have questions on how you can get involved and informed, please email the team at: Fac_diversity_team@colostate.edu



AiM Go

Part of AssetWorks' IWMS solution is its Go suite; a set of apps for your Apple mobile devices. Facilities uses three apps from Go: Go-AM, Go-Purchasing, and Go-WorkMgmt. These apps are offered to the iOS, meaning only iPhones, iPads, etc. can download them. To have the apps installed on your phone or other mobile device, send an email to fac_shared_help_desk@mail.colostate.edu.



The Go-AM is used for asset management. The app is the primary process for accessing existing assets in AiM. It is done right at the asset when the QR code tag on the equipment is entered. Once an asset has been entered and approved, the app accesses information about the asset from the QR code.

Go-Purchasing is necessary for ordering direct purchases. The purchases are initiated from the Go-WorkMgmt app. While using the apps, it is best to log into this app first before starting a direct purchase.

Go-WorkMgmt is the primary app FM technicians can use for day-to-day operations. The app offers several features that save a technician time. The work queue lists the work orders assigned to the technician. The timecard section allows the technician to edit unposted timecards or create new ones. There is also an asset section to look up open work orders tied to an asset.

Work orders found in the work queue provide a jumping off point for many activities. If you don't already know, notes and photos can be attached to the work order and/or phase. Feel free to use the voice-to-text feature offered by iOS if you don't want to type in a lengthy note. There is a time entry feature you can update your timecard at each trouble-call saving you time from creating a timecard from scratch and having to search for each work order. Instead of heading back to the shop, order your warehouse parts from the app. And for the adventurous, you can even order "direct" parts in the app.

For some AiM Go training, please visit https://www.fm.colostate.edu/iwms_training. If you have any questions or suggestions for the AiM Communication Team, please email us at fac_iwms_faq@colostate.edu. The website is <https://www.fm.colostate.edu/iwms> or use the QR code.



With Colorado State University planning for employees to return to on-campus work, some FM groups will be found in new locations and buildings. The design started pre-pandemic, but most construction occurring during the pandemic while employees worked from home. This multi-phase project is now complete. Harrison Bridge was the project manager from RCS who took on this logistical challenge for the past 15 months. One of the big challenges that occurred during the project was keeping everyone informed of the changes while working from home. With over 50 people being moved in the remodel, making sure all groups had input on the changes was critical. Below is a summary of the FM and GSB moves and remodels:



GSB

Access Services moved from GSB 204 into FM North 105, 107, and 100B. The **Fire Systems Group** moved from GSB 303 into FM North 10. Since both groups are tied into the University's infrastructure, additional infrastructure had to be brought into FM North to accommodate and meet future needs.

The **Trades Managers Group** moved from FM North 10 into GSB 204. The Trades Managers will be located directly next to their supervisor, increasing production.

The **Engineering Group** moved from FM North into GSB 303. They will share the newly renovated space with Capital Construction who occupies GSB 305. Since both groups work closely together, the new open office concept should expedite communication.

Facilities Maintenance and the **Utilities Group** are now consolidated in the FM North 106 suite. These groups have close contact with fellow team members.

Mason Conference Room: FM North 106A. While still in the same location, the conference room has expanded in size and now has flexible tables and chairs allowing for a variety of layouts and functions.

Green Conference Room: The official name of "Green Conference Room" has been given to Room 304 at GSB (formerly GSB-303). The newly renovated conference room is equipped with an upgraded AV system to include touch-panel controls, two 75" monitors, one 98" monitor, and a serving bar. LED Efficient lighting throughout with dimming capabilities makes this a great meeting space.



GREEN Conference Room



GOLD Conference Room

Gold Conference Room:

Adjacent to the Green Conference room is the Gold Conference Room, previously named 303H. A door connecting the two conference rooms has been removed allowing better privacy. The smaller of the two conference rooms, this room allows for smaller meetings and provides AV capabilities.

Facilities Management Staff



Principles of Community - Lived Examples

By: Harrison Bridge

The Gardens on Spring Creek is a community botanic garden dedicated to education, sustainability, and environmental stewardship.

Our very own Tom Satterly volunteers his time as president of the non-profit's board. Through his involvement with the gardens, he was surprised to find that there was a large connection and partnership not only with the City of Fort Collins, but numerous connections within the Gardens to CSU's horticulture department.



Karin Rees expressed interest in Tom's involvement with the Gardens and is now utilizing her Administrative Assistant skillset to volunteer on the non-profit board as well.

One of the goals of the Gardens is to serve the community through healthy and cost-effective opportunities. Recently for Mother's Day, the gardens had a sale which provided an opportunity for community members to join the Gardens at a discounted rate.

If you have not had a chance to experience the Gardens on Spring Creek, numerous educational opportunities and events are available for families and people of all ages. Please visit the following site for more information: <https://www.fcgov.com/gardens/>.

CSU Fun Fact - Mountain Lions come to CSU for Food

By: Susanne Cordery

It was a Sunday morning and the Broncos game was going to start at 11. It had rained and then snowed the night before, and when Rick Brandes showed up on the Foothills Campus for some animal care chores, all the gate locks were frozen. He had to crawl over three fences to get to the goats he was there to care for. Once over the final fence, he noticed that two of the goats were dead. As he walked up to the first body, a mountain lion picked up its head and stared at him from behind the goat's body, all the while licking blood off its face. It locked eyes with Rick who then realized his only defense was his pocketknife and his wits, so he backed up to the fence, crawled over backwards and left. Rick recalled that all he wanted to do was get home for the start of the Broncos game, but instead he called CSU PD and Colorado Parks and Wildlife (CPW) to inform them of the situation and then waited for their arrival. The CSU PD officers arrived at the scene, rolled up their windows, locked their doors, watched the mountain lion run off, and then left. With the mountain lion gone, Rick seized the opportunity to throw the dead goats over the fence and outside the pen, knowing that the lion would likely return to finish the meal. Sure enough, the mountain lion reappeared shortly. The CPW personnel arrived then, and sadly, had to kill the mountain lion.

Rick has also seen a mountain lion walking across the ice on College Lake.

It was several years ago that CSFS personnel found a deer trapped in the nursery greenhouse. It had a crashed through the glass roof and fallen into the greenhouse. Staff surmised the only way a deer would have jumped through a glass roof would have been to evade a large predator, most likely a mountain lion.

In May of this year, one of the equine personnel stopped in at the hay barn to start up some diesel equipment and saw a young mountain lion sleeping behind a bale of hay.

There are likely many similar stories of mountain lions seen on the Foothills Campus by other University staff. It's best to always be aware of the possibility.

The FM Process Committee is looking for new members!

The committee is responsible for the processes used at Facilities Management. Currently, we are in the beginning stages of documenting existing processes used in Facilities. The committee is also responsible for maintaining the process library once it is developed.

We are looking for members that:

- Are willing to learn Visio? Visio is used to document our FM processes.
- Have regular access to a Facilities Management computer?
- Can meet regularly with the committee? We have meetings every other week for about an hour.
- Are you willing to sit (or virtually sit) with FM sections to document their processes?

If you are interested or have questions, please email

Matt Smith Matthew.Smith@colostate.edu or Mike Shortall Michael.Shortall@colostate.edu.

Thank you FM Essential Rams!



We would like to offer the opportunity to show our appreciation to our essential FM Rams! These are those individuals without whom the University could not function during the COVID 19 pandemic of 2020.

The poster above will be available to sign in the Libby Coy Way Conference Room (west hallway of FM North) from July 19th through the 30th. Please feel free to swing by to add your signature!

Greetings FM Team,

Summer is here and recent temperatures confirm this (100° + degrees, yikes!). I hope all of you are taking time this summer to be with family and friends.

Here are some topics I thought would be of interest to you:

- Reuniting and Our Path Forward: CSU plans for students to return to campus this fall for a rewarding academic experience by offering the majority of courses in-person, and the University also remains committed to keeping the university community healthy and well. Staff and faculty will be returning to campus over the summer after working from home during COVID. Fall mask requirements are yet to be determined and be prepared to participate in an initial saliva screening prior to the fall. Vaccinations are expected to be required upon FDA approval, though a vaccination exception process is being developed and will be available.
- Teleworking and Teleconferencing: A CSU Teleworking policy will soon be released to guide supervisors in considering requests for remote working arrangements. FM leadership has begun partnering with their teams to discuss opportunities for acceptable flexibility following policy guidelines while meeting FM business needs.
- Parking and Transportation Services (PTS) and Central Receiving (CR) moved from under the Facilities Management umbrella to the recently created Safety and Risk Services department. Our FM team continues to partner with PTS and CR staff to ensure efficient campus operations.
- Voluntary Retirement Incentive Program (VRIP) II: Anticipate FM team members to take advantage of VRIP II and retire no later than December 2021. FM organization may evolve in organization alignment and create new career opportunities for our team, so stay tuned.
- Professional Development at FM: Led by Michelle Tate, FM's Assistant Director for Human Resources, we continue to invest in creative approaches to increase knowledge, skills and team building. As one of those approaches, the newly created *FM Leadership Academy* will officially start in fall 2021! We will share the academy description (e.g., course topics, instructors, application process, schedule, etc.) soon. The *FM Leadership Academy* supports career progression and succession planning and is an exciting approach to grow future FM leadership!

Thank you for all you do!

Sincerely,



**FACILITIES
MANAGEMENT**

AT COLORADO STATE UNIVERSITY

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FM Staff at the 2021 Celebration of World Facilities Management Day (aka Donut Day)!



FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY



This spring interpretive signage was installed for the self-guided Campus Tree Tour. There are [15 notable trees](#) called out and three main collections: The Oval, Sherwood Forest by Warner College of Natural Resources, and the Heritage Arboretum by Canvas Stadium. One distinct tree on the tour is the American Elm by the northwest corner of the Natural Resource Research Lab. It is a deciduous beauty, estimated to be over 90 years old. Sometimes called the Octopus Tree, its canopy is twice as wide as its height at approximately 110 ft. wide and 50 ft tall—a unique feature for elms in an urban environment, including on campus.

This elm is archetypal, a tree that embraces you and reminds you of childhood. The sculptural arrangement of the limbs is extraordinary—they cross and lace across each other. The shadow and light of the day provides continual visual interest with the changing patterns. A person is drawn to be beneath the tree, looking up into its canopy, as well as to admire it from a distance. Because the branches are so wide spreading, it is one of few trees on campus that has an additional support system cabled within the limbs to preserve and protect its stability and long-term future.

You can [view all locations on the CSU interactive map under tours](#). Want a paper map? [Download here](#).



Thanks!



Thank you to the FM Newsletter Committee and all of the *Facilities Focus* contributors for helping create this quarterly newsletter!