

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

Facilities Focus — SPRING 2019

The quarterly newsletter of CSU Facilities Management

SPARK Award Recipients

396 SPARK awards given for the program as of March 15, 2019! SPARK awards given out to Facilities Management (FM) staff this past winter include:

Terry Adams	Steve Fisher	Rich Martinez	Rita Schmid
Dominic Alverado	Rodney Gillespie	Michael McMann	Adam Sergeant
Curtis Baron-Fishel	Phillips Goins	Christina Miller	Matt Serrano
Jody Beagle	Jasmine Hatten	Holly Miller	Aaron Shepard
Austin Benavides	Brad Hestdalen	Rudina Morales	Jaime Soto
Bryan Breidenbach	Stephan Holland	Mario Munoz	Ben Spransy
Dee Casteneda	David Jimenez	Therese Offerman	Patrick Thai
Martha Coleman	Matt Jones	Sandy Ortiz	Embert Valdez
Julie Compton	Robin Klitch	Amy Ouska	Donovan Velasco
Marie Cooper	Jessica Kramer	Jonathan Peterson	Frank Vigil
Jared Cumpsten	Jim Kron	Angela Quam	Jared Warnock
Dennis Cyboron	Ben Lopez	Juan Ramirez	Jennifer Williams
Eric Ennis	Jenifer Marley	Amanda Richter	Mark Williams
Alyas Ernst	Andrea Martinez	Roy Rodriguez	

The Employee Recognition Committee recently created an end-of-year SPARK report that details the first year of the program. A few successes of the program include:

- 173 SPARK awards given by direct supervisors to their subordinate employees
- Two thirds of FM supervisors participated in the program by giving an award
- Supervisors from all FM units demonstrated participation in the program; supervisor participation rates range between 38.5% and 100% within the FM units.

Quarterly and Annual SPARK Awards

The Employee Recognition Committee is expanding the SPARK program by adding in a quarterly and annual award component. Directly addressing feedback from the recognition survey regarding SPARK's \$15 gift card amount, the Quarterly and Annual SPARK awards will offer a higher-value award for eligible recipients who have enacted FM core values. On a quarterly basis, SPARK recipients will be entered into a random drawing for \$250 (taxable) gift card(s) of the recipient's choosing from the options the committee provides. There will be one recipient per quarter. Additionally, on an annual basis at the end of the calendar year, SPARK recipients for the year will be included in a random drawing for \$500 (taxable) gift card(s) with one recipient per calendar year. Congratulations to **Jasmine Hatten**, Quarterly SPARK award recipient for our first quarter drawing.



- SPARK recipients will be entered once per quarter into drawing; not dependent on how many SPARK awards received.
- SPARK recipients are only eligible to win the quarterly award once per calendar year.
- Quarterly award winners are eligible for the annual award.
- The recipient will be highlighted in FM media. Recipients who are not willing to include their name in SPARK promotions are not eligible for the quarterly or annual award, but are still eligible for regular SPARK awards.
- For more details about the Quarterly and Annual SPARK awards, please visit the resources section of the [SPARK webpage](#).

Fall 2018 Recognition Survey

The Employee Recognition Committee agreed to report back on findings from the November 2018 FM employee recognition survey. Responses included:

- Approximately 60% of employees who took the survey reported that they agree (strongly agree, agree, and somewhat agree) that it is meaningful for them to receive a SPARK award and approximately 25% reported they felt neutral (neither agree nor disagree).
- Approximately 62% of employees who took the survey felt valued (highly valued, valued) by their supervisors within the last year based upon formal or informal recognition.
- Feedback indicated that a simple “thank you” is meaningful to employees, and that employees believe supervisors should take more time to recognize employees.
- Employees suggested other types of recognition-based opportunities, such as impromptu events with food or coffee, the chance for colleagues to recognize colleagues as well as supervisors, and a higher value gift award for SPARK. The committee is responding by

Fall 2018 Recognition Survey (continued)

expanding SPARK through Quarterly and Annual SPARK Awards, and is also working on new initiatives to incorporate the recommendations enclosed in the survey responses.

- Employees recommended a variety of gift card options offered through the SPARK program. We recently added two new options (Home Depot and Cinemark) based on employee suggestions. The committee will continue to monitor enthusiasm for the available gift cards, introducing other options as needed based on employee feedback.
- Employees wanted more information on the SPARK program. For details of the program, check out the resources section on the [SPARK webpage](#)—you will find the [program description](#), a [FAQ](#), a [training](#), and more. Or connect with a committee member to learn more: fac_employee_appreciation@Mail.colostate.edu.

The committee took time to answer comments from the survey. A few responses are listed below, but more questions and answers can be viewed by going to the SPARK [FAQ](#).

-Comment: *Since this is a program that is about going above and beyond, it feels like it is really difficult to recognize someone for doing an outstanding job by just doing their job.*

-Answer: SPARK is actually an award for behavior that aligns with our FM core values. It does not have to be for an above and beyond action, and is primarily for recognizing employees who enact and embody the core values as part of their daily habits. Often a SPARK action is demonstrated in consistently executing routine duties and responsibilities in exemplary fashion. Other times a SPARK action may occur through an above and beyond moment. SPARK encompasses a range of activities in various settings and roles across the university.

-Comment: *Why not take the funding used to run and staff the SPARK program and use it for pay increases, giving raises to employees instead?*

-Answer: One of the Principles of Community is *Service*; the SPARK program is staffed by FM volunteers who participate in committee initiatives without being paid extra. The funding received for SPARK is specifically gained through a proposal for an employee recognition program that fosters engagement and alignment with the department's core values. The committee chose this approach because research indicates that a targeted, values-based approach such as this is critical to successful implementation of a recognition program and can provide measurable results. Because of CSU's system of employment, we are not allowed to provide raises through SPARK funding. FM employees exist under a variety of position designations, such as salaried (administrative professional or state classified) and hourly positions; funding for those positions as well as limitations for funding occurs from diverse sources, depending on the classification. The SPARK program must be kept separate from employee end of year evaluations as a condition of the program.

-Comment: *Why can't we exchange our SPARK awards for cash rather than gift cards?*

-Answer: Facilities Management no longer carries petty cash funds. Even if petty cash was still available, the committee could not hand cash to employees. It would have to be added to their next paycheck, and employees would have to wait longer to receive anything. Adding funds into employee checks also requires much more oversight and planning to manage, and the program would have to dedicate more resources to this. The SPARK award is meant to be an immediate form of recognition. The opportunity to choose from gift cards occurs four times a month on the first and third Wednesday of the month.

New Hires

December–March 2019

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

Mike Elizalde
Hayley Barnes

Tyler Grimes
Eric Seeley

Jesus Bencomo
Leon Major

Milestones

December–March 2019

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

5 Years:

Armida Mangaoang

Simon Martinez

Christina Miller

Andrew Schroeder

Kelly Miller

David Metcalf

5 Years:

Curtis Baron-Fishel

Wayne Rossi

Roberto Irizarry

Michael Broadbent

Samuel Wallner

Ronney Clouse

10 Years:

Jeromy Edmonds

15 Years:

Jyenna Baeza

John Devore

Paul Newman

Dan Rohleder

20 Years:

Robert Zimdahl

25 Years:

Dustin Leckler

Retirement

December–March 2019

Congratulations to the following FM employees:

Michael Asbury

Donald Inglis-Widrick

Dave Edmonds

FM Happenings

SPRING 2019

The custodial chili cook-off occurred this winter. Chili champions and judges are below!



Chili Champions!



Judges

Tree Talk

Colorado State University is home to more than 9,000 trees, some 6,000 on Main Campus alone. Our urban forest defines our campus spaces, such as the Oval, giving shade and scale and providing many environmental benefits that we often take for granted. Unfortunately, one genus of our urban forest, Ash, is vulnerable to a small beetle, originally from Asia, that has already killed over 50 million Ash trees in the East and Midwest. Emerald Ash Borer (EAB) was discovered in Boulder in 2013, and its range has increased since that time. While it has yet to be discovered in Larimer County, our CSU Entomologists believe that it only a matter of time before it reaches Fort Collins.

The Outdoor Services Group and Campus Planners have known that EAB would one day arrive. When it does, it has the potential to kill all Ash trees without chemical treatment, regardless of age or species. Over the past decade we have stopped planting Ash trees and started to remove Ash as well, planting trees of other Genera. The results of these actions have reduced the percentage of Ash trees from 15 percent of the total Urban Forest, to approximately 10 percent. Our short-term plan is to remove all Ash trees on campus less than 15 inches diameter, and replace them with a diverse variety of species. When EAB is finally discovered in Larimer County, we will start treating the larger and more valuable Ash with a trunk injection of insecticide every two to three years. As difficult as this may sound—cutting down perfectly good trees in their prime, and treating some for life—these actions past, present, and future will make for a more sustainable urban forest moving forward. In context, some municipalities in Larimer County have close to 50 percent Ash, and the estimate of Ash on public land in Fort Collins is close to 1 in 5 trees.

Events on Campus

SPRING 2019

Tree Campus USA Planting Event – Arbor Day, April 19, 1:00–2:30.

Participation from the campus community is welcome! Meet at the Heritage Garden immediately west of Canvas Stadium on Lake Street. Go to the Tree Campus USA section on <https://www.fm.colostate.edu/grounds> for more info.

Mobile Food Pantry – Everyone is welcome to the [Mobile Food Pantry](#) at CSU. Just bring your CSU ID and bags for transporting food. Come to the intersection of University Ave. and Meridian Ave. (in front of Hartshorn building) and get up to 50 pounds of food including fruits, vegetables, dairy, and baked goods.



The Mobile Food Pantry will be on campus from 4–6pm on May 2, 2019 for the last time of the remaining school year.

Spring Commencement Ceremonies – CSU Spring Commencement Ceremonies are scheduled for May 17–19

Memorial Day – Don't forget! The University will be closed on May 27, 2019.

Summer Session – The 2019 Summer Session begins on Monday, May 20, 2019.

Campus and Other Offerings

Summer Programs at CSU for K-12

Are you wondering how to keep the kiddos happy and engaged this summer?

Summer programs are offered by many CSU departments and organizations at Colorado State and include both sports and academic camps.

Choose from interest areas including science, technology, engineering and math (STEM), liberal arts, and business.

Dates and details for most summer 2019 camps are available through the CSU Summer Session [K-12 Programs Portal](#).

APPA/Cintas Women in Leadership Scholarship Program

The scholarship program assists with registration and travel costs for the September & January Leadership Academies offered at APPA U. It is awarded to women facilities professionals based on financial need, an expressed interest in pursuing professional development, and demonstrated leadership. *The application deadline is April 30.*

To be eligible, employees must be employed at an APPA-affiliated institution (CSU is), be in the field of educational facilities for a minimum of 5 years, and be in a supervisor level or higher position with decision making authority. Applicants write a 500-words or less narrative on the importance of leadership and how they personally are leading at their institution. Applicants need approval from their supervisor prior to submitting final paperwork to APPA.

Email the [newsletter committee](#), for more details on how to apply.

University Announcement

SCAM ALERT!!! Scams are coming in by email, text, and phone calls. If anyone contacts you by phone and claims to be from the IRS, or any company that is not familiar to you, you are probably safe to hang up. IRS contacts people by U.S. mail. If you receive an email from an unknown sender you may simply delete the email, but NEVER open an attachment from an unknown sender. If you suspect you have been contacted by a scammer, you should notify CSU police at 491-6425 ASAP and retain all related emails or texts to aid in the investigation. Be smart. Be suspicious. If something sounds too good to be true, it probably is a scam. NEVER give out any personal information or any financial information to anyone who contacts you. If you want to verify any information, then you can make a phone call or email the company at their official website or phone number. More details are in the original *SOURCE* article at <https://source.colostate.edu/csupd-warning-about-current-scams/>.

Each May marks the end of another academic school year when the hustle and bustle of campus slows, as many students and faculty leave campus following Spring Commencement Ceremonies. While May signifies a period of calm for some areas of campus, May also means a significant ramp up for other campus operations, including the start of summer construction work. The areas described below will experience significant construction in Summer 2019.

The construction fence is up around Aylesworth Hall as crews prepare the building for demolition as part of the two-phase Meridian Village project, which includes redevelopment of Aylesworth Hall and eventually Newsom.

The West Lawn Lagoon and surrounding areas will also see significant construction activity this summer as part of a two-phase project to modify the existing Lagoon Detention Pond to accommodate the regional stormwater needs associated with the flood plain on campus.

Amy Van Dyken Way between the Oval and University Avenue and University Avenue between Amy Van Dyken Way and East Drive will undergo full road closures this summer to accommodate replacements of a deteriorated domestic waterline, installation of a new storm line and asphalt replacement and repairs.

A number of parking lots will receive significant work this summer, including: University Villages (Lots 646, 646.0, 646.2, 644, 644.1, 642.1, 642.2), Aggie Village Family (Lot 631), Aggie Village (Lot 580), Westfall (Lot 115), NCGRP (Lot 442), TILT (Lot 315), Animal Sciences (Lot 455), Facilities North (Lot 451), Ingersoll (Lot 215), Physiology (Lot 540) and the construction of a new parking lot on Lake Street south of Canvas Stadium. Please visit: <http://ptsdata.colostate.edu/maps/mapside.pdf> for locations of these parking lots.



Vehicle Safety and Access Policy

The new [Vehicle Safety and Access Policy](#) for the University was approved in February 2019. The purpose is to provide a safer environment for students, employees, and visitors, while simultaneously providing vehicle access for the operational needs of the University, setting clear expectations for the operation of all vehicles on the pedestrian mall in the campus core. This policy applies to all vehicles, including private company vehicles, as well as state and University vehicles. Failure to comply may result in issuance of a citation by CSU Police and other ramifications. Employees who drive on campus should be aware of the policy and become familiar with the designated route for access to the campus core. Please use the Service Vehicle Access Map, linked under the Policy Provisions section of the policy, as a supplemental resource.

From small dogs to big cats, CSU's Veterinary Teaching Hospital (VTH) sees its share of the animal kingdom. The large staff at VTH must be prepared for any situation or emergency that may arise. Additionally, with their growing client base, Remodel and Construction Services (RCS) has stepped in and been working closely with VTH over the past few years, completing a wide variety of projects for staff, students, and clients. The projects include a newly designed lobby and reception area, ADA and egress upgrades, lab renovations, and new office spaces.

The main lobby at VTH underwent significant renovations. While the overall layout remains the same, the space looks new, feels inviting, and functions appropriately. Before the renovation the lobby felt outdated with faded furniture, cluttered walls, and too many interior finishes. RCS stepped up to bring the lobby into 2018. New paint, flooring, furniture, and branding are easy to see within the space and a new fireplace brings a sense of warmth. These items transformed the aesthetics of the space, but it's not always what you see that makes the biggest difference. When RCS met with VTH originally, they explained that even with a handful of clients in the lobby, the sound resonates and travels throughout the space causing issues with lobby noise and, more importantly, client privacy. The building is at fault as well. The curved exterior, curved reception desks, and curved pony-walls all help to physically carry sound. Similar to the ancient Greek city of Mycenae, which has multiple tholoi (or domed, circular tombs) that carry sound, even a whisper, around an entire tomb, someone standing on the other side of the lobby could hear the whisper perfectly, if not slightly louder. Technology in 2018 helped RCS solve the same problem of the tholoi at VTH. RCS worked with Cambridge Sound Management, designing and installing a new sound masking system above the ceiling. Sound masking is not to be confused with white noise which becomes irritating as its volume increases. Sound masking is band limited to only overlap with the frequencies of human speech. The hum you hear in the space sounds like any traditional HVAC system, but it doesn't get turned up or down and masks a wide variety of human voices, spoken at different volumes. This has made a dramatic change in the overall function of the space. Now, the staff is able to sit down one-on-one in the lobby and talk privately without their conversations projecting throughout the lobby.

As VTH's growth shows no signs of slowing down, RCS is up for another round of projects with VTH. New projects include a mural wall in the lobby, relocating labs, and building a state of the art anesthesia suite. These projects, combined with the previous years' completed projects, will help VTH strive into 2020.



Before



After

Certification Opportunity

Defensive driving certifications are available as an inexpensive, 4-hour online course through the National Safety Council. Facilities Management began offering this course in 2018 and it is an excellent safety training for anyone driving on campus. If you or your team are interested in a certification in defensive driving, please reach out to Mike Broadbent at mike.broadbent@colostate.edu.

Safety Talk

By Bonnie Ham, Remodel and Construction Services

One dangerous thing most of us do every day is get in a motor vehicle and drive. There are more accidents in the summer than winter. Soon there will be highway work, lane closures, merging, and people working on the other side of the cones. Let's all agree on this: when there are people present near the road, we MUST slow down. This includes pedestrians, bicyclists, and highway workers. There are more accidents in the summer because there are more distractions. No matter what the distractions are, always give people your utmost consideration because they are incredibly vulnerable.



For some reason, merging seems to be a problem for a lot of drivers. Drivers in BOTH lanes need to allow adequate space between vehicles. Plenty of space between vehicles is possibly the single biggest factor in your ability to avoid accidents. To increase reaction time for any incidents, you need to see what is happening ahead, and you need time to stop or swerve. There is a new strategy called the “zipper merge” and it is promoted by the department of transportation. The correct process of merging is that

the existing traffic maintains a constant speed with adequate space between vehicles, while the merging traffic matches their speed and each car drops in behind the vehicle whose speed they are matching. The new zipper merge teaches that the merging lane uses the full length of the lane that is closed, and merges at the end of the lane, and they state that this reduces backup. Human nature is such that it simply encourages the nasty habit of people passing on the right, speeding up to the end of the lane, and then cutting dangerously into the lane. If you merge safely by slowing down and never passing on the right, everyone will be safer. When other people are driving incorrectly, we must overcome our initial response of anger and aggression and react with a humble, calm, sane retreat. You can only control your own actions. How much space does it take to stop if you are going 55 mph? More than 10 feet, which is what you commonly see even on I-25. It takes 200 feet to stop at 55 mph. By slowing down, you create a safer situation. Drive defensively, have consideration for others, use your turn signal, anticipate the actions of other drivers, and let others go first. Life is a race, right? Well I guess if you come in last, that means you live the longest.

Parking and Transportation Services' (PTS) mission is to manage parking resources to support campus activities and life in the community. Few people may know that state statute requires that parking pay for itself at CSU; that means that parking revenue has to pay for all of the expenses of maintaining parking lots and garages, enforcement, safety and other key priorities that keep campus moving smoothly.

This work includes our main campus, as well as Foothills and South Campuses. Last year, university leadership made the decision to pull the Foothills Campus into the management plan that already includes main and south campuses. Many lots on that campus were deteriorating beyond a level that is safe for our community, and ongoing issues such as adequate lighting were a continued concern. As part of that effort, PTS and FM have been holding listening sessions to learn about the need of that campus. The sessions began mid-January on Foothills Campus as we create a plan to transition parking management on that campus to include required parking permits as well as fold it under the main university maintenance system, which should greatly enhance existing parking facilities and address the safety issues. These sessions continue with the goal of determining the needs of the people and businesses as it relates to lot usage, deliveries and permitting. We project permits to be required and enforced starting next summer.

At the start of spring semester, we also began managing the north and south lots of the Semester at Sea (Crabtree Hall) building south of main campus on Center Avenue. On main campus, construction to change Hughes Way from a one way to a two-lane road are forecast for summer 2019. The changes will include a path along the south side with separate pedestrian and bicycle flows. Please visit our website www.pts.colostate.edu and click on the planning link to stay informed on Foothills and Main Campus developments.

A few other important developments here at Parking and Transportation Services include:

- American Express is now an option for meter, phone, online and office payments; this is in addition to Visa, Master Card and Discover, which we have accepted for some time.
- In December we lowered the cost of metered parking in lot 195 (Moby) from 1.25 to 1.00 an hour.
- Around the Horn shuttle pick up and drop off sites on West Plum offer less expensive long term or short term parking choices.

Our University is fortunate to have a knowledgeable and ambitious Alternative Transportation team. That team is looking for new carpool participants. Joining a carpool is a great way to share the cost of a permit, save on fuel and vehicle maintenance, and share a cup of coffee with new friends. To get started, please send general questions, your contact information and work schedule to Aaron Buckley, aaron.buckley@colostate.edu or call 970-491-2492. To learn more about the process for joining a carpool, visit www.pts.colostate.edu/employee/carpool. For general alternate transportation questions or concerns, call 970-491-7041.

Finally, yet importantly, it is with great enthusiasm, we welcome Tiffany Glover as the new Transportation Associate Director. Tiffany is a native of west Texas; she holds Masters Degrees in Business and Public Administration. She brings thirteen years running the global fleet program for the Peace Corps over sixteen countries to the department. Welcome to the team, Tiffany!

Wonder Why?

Have you ever wondered why the University always seems to be recycling everything from paper to electronics and everything in between? What's the point and why as FM employees should it be important to us as individuals?



We are a plastic society. When you buy groceries, most of what you purchase is packaged in plastic. Frozen products, candy, and meat are just a few of the products surrounded in plastic wrappers. Approximately 78 million metric tons of plastic are created every year for plastic packaging materials. Around 95 percent of it is for single use only. Astoundingly, about 72 percent is never recycled. So, where does it all go? It ends up in our streams, our lakes, our oceans, in our forests, even blowing around on the freeway.

Besides the mess it makes, natural resources are being used up at an alarming rate just to produce that single-use plastic bottle your water is in. Producing plastic generates pollution. Our disposable society is responsible for the deaths of many wildlife. In certain areas of the ocean, there are more plastic fish than actual fish.

Each of us should be concerned about protecting the environment, conserving natural resources, caring for our wildlife, and preserving the earth for our children and grandchildren. Recycling is the responsible thing to do.

Please submit your “Wonder Why” questions to fac_news@Mail.colostate.edu.

Fun Fact

Facilities Management represents FM core values in many aspects, but one core value that FM goes above and beyond at Colorado State University is how “we are good stewards.” FM is looking out for the world by being responsible for recycling and waste diversion. Below are just a few successes of FM’s role in protecting the earth:

- FM’s Integrated Solid Waste (ISW) recycles more than 2 million pounds of recycle material every year at a rate of 80 percent in FY18
- CSU has placed in the top 5–10 percent since 2005 in RecycleMania each year, competing against over 600 colleges and universities
- The Electronics Recycling Program diverts computers, monitors, and cell phones from the landfill through Surplus Property
- ISW achieved the Outstanding Government Recycling/Waste Diversion Program Award
- 5,338 tons of material was composted in FY18

Obtaining awards and achieving success is just a plus, but contributing to protecting the planet and the environment is the focus. In doing so, precious natural resources are preserved, habitats are protected, pollution is reduced, and less waste is dumped in landfills. We, at Facilities, are good stewards in preserving our children’s and grandchildren’s future by reducing further harm to the earth.

The last three months have been busy for everyone working on the IWMS from AssetWorks. Facilities Engineering Associates (FEA) submitted the draft of their initial report to Facilities and our partners. We have reviewed it and sent our comments back to FEA for their final report. They also returned to campus to work with representatives from all four partners (HDS Operations, Lory Student Center, Recreation Center, and Facilities) to talk about figuring out what we will want to report on, and thus track, in the new IWMS. At the same time, we have continued to collect information on our assets along with getting to meet our project manager from AssetWorks face to face for the first time.



We also had our first series of Town Hall meetings. These were focused primarily on supervisors. The next set will be in about three months and we will be asking everyone to attend one of those. We have created an IWMS Communications Team who have been charged with being a conduit for information to flow to and from employees about the IWMS. If you have questions you can submit them by email to FAC_IWMS_FAQ@colostate.edu or you can ask them directly to one of the members (see the list below). They have also been charged with maintaining a webpage for information on the IWMS which can be found here: <https://www.fm.colostate.edu/iwms>.

The IWMS Communications Team			
Hayley Barnes (RCS, Accounting)	Stacey Baumgarn (Sustainability)	Teresa Benavides (Work Control Center)	Martha Coleman (Planning and Data)
Jon Cumpsten (Trades, Environment)	Joseph Gallegos (Trades, Access Services)	Duncan Lee (Building Services)	Monica Roth (Finance)
Chuck Sawyer (Maintenance Engineering)	Patrick Thai (Human Resources)	Ken Vergo (Utilities, District Energy)	

CSU's 150th Celebration

In 2020 CSU will be 150 years old! Through those 150 years, Facilities Management and its predecessors have been an integral part of the successes of CSU. We are looking for positive and fun ways to celebrate these 150 years through relevant activities that FM can undertake, related to the celebration of the sesquicentennial. For instance, during Earth Week 2020, FM plans to mark the anniversary by planting 150 trees. We welcome your input for how FM can incorporate the 150th anniversary into our department activities.

CSU will celebrate the anniversary starting August 2019 through summer 2020. Please contact Fred Haberecht, University Planner, with your thoughts on how FM could highlight this celebration, getting involved in the coming year. Fred.Haberecht@colostate.edu

FM DIVERSITY TEAM

The FM Diversity Team thought it would be helpful to share how this group came about. The University asked each college or division to make a diversity strategic plan, which would include things such as how to have more diversity in the work place, where we advertise to candidates, or how to retain a diverse workforce, among other items. Facilities Management is part of the Division of University Operations (DUO) and the [DUO Diversity plan](#) can be accessed online if you want to read the details.

Because DUO is made up of so many groups (such as Facilities Management, Central Receiving, Procurement, Policy, Human Resources, etc.) and because Facilities is such a large group in itself, Tom Satterly charged the FM Diversity Team with helping to carry out the diversity strategic plan set forth by DUO, specifically for Facilities Management—to communicate the plan, its goals, and help with diversity and inclusion efforts, and to follow up on needs particular to our department, such as:

- Actively advocating for and working on getting information to FM employees about trainings and resources related to diversity and inclusion.
- Working together to be a support for the department in facilitation of the Principles of Community and other related topics.

Recently the FM Diversity Team has been working on highlighting the Principles of Community and helping units incorporate them into discussions within FM. The FM Diversity Team advocated for supervisors to receive training from the Office of VP for Diversity. In December and January all supervisors attended a workshop on the Principles of Community. General feedback was that supervisors found the workshop helpful. It did a good job giving the history and context around the Principles. However, it needed more focus on facilitation tools for discussing this with employees. Supervisors were also charged with discussing the Principles with their teams on a regular basis. Some units have begun to have these conversations. The FM Diversity Team is working with them to compile their strategies and tips for discussing the Principles to then share with the rest of the department.

Erika Benti and Jessica Kramer are the representatives for the DUO Committee. The FM Diversity Team consists of the following people and the areas they represent.

Erika Benti (<i>FM Diversity Team Co-Chair</i>)	Parking and Transportation Services (PTS)
Jamie Cardenas	Operations (Building Services, Customer Service, District Energy, Logistics, Outdoor Services, Trades Maintenance, Utilities Services,)
Drew Douglas	Remodel Construction Services (RCS)
Jasmine Hatten	Computer Services, Engineering, Environmental, Finance, HR, Sustainability
Julia Innes and Jessica Kramer (<i>FM Diversity Team Co-Chair</i>)	Planning, Design & Construction (PDC), Space & Mapping

Have questions or feedback? Contact the FM Diversity Team at:
fac_diversity_team@Mail.colostate.edu.

The Employee Recognition Committee is launching a new initiative. We are scheduling tours for FM employees to get to know CSU better. The intent of the tours is to increase expertise about campus, promoting good stewardship among FM employees. It's an occasion for FM employees to step outside their usual purview and meet colleagues they wouldn't normally get to interact with. We believe the tours can act as a bridge for relationships to form, positively encouraging a culture of collaboration and inclusion within the department, as well as with our campus partners. It's an opportunity for some of the FM groups to highlight their daily efforts, projects, and successes. Additionally, by sharing information about what the campus and our FM colleagues are up to, we hope the tours will add a stronger context for how FM impacts and serves the university overall.

Tours of the following locations are offered in April, May, and June specifically for FM employees:

- Canvas Stadium
- The Heat Plant
- Richardson Design Center
- Health and Medical Center
- Michael Smith Natural Resources
- South Campus Driving Tour
- Foothills Campus Driving Tour
- Earth Sun Fire Tour at Foothills Campus
- Animal Zoology E206-210 Remodel
- Hartshorn – Dept. External Relations Remodel Tour

Go to <https://www.fm.colostate.edu/tours> for the dates, times, and descriptions of the tours. RSVP to fac_campus_tours@mail.colostate.edu and let us know what tour(s) you would like to attend. The tours are capped at a maximum number of participant spaces, and there must be a minimum number of participants for each tour to occur. We encourage employees to speak with their supervisors if interested in attending any of the tours; all employees must receive prior supervisor approval to attend a tour during work hours. After RSVPing, employees and their supervisors will receive an email to confirm participation.

Additional Recognition



The Employee Appreciation Board honored Environmental Health Services and the FM Carpentry Shop for excellent service and a positive attitude while going above and beyond the call of duty. The two units enjoyed swag giveaways as well as sandwiches and salad from Spoons, provided by the CSU Employee Appreciation Board. Read the full [SOURCE](#) article, [A squirrely EAB award for Environmental Health Services, Carpentry Shop](#), published Feb. 13, 2019 by CSU External Relations Staff.

Thank a Colleague

Imaging Suite BSL-3 Commissioning — Jared Cumpsten PM and Crews

“I can only add my deep thanks and appreciation for the efforts made not only on this particular endeavor but throughout the entire BRB renovation program and the associated moves that it has required. This is a massive project and potentially fraught with many pitfalls. This team has managed it extremely well and worked diligently with stakeholders and investigators throughout to meet demanding schedules and priorities. Please know that this is much appreciated by all here at the IDRC and that because of your efforts, work that literally saves lives and makes a difference in public health and well-being can continue.”

—Raymond P. Goodrich, Executive Director, Infectious Disease Research Center, Office of the Vice President for Research

“Thanks to your team for doing a great job on this!”

—Alan Rudolph, Vice President for Research

Sprinkler Install Administration Building — Barry Willier and Flow Fire Sprinkler

“I wanted to let you know that the crew that has been working in our office to install sprinklers are doing a fantastic job. I came in this morning and it was only because an ‘elf on a shelf’ on top of my bookcase (yes it needs to go into storage until next year) had slumped over that I looked and noticed the work had been done. Otherwise there was no indication at all. Jannine who has talked to the guys and been here when they work said they are so polite and nice. They are respectful of her working and are very quiet while they are here. ... [G]ood job! ... If you can pass along my praise, that would be nice.”

—Linda Schutler, Senior Legal Counsel, Board of Governors

Failed Transformer at University Greenhouse — Keven Carroll, Charley Carroll, RCS

“Just wanted to share a quick Thank You to Keven Carroll and Charley Carroll. We needed assistance from RCS with loading and unloading transformers, as soon as I called Keven without hesitation he and Charley were on site to help. Really appreciate the combined effort and it's always a pleasure working together. ...I called Keven sometime around 5pm and they were here until we finished up around 12:30am or 1am.”

—Tet Sanchez, Facilities Assistant Trades Manager

“A transformer that supplies electricity to the University Green House went down about 4pm. That's where all my ultra cold freezers are located and those freezers contain samples from AMC dating back to my initial work with Scot Sedlacek in 1993. The team of electricians did superb work...initially working with me to get emergency power to the freezers...a real team effort... and then making things happen to get a replacement transformer and get it installed. I left around 10 pm when I was certain the freezers were rebounding but I'm sure that your team was on campus until after midnight. And, they were kind enough to get everything back in place before they left. I came in early this morning....and all systems are AOK. It's important for you to know when your team does an outstanding job. My thanks to them!!!”

—Henry J. Thompson, Professor and Director, Cancer Prevention Laboratory

Thank a Colleague (continued)

Diversity House Lot Closure — Dan Brien, Clay Tucker, and Team

“Thank you so very much for grading the parking lot and driveways at the Diversity House. The pond that had developed seems to be gone. We appreciate your time and efforts on our behalf.”

—Linda Krier, Executive Assistant to the VP, Office of the Vice President for Diversity

Publicly acknowledge a coworker or FM group for their effort, support, or accomplishment.

Email fac_news@mail.colostate.edu for inclusion in an upcoming *Facilities Focus* issue.

Newsletter Committee

The Newsletter Committee needs volunteers! This is an opportunity for employees who are not in standard leadership roles to enact their initiative, to professionally develop in their roles, and to make an impact within and further contribute to the department. The committee encourages involvement and asks for diverse representation from the FM sections. There are a variety of opportunities, including:

- Compiling and designing the newsletter in Microsoft Publisher
- Writing short articles (approximately 100–400 words)
- Highlighting events or FM happenings on campus
- Newsletter Translator for English to Spanish
- Act as a liaison for the translation process
- Provide committee support, such as scheduling meeting invites and newsletter schedule

We are happy to meet with you one-on-one to talk about how you can help. The committee is willing to teach any volunteer how to do these activities and will mentor volunteers until they are comfortable taking them on fully. Time commitment for newsletter activities is typically 2–6 hours quarterly, dependent on the responsibilities volunteers take on. Participants can commit to one or more newsletter needs.

Volunteers may choose to participate in committee meetings or not, depending on how involved a person would like to be. An outcome of the committee experience is that it introduces employees from different groups to one another, generates cross talk among sections, and strengthens the cohesiveness of FM culture across individual units. Volunteer activities need supervisor approval and they can be recognized in performance evaluations. Email: fac_news@mail.colostate.edu.

Thanks to the FM Newsletter Committee for creating this quarterly newsletter. Thank you to Olatz Pascariu for translating the newsletter into Spanish for our department.

Look for the next edition in July of 2019!

Facilities Focus aims to communicate to employees that their work and their sections are valuable to FM and CSU, that what we do is recognized and holds meaning and impact. Learn more on our webpage: <https://www.fm.colostate.edu/facilitiesfocus>