

# FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

## Department Newsletter — Spring 2017

### Facilities Appreciation Athletic Event—Women's Softball Game



v.



Join us for a free **Facilities Appreciation Event**, kicking off staff recognition in advance of the SPARK Award Program launch. Let's watch the CSU Women's Softball team go head to head with Utah State!

Wear your FM shirts and **bring your families** for a day at the ball game!

Thursday, April 13<sup>th</sup> – 3:00 pm refreshments in Bob Davis Hall in Moby Arena,  
4:00 pm game time.

RSVP to your supervisor by **Monday, April 10<sup>th</sup>**. Supervisors, send section RSVPs to [Becca.Mueller@colostate.edu](mailto:Becca.Mueller@colostate.edu) or 970-568-2132 by **Tuesday, April 11<sup>th</sup>**.

### SPARK Award Program



FACILITIES MANAGEMENT  
COLORADO STATE UNIVERSITY



The Employee Recognition Committee is seeking approval from Administration of the proposed SPARK Award Program. We are hoping to launch this employee recognition program in Summer 2017. Stay tuned for more details and training opportunities!

In the meantime, please send questions, comments, and feedback to [FAC\\_Employee\\_Appreciation@mail.colostate.edu](mailto:FAC_Employee_Appreciation@mail.colostate.edu)

## Key Dates — State Classified Performance Management

Deadline Date	Process
March 14 -March 24, 2017	<b>1. Send Employees a copy of Performance Management Plan to conduct a self assessment.</b>
April 3, 2017	<b>2. Performance evaluations and performance planning begins</b> A. Meet with employee to share performance data "bring and brag". Employees bring their self assessment to this meeting. B. Complete employee evaluations and indicate rating. C. Forward for review as soon as possible. D. Schedule second meeting to share final rating and FY18 Perf Plan. Start FY17-18 Perf Plans.
April 13, 2017	<b>3. Evaluations &amp; Performance ratings due to Managers for review</b> A. Submit to Manager as soon as possible for review, don't wait. B. Continue to work on FY17-18 Perf Plans
April 17, 2017	<b>4. Evaluations &amp; Performance ratings due to the Associate VP, Tom Satterly NLT 12:00 noon.</b> A. Section Managers submit to AVP as reviews are completed. B. Continue FY17-18 plans.
April 19, 2017	<b>5. Evaluations returned to Supervisors/Managers &amp; final meetings commence</b> A. Hold second meeting with employee and share final rating. B. Sign and date appropriately and mark "Agree/Disagree". C. Continue FY17-18 perf plan meetings.
April 26, 2017	<b>6. Performance evaluations are due to Facilities Management Payroll/ Personnel NLT 4:30 P.M</b> A. Submit completed Performance Evaluations to Payroll/Personnel. B. Continue
April 28, 2017	<b>7. Completed performance evaluations are delivered to HRS.</b> A. Personnel/Payroll delivers completed Performance Evaluations to HR. <b>8. Complete performance planning for FY17-18.</b> A. Email Kathy Brady with date performance plan was signed.
October 1 –31, 2017	<b>9. Mid-year progress reviews are to be completed.</b>
April 1, 2018	<b>10. Performance evaluations and performance planning begins.</b>

## Key Dates — Administrative Professional Performance Management

Deadline Date	Process
<b>April 1 through April 15, 2017</b>	<b>1. Send Employees a copy of Performance Management Program to conduct a self assessment.</b>
<b>April 17 through 28, 2017</b>	<b>2. Performance evaluations and performance planning begins</b> A. Meet with employee to share performance data "bring and brag". Employees bring their self assessment to this meeting. B. Complete employee evaluations and indicate rating. C. Forward for review as soon as possible. D. Schedule second meeting to share final rating and FY18 Perf Plan. Start FY17-18 Perf Plan.
<b>May 5, 2017</b>	<b>4. Evaluations &amp; Performance ratings report due to the Associate VP, Tom Satterly NLT Noon</b> A. Section Managers submit to AVP as reviews are completed. B. Continue FY17-18 plans.
<b>May 15 through 26, 2017</b>	<b>5. Evaluations returned to Managers &amp; final meetings commence</b> A. Hold second meeting with employee and share final rating. B. Sign and date appropriately. B. Conduct Performance Planning meeting and share FY17-18 Performance Plan.
<b>May 30, 2017</b>	<b>6. Performance evaluation packets are due to FM Payroll/Personnel NLT Noon</b> A. Submit completed Performance Evaluations to Payroll/Personnel. B. Email Kathy Brady with date performance plan was signed.

**Mobile Food Pantry—**

The Larimer County Mobile Food Pantry is coming to CSU. Everyone is welcome.

Bring your CSU ID and bags for transporting food. Pantry guests are welcome to take up to 50 pounds of fresh, nutritious food each visit. The Mobile Food Pantry will be at CSU **April 13th, and May 4th, 2017 from 3:30 – 5 p.m.** on University Avenue in front of the Sherwood Forest (between the Natural Resources and Forestry buildings).

For additional information, contact [jennifer.jo.johnson@colostate.edu](mailto:jennifer.jo.johnson@colostate.edu).

**Vet Teaching Hospital (VTH) Annual Open House—**

**Saturday, April 22nd** - A fun, free family event! This annual event features informational lectures and demonstrations, as well as tours of the hospital, student exhibits, a mock surgery for children, and a petting zoo! The Open House is free and open to the public.

Visit the [VTH website](#) for more information.

**Money Smart Week—**

April 22-29, 2017 in the Morgan Library Event Hall (Room 167)

Sixteen different [programs](#) on a variety of personal financial topics that will be presented throughout the week.

This event is free and open to the public. No registration required.

**Final Exams —**

May 8th—May 12th is the week of final exams at CSU.

**Commencement Schedule —****Friday, May 12th—**

[Doctor of Veterinary Medicine \(DVM\) Program](#) 8:00 a.m. - Moby Arena

Army ROTC Commissioning 8:00 a.m. - Lory Student Center, Ballroom AB

**Commencement Schedule —****Friday, May 12th (continued) -**

Air Force ROTC Commissioning 9:00 a.m. - Lory Student Center, Ballroom CD

[College of Engineering](#) 11:30 a.m. - Moby Arena

[The Graduate School](#) 3:00 p.m. - Moby Arena

[College of Health and Human Sciences](#) 7:30 p.m. - Moby Arena

**Saturday, May 13th—**

[College of Natural Sciences](#) 8:00 a.m. - Moby Arena

[College of Veterinary Medicine and Biomedical Sciences](#) 8:00 a.m. - Lory Student Center, Grand Ballroom

[College of Agricultural Sciences](#) 11:30 a.m. - Moby Arena

[College of Business](#) 3:00 p.m. - Moby Arena

[College of Liberal Arts I \(Art, MT&D\)](#) 4:30 p.m. - Lory Student Center, Grand Ballroom

**Sunday, May 14th—**

[Warner College of Natural Resources](#) 10:00 a.m. - Moby Arena

**Memorial Day Holiday—**

Don't forget! The University will be closed on Monday, May 29th in honor of Memorial Day. Thank you to all our military servicemen and servicewomen for serving our country.



Check out Earth Week Events in April!

Colorado State University

# Earth Week



April 17-25, 2017

## Monday, April 17

**7:30-9:30 a.m. • Carpool to Coffee**  
Parking lots 310 (Engineering)  
and 425 (Morgan Library)

**10 a.m. -12 p.m. • Earth, Sun & Fire Tour**  
Bus departs from Lot 575 (South of the S.  
College Ave. Garage). RSVP required.

**10:30 a.m. -1:30 p.m. • Celebrate Undergraduate  
Research and Creativity Showcase**  
Lory Student Center Ballroom

## Tuesday, April 18

**7:30-8:30 a.m. • Bus to Barista**  
LSC Transit Center

**11 a.m. -1 p.m. • Compost Giveaway and  
E-Waste Collection**  
Lot 740 (Research Blvd. Remote Lot).

**2-5 p.m. • Sustainable Futures Fair**  
LSC North Ballroom

**5-6:30 p.m. – Biodiversity Ignite**  
Avogadro's Number

## Wednesday, April 19

**7-9:30 a.m. • Bike to Breakfast**  
Plaza between Education and Chemistry buildings

**1:30 -3 p.m. • Sustainability Milestones Celebration**  
Bob Davis Hall at Moby Arena (RSVP required)

**4 p.m. • Distinguished Ecologist Seminar Series:  
Ruth Shaw, University of Minnesota**  
LSC North Ballroom

## Thursday, April 20

**10:30 a.m. -1 p.m. • Longboard to Lunch**  
Meridian and University

**11 a.m. -1 p.m. • Plate Waste Audits**  
All Residential Dining Centers

**4-5:15 p.m. • Eco Leaders Project Showcase**  
Laurel Village Pavilion

**4 p.m. • Distinguished Ecologist Seminar Series:  
Ruth Shaw, University of Minnesota**  
LSC North Ballroom

## Friday, April 21

**10 a.m. -2 p.m. • EARTH DAY FESTIVAL**  
Sutherland Sculpture Garden on the West side of LSC

**2:30 p.m. • Arbor Day/Tree Campus USA Event**  
West side of the Vietnam Era Memorial Bridge

## Saturday, April 22

**11 a.m. -5 p.m. • Earth Day Fort Collins**  
Civic Center Park

## Monday and Tuesday, April 24-25

**8 a.m. -5 p.m. • Environmental Justice in the  
Anthropocene Symposium**  
Lory Student Center

## Wednesday, April 26

**6:30 p.m. • "Is the Poudre River Ecologically  
Sustainable? What Does 'The Science' Say?" Panel**  
Behavioral Sciences A101

[source.colostate.edu/earth-week](http://source.colostate.edu/earth-week)

An equal-access and equal-opportunity University

## Retirements

January-March 2017

Jack Fisher— Retired after 15 years of service

Roger Elbrader — Retired after 30 years of service

Ray Wojciechowski — Retired after 21 years of service

Greg Killingsworth — Retired 30 years of service

Tony DeKrey — Retired after 32 years of service

Donna Balliet — Retired after 32 years of service

George Weidenkeller — Retired in March 2017 after 25 years of service

## New Hires

January-March 2017

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

Dominic Alvarado	Gerald Bowden	Benjamin Bowerman	Gabe Valdez
Cameo Banks	Julie Compton	Juan Garcia	Peter Wakitsch
Ferenc Lazar	Brandon Fuller	Bryson Jack	Jennifer Williams
Holly Miller	Austin Johnson	David Kovach	
Cristina Perez Acosta	John Lewis	Joseph Kramer	
Rita Schimd	Nicole Martinez	Robert Pando	
James Shockley	Tahnje Mayhew	Adam Sergeant	
Maria Vigil	Amanda Richter	David Turman	

## Milestones

January-March 2017

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

<b>5 Years</b>	<b>10 Years</b>	<b>15 Years</b>	<b>20 Years</b>	<b>25 Years</b>
Jody Beagle	Tracey Abel	Michael Randall	Mike Rhodes	Keven Carroll
Ken Duke	Milt Brown	Len Young		
Ed Iker	Shelly Carroll			
Julia Innes	Jared Cumpsten			
Dustin Johnson	Monica Roth			
Becca Mueller	Mark Suniga			
Aaron Shepard				
Tim Tursick				
Frank Vigil				

Facilities Management is made up of many sections, all working to serve the University. Look for individual section spotlights in future newsletters.

## **Administrative**

### **Office of the Associate Vice President for Facilities Management**

The Office of the Associate Vice President administers programs necessary to maintain and enhance the functionality and aesthetics of existing University facilities, infrastructure, and grounds to meet the University's goals, programmatic needs and mission.

### **Finance**

The Finance section provides financial services to FM, the University community and non-University entities in the areas of budgets, purchasing, billings, construction accounting, fund management, and payment and tracking of University utilities. Finance is also responsible for financial instruction, policy and procedure awareness, and compliance with State and University fiscal rules and regulations.

### **Human Resources**

Human Resources provides support to all FM employees in matters of Payroll/Personnel, Training and Organization Development and Employee Relations and Performance Management. Payroll/Personnel provides timely and accurate payroll and personnel services. Training and Organizational Development assists FM employees in developing and/or acquiring job related knowledge, skills and abilities to maintain proficiency and learn new systems, procedures, and/or technologies. Employee Relations and Performance Management provides consultation, facilitation and resolution strategies for workplace issues.

### **Computer Services**

Computer Services exists to provide a full range of information systems management, programming, user support and data support activities for Facilities Management by analyzing, designing, developing, implementing, researching and maintaining data and information systems fundamental to the Facilities Management Department's ability to fulfill its mission.

## **Operations**

The Operations section of FM is responsible for operations and maintenance of the University. This includes providing custodial services, trash and recycle services, building maintenance and repairs, providing utilities such as cooling, heating, electricity, natural gas, sewer, stormwater, water, etc., grounds and irrigation maintenance, and all support services for those functions including Customer Service Center, Work Control Center, Logistics, University Scheduling Office and Special Event Support and property loss claims.



### **Customer Services Center**

The Customer Services Center encompasses the Key Desk, Dispatch, Work Control and Scheduling Office. The Key Desk manages both the hard key and card keyless access systems. Dispatch intakes calls from maintenance issues and distributes to appropriate responders, schedules outages, and provides customer follow up, etc. The Work Control monitors the Building Automation and Fire Alarms for the entire campus. In addition, scheduling work orders, closing work orders and numerous support functions for the various trades shops. The Scheduling Office schedules use of university facilities for special events for both CSU and Non-CSU events.

### **Building Services**

Building Services is comprised of two units, Custodial Services and Integrated Solid Waste (ISW). Custodial Services encompasses 189 employees distributed over 18 teams on two shifts and provides building services to all Residential Instruction and Administrative buildings on all campuses. As well as responding to building emergencies such as floods, and supporting athletic and special event set up and clean up. Integrated Solid Waste provides services to all University customers in proper waste and recycle management and supports all special events.

### **Trades Maintenance and Operations**

Trades Maintenance and Operations includes Building Automation Systems, Fire Alarm and Suppression services, Mechanical services, Electrical services, Plumbing services, Access services, Carpentry and Structural services, Preventative Maintenance and Repair services on support Main, Foothills and South Campus. In addition, there is a special interest section that focuses on BSL3 laboratories and hospital facilities and primarily housed at Foothills Campus and serves all University Campuses. This group also includes a building operations section. A second shift group exists to support the University outside of traditional business hours and includes representation of most Trades Maintenance services. Trades Maintenance and Operations exists to support the ongoing maintenance and operation of all University buildings and facilities and support University programmatic initiatives and customers.

### **Outdoor Services Group**

Outdoor Services Group is comprised of General Services, Heavy Equipment and Grounds. Grounds is responsible for outdoor maintenance of all landscape areas (including trees, flower beds, shrub beds, irrigation systems and sports fields), outlying natural areas associated with CSU, The Plaza, and grounds surrounding all Housing and Dining facilities. General Services provides support with departmental moves, roadway street signage maintenance and outdoor furnishings maintenance. Heavy Equipment maintains campus roads and gravel parking lots and as well as executes special projects and excavation services around campus. OSG also provides snow removal on all campus streets, sidewalks and parking lots and assists with athletic and special event support.

**Maintenance Engineering, Utilities, and Sustainability**

Maintenance Engineering provides engineering services to assist FM and University clients. These services include engineering analysis and design for building systems on campus for both new construction and remodel projects, recommissioning of building systems, and preventative maintenance for building systems. Maintenance Engineering also provides support with the Controlled Maintenance Program, emergency response plan for Facilities Operations, energy and water efficiency, environmental compliance, sustainability and conservation efforts.

**Logistics**

The Logistics unit exists to manage the flow of materials and services from outside vendors that are required to maintain the physical infrastructure of the University, including procuring materials and supplies, customer service, maintaining supply inventory, appropriate reuse and recycle of equipment and supplies and overall serves as a channel from the supplier to the customer.

**Planning, Design & Construction and Remodel and Construction Services****Planning, Design & Construction**

Planning, Design & Construction Services provides administrative management and professional services to facilitate and accomplish new construction, renovation and replacement of the physical facilities and infrastructure of Colorado State University. Services include assistance with review of design/scope of a project, administration and monitor of project budget and schedule to ensure meeting all requirements and timelines, serving as liaison for client and University, along with adherence to all State building codes, policies and procedures.

**Remodel and Construction Services**

Remodel and Construction Services is comprised nearly 100 employees that make up two units, Remodel Services and Construction Services that support remodel projects in and around campus buildings including office and department remodels, small additions to buildings, remote campus facilities and State and Forest Service properties. Remodel Services supports the design, project accounting, document management and project management of these various building remodel projects. Construction Services supports various renovation projects, assists University customers with moves and works with University customers to provide single trade services like electrical, carpentry and paint/carpet needs.

**Space & Mapping**

The Space and Mapping section is responsible for all spatial information and maps such as; floorplans, historical building records, campus utility mapping, geotechnical archive, buildings and room information and furniture, using GIS, GPS, CADD software.

## Parking and Transportation Services

### Parking and Transportation Services

Parking and Transportation Services (PTS) is an enterprise of Colorado State University that oversees parking management (over 9000 spaces), transportation options (bicycle, bus, car-pool, car share) and fleet operations (vehicle purchase, rental, and maintenance) of more than 600 vehicles. The goal of PTS is to provide safe and accommodating access for our students, staff and visitors. The PTS division employs 43 full time employees, and a number of part time student staff.

### Alternative Transportation

The Alternative Transportation Team of Parking and Transportation Services fosters safe, efficient, and cost-effective transportation options for our students, employees and visitors. Through education and encouragement, we support the commuting decision of our daily commuters with the goal of reducing demand for on-campus parking and single-occupancy vehicle trips to CSU. Our team strives to ensure our buildings, our trails, and our campus is welcoming and friendly to commuters regardless of their selected mode of travel.

### Transportation Services

Transportation Services provides support in all areas related to transportation needs for campus departments including: fleet management; vehicle acquisition, leasing and disposal, vehicle rentals, charter bus service, vehicle maintenance and repair service and providing unleaded and diesel fuels for campus use.

## Safety Talk

By Bonnie Ham, Remodel and Construction Services

### “Mission First, People Always”

What does this mean to you? To me, it means that it is important to accomplish our work, but more important to finish the work safely. Sometimes we are focused on our work and we may forget that other people are nearby, also focused on their business. If you realize that every action you take can impact others, you may be more considerate. Do you recognize hazards in your immediate surroundings? If so, do you try to fix them? Even if our jobs are relatively safe, we can be proactive with safety in mind. We are all part of the BFF (Big Facilities Family) so let's be “care” full!

## Wonder Why?

By Jeanette Nicodemus, Finance

Daylight Saving Time (yes saving, not savings) has been practiced in the United States since March 19, 1918, established to conserve energy. Reality is, it does no such thing in this modern day. A 2011 study indicated just the opposite, a 4% increase in energy use. Have you ever wondered why it's still done?

First, let's look at some facts.

- Arizona and Hawaii do not participate in Daylight Saving Time.
- When the clocks turn back in the fall, auto accidents decrease by 8% the following Monday.
- Contrary to popular belief, it only takes 5 days for the body to adjust to the time change.
- Heart attacks increase 24% on Monday following the spring forward of an hour. Good news is by Tuesday, the risk drops back down to normal risk.
- Traffic fatalities are up 17% the Monday following the changing of the clocks forward.

So, why does daylight saving time continue? The retail industry loves it! A person is more likely to shop if it's light outside and many retail stores are closed in the earlier A.M. hours. For the golf industry, just 30 days of one hour of extra daylight would mean about an additional \$400 million spent on golf and equipment. For that extra month of one extra daylight hour per day, that only means \$200 million more spent on barbecue related items.

On a more personal level, Americans feel they can get more done with an extra hour of daylight in the evening than in the morning. That said, go golf, shop, barbecue or whatever suits you with your extra daylight hour!

Please submit your “Wonder Why” questions to [fac\\_news@Mail.colostate.edu](mailto:fac_news@Mail.colostate.edu).

## Campus Offerings

Just a reminder, all CSU faculty and Staff are eligible to receive one pair of free tickets per academic year to see a performance by the School of Music, Theatre and Dance at the University Center of the Arts. Tickets are issued from the UCA Ticket Office or online. To obtain tickets in person at the UCA Ticket Office, a CSU faculty-staff ID must be presented.

Log on to <https://csuartstickets.universitytickets.com/w/CustomPageView.aspx?pageID=d64afbc1-8e9b-485e-8040-b7cd7491c3a1> with a Colorado State email address to obtain tickets online.

## Newsletter Committee

Thanks to the FM Newsletter Committee for creating this quarterly newsletter!

The Newsletter Committee members are—

Lindsay Brown  
Carol Carroll  
Bonnie Ham  
Julia Innes  
Becca Mueller  
Jeanette Nicodemus

Look for the next edition in July! Interested in working on the newsletter?  
Contact the committee at [fac\\_news@Mail.colostate.edu](mailto:fac_news@Mail.colostate.edu).

## Name the Newsletter Competition!

We are holding a contest to name the FM newsletter! We are looking for a creative, unique and appropriate name for the newsletter! The winner will receive a prize!

Please submit your ideas to [fac\\_news@Mail.colostate.edu](mailto:fac_news@Mail.colostate.edu).