

RECOMMENDATIONS FROM QUEST FOR THE BEST WORKING GROUPS - December 11, 2020

COMMUNICATIONS	ACTION TAKEN DATE	TRAINING/ONBOARDING	ACTION TAKEN DATE	TEAM BUILDING	ACTION TAKEN DATE	PARKING/TRANSPORTATION	ACTION TAKEN DATE	CAMPUS CONNECTIONS	ACTION TAKEN DATE
SHORT TERM:		SHORT TERM:		SHORT TERM:		SHORT TERM:		SHORT TERM:	
Begin a 1/4 page block in newsletter, "Mike's Corner" where the AVP can speak to policy/procedure changes, parking and project updates for CPFM.	6/1/2020	Establish CPFM Onboarding & Training Subcommittee.	8/6/2020	Focus on shift overlays as great opportunity for team building.	Underway as of August 2020	Supervisors to make staff aware of the UO Transportation Guide, providing hard copy for those interested.	8/10/2020	Encourage Building Liaisons to get AiM training	Offered training in MyTrack in 9/2020. Will remind FL in January 2021 of this.
Create an email address questionsformike@uoregon.edu , that the AVP can respond to directly.	6/1/2020	Create implementation plan	8/6/2020	Summer "Kickball" activity: Adjust to CPFM Field Day and shift focus away from kickball. Offer more low-impact games, more comfortable seating and board games.	On hold due to COVID	Provide updates in CPFM newsletter about future parking projects and include transportation information on CPFM website.	6/15/2020	Include a work order survey, as part of the work order process.	
a monthly update in the newsletter with staffing changes for CPFM.	6/1/2020	Endorsement by Leadership of training development.	4/1/2020	Anne could include and highlight "Team Building" activities to the Upcoming Events email (front desk could possibly help research these opportunities)	Ongoing 9/1/20	Encourage alternate modes of transportation.	6/15/2020	Provide ETA for jobs	1/2020 on tasks scheduled through Construction Svcs.
"Mike Drop" - a mid-month email to CPFM employees that would provide new and relevant information.	6/1/2020	Standardize onboarding checklists.	8/19/20 Ongoing	Form a CPFM Team Building Focus Group to plan and communicate team building opportunities. Recruit representatives from various departments (similar to our group).		Encourage use of of park & ride or park & walk options.	6/15/2020	Educate Building Liaisons how to use call log	9/2020 training available. WC can offer training via TEAMS now.
		Designate orientation partners.	8/19/20 Ongoing	Organize a CPFM presence at the annual Grad parade in June.	On hold due to COVID				
		Require review of professional development evaluations.		Prepare for a virtual celebration	Underway as of August 2020				
MEDIUM TERM:		MEDIUM TERM:		MEDIUM TERM:		MEDIUM TERM:		MEDIUM TERM:	
Ongoing shop visits from the AVP on a rotating basis.	2/1/2020	Implement a 90-day check in for new hires.	9/30/20 Ongoing	Pilot an after-work hours community service event (and evaluate success/failure). Since this would be after hours, swing and graveyard shifts can be included	Have been trying for years and will continue to do so.	Ensure new hires are made aware of Trans Svcs and options during onboarding.	Underway as of August 2020	Participate in campus orientation tour	
		Begin position specific customization to checklists.	9/30/20 Ongoing	Plan and host some CPFM seminars and workshops (ex. Invite White Bird Clinic to teach us mental health de-escalation training) .	Working on some virtual opportunities including help from Tiffany Lundy HR Training Rep. 10/15/20	Engage with Trans Svcs on a regular basis to learn of new options or new information.	Underway as of August 2020	Update CPFM website with: personnel updates make more user friendly provide more information make more dynamic promote work control	
		Provide onboarding resources training for supervisors.		Plan a seminar for supervisors to learn about how to engage in and encourage team building activities within their units. Create an annual AiM work order for team building that folks can bill their time to.		Include regular updates to keep CPFM informed of Trans Svcs priorities and information.	6/15/2020		
						Evaluate whether additional parking could be constructed in the back 40 for CPFM employees.	Will be used for FS Parking		
LONG TERM:		LONG TERM:		LONG TERM:		LONG TERM:		LONG TERM:	
Begin newsletter in MyEMMA format, CPFM on the Move and CPFM 10-Second Message	1/15/2021	Establish CPFM Training Subcommittee.	12/21/2020	In 12-18 months: Re-evaluate CPFM team building activities. Send out another survey to see how folks are responding to the changes and new activities.		Support construction of another parking garage, in addition to the current project.		Consistent clothing across shops	

