## RECOMMENDATIONS FROM QUEST FOR THE BEST WORKING GROUPS - April 2021

COMMUNICATIONS	ACTION TAKEN	ONBOARDING/TRAINING	ACTION TAKEN	TEAM BUILDING	ACTION TAKEN	PARKING/TRANSPORTATION	ACTION TAKEN	CAMPUS CONNECTIONS	ACTION TAKEN	VISION/MISSION/	ACTION TAKEN
	DATE		DATE		DATE		DATE		DATE	VALUES	DATE
SHORT TERM:		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 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 trainig in MyTrack in 9/2020. Will remind FL in January 2021 of this.	Form subcommittee to work on the mission statement and vision for CPFM	2/1/2021
Create an email address questionsformike@uoregon.edu, that the AVP can respond to directly.	6/1/2020	Create implementation plan	8/6/2020		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.		Develop questions to ask employees preparing to meet with all groups in respective staff meetings	3/22/21 - 4/5/21
a monthly update in the newsletter with staffing changes for CPFM.	6/1/2020	Endorsement by Leadership of training development.	9/1/2020	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:		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.	10/1/2020	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		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				

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LONG TERM:		LONG TERM:		LONG TERM:		LONG TERM:		LONG TERM:		LONG TERM:	
Begin newsletter in MyEMMA format,	1/15/2021	Establish CPFM Training Subcommittee.	12/21/2020	In 12-18 months: Re-evaluate CPFM		Suppport construction of another		Consistent clothing across shops			
CPFM on the Move and CPFM 10-				team building activities. Send out		parking garage, in addition to the					
Second Message				another survey to see how folks are		current project.					
				responding to the changes and new							
				activities.							
		Separate Training from Onboarding and	1/26/21- Prepare			Change 901 Franklin lot to be university		Easier cost tracking for work orders			
		seek out what training/competencies	questions for			managed instead of leased.					
		CPFM employees want/need.	Qualtrics Survey								
			3/26/2021			Consider offering a CPFM shuttle from		Database for campus contacts by building			
		Create and Send Training Survey				park & rides.	<u> </u>				
		Develop list of required training for all	3/22/2021			Encourage Trans Svcs to establish more		Promote & educate about work control			
		CPFM employees.				park & ride lots along EmX bus routes.		and their front line abilities			
		Create generic CPFM training list	3/22/2021					Table at IntroDucktion			
		Identify position specific training and	3/22/2021 - Qualtrics					Participate in Career Fair			
		professional development goals.	Survey sent out								
		Supervisors audit short and medium						Greater student engagement:			
		term training goals.									
		Create a 0.5 FTE CPFM Training Manager						CPFM Staff and CPFM tours			
		or Coordinator position to help									
		implement all recommendations.									
		Integrate results of training content						CPFM Ambassadors:			
		development.									
		Finalize position specific customization						Meet with campus partners			
		of checklists.									
								Present at staff meetings			
								Lunch & Learns			
								Annual report for campus			
NOTES		NOTES		NOTES		NOTES		NOTES		NOTES	
<u>INUTES</u>		NOTES		<u>INUTES</u>		NOTES		NOTES		NOTES	
Follow up meeting with Mike and				Follow up meeting with Mike on Sept.		Follow up meeting with Mike and Anne		Follow up meeting with Mike and Anne			
		Training will be separate from the		23		on Oct. 8		on Sept. 30			
Anne on Oct. 9		onboarding committee and begin after		23		UII UCL. 6		on sept. 30			
		the onboarding process is completed.									
		Follow up meeting with Mike and Anne		<u> </u>							
		on Oct. 7									
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