

RECOMMENDATIONS FROM QUEST FOR THE BEST WORKING GROUPS - September 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.	1-Jun-20	Establish CPFM Onboarding & Training Subcommittee.	6-Aug-20	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.	10-Aug-20	Encourage Building Liaisons to get AiM training	
Create an email address questionsformike@uoregon.edu , that the AVP can respond to directly.	1-Jun-20	Create implementation plan	6-Aug-20	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.	15-Jun-20	Include a work order survey, as part of the work order process.	
a monthly update in the newsletter with staffing changes for CPFM.	1-Jun-20	Endorsement by Leadership of training development.		Anne could include and highlight "Team Building" activities to the Upcoming Events email (front desk could possibly help research these opportunities)		Encourage alternate modes of transportation.	15-Jun-20	Provide ETA for jobs	
"Mike Drop" - a mid-month email to CPFM employees that would provide new and relevant information.	1-Jun-20	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 park & ride or park & walk options.	15-Jun-20	Educate Building Liaisons how to use call log	
		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.	1-Feb-20	Implement a 90-day check in for new hires.		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		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.		Plan and host some CPFM seminars and workshops (ex. Invite White Bird Clinic to teach us mental health de-escalation training) .		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.		Include regular updates to keep CPFM informed of Trans Svcs priorities and information.	15-Jun-20		
		Create generic CPFM training list				Evaluate whether additional parking could be constructed in the back 40 for CPFM employees.			
LONG TERM:		LONG TERM:		LONG TERM:		LONG TERM:		LONG TERM:	
		Develop list of required training for all CPFM employees.		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 updates across shops	
		Identify position specific training and professional development goals.				Change 901 Franklin lot to be university managed instead of leased.		Have customers use AiM notes?	
		Supervisors audit short and medium term training goals.				Consider offering a CPFM shuttle from park & rides.		Easier cost tracking for work orders	

