

## RECOMMENDATIONS FROM QUEST FOR THE BEST WORKING GROUPS

Aug-21

COMMUNICATIONS	ACTION TAKEN DATE	ONBOARDING/TRAINING	ACTION TAKEN DATE	TEAM BUILDING	ACTION TAKEN DATE	PARKING/TRANSPORTATION	ACTION TAKEN DATE	CAMPUS CONNECTIONS	ACTION TAKEN DATE	VISION/MISSION/VALUES	ACTION TAKEN DATE
<b>SHORT TERM:</b>		<b>SHORT TERM:</b>		<b>SHORT TERM:</b>		<b>SHORT TERM:</b>		<b>SHORT TERM:</b>		<b>SHORT TERM:</b>	
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 training 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 <a href="mailto:questionsformike@uoregon.edu">questionsformike@uoregon.edu</a> , 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.		Develop questions to ask employees preparing to meet with all groups in respective staff meetings	3/22/21 - 4/15/21
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.	Conduct in-person and online meetings to gather data.	5/5/21 - 6/30/21
"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.	Come up with final themes from data gathered and present to leadership	6/1/2021
		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						
<b>MEDIUM TERM:</b>		<b>MEDIUM TERM:</b>		<b>MEDIUM TERM:</b>		<b>MEDIUM TERM:</b>		<b>MEDIUM TERM:</b>		<b>MEDIUM TERM:</b>	
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		Once NRV Statements are finished and blessed by Leadership, re-present to all CPFM employees.	6/16/2021
		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 folks can bill their time to.	Working with Tiffany Lundy from HR on employee engagement and supervisor trainings 6/2021	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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<b>LONG TERM:</b>		<b>LONG TERM:</b>		<b>LONG TERM:</b>		<b>LONG TERM:</b>		<b>LONG TERM:</b>		<b>LONG TERM:</b>	
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			
		Separate Training from Onboarding and seek out what training/competencies CPFM employees want/need.	1/26/21- Prepare questions for Qualtrics Survey			Change 901 Franklin lot to be university managed instead of leased.		Easier cost tracking for work orders			
		Create and Send Training Survey	3/26/2021			Consider offering a CPFM shuttle from park & rides.	5/3/2021	Database for campus contacts by building			
		Develop list of required training for all CPFM employees.	3/22/2021			Encourage Trans Svcs to establish more park & ride lots along EmX bus routes.	7/1/2021	Promote & educate about work control and their front line abilities			
		Create generic CPFM training list	3/22/2021					Table at IntroDucktion			
		Identify position specific training and professional development goals.	3/22/2021 - Qualtrics Survey sent out					Participate in Career Fair			
		Supervisors audit short and medium term training goals.						Greater student engagement:			
		Create a 0.5 FTE CPFM Training Manager or Coordinator position to help implement all recommendations.						CPFM Staff and CPFM tours			
		Integrate results of training content development.						CPFM Ambassadors:			
		Finalize position specific customization of checklists.						Meet with campus partners			
								Present at staff meetings			
								Lunch & Learns			
								Annual report for campus			
<b>NOTES</b>		<b>NOTES</b>		<b>NOTES</b>		<b>NOTES</b>		<b>NOTES</b>		<b>NOTES</b>	
		Training will be separate from the onboarding committee and begin after the onboarding process is completed.									