

FPM NEWSLETTER

University of Wisconsin-Milwaukee
Fall 2019
Volume 1, Issue 1



The FPM Engagement Team was formed in response to the 2018 FPM Employee Engagement Survey. From this team, the following working groups were formed: Communication and Transparency, Training & Development, Fair Expectation, Respect, & Inclusion, and Trades. Safety concerns are being handled by the UWM Safety Committee.

This newsletter is part of the effort to increase communication and transparency to UWM FPM Employees. Developed quarterly, its aims are to showcase our employees that go above and beyond, provide valuable updates and important dates to remember, as well as communicate future professional development opportunities.

If you would like to be a part of the Engagement Team, or a working group, fill out an interest form at: <https://uwm.edu/facilities-planning-and-management/sample-page-2/>.

Summer and Fall 2019 Kudos

Want to give kudos to an FPM employee that went above and beyond in their role? Submit their name, department, and how they helped out UWM to Danielle Rintala at: rintala@uwm.edu. Give them a little extra recognition for a job well done!

Congrats to the Animal Care Program (Berri Forman, Jenny Nemke, Ashley Fritsch) for a successful AAALAC site visit in June! Thanks to everyone that contributed to this accomplishment.

Tony Vogel and Jay Gilboy-ensuring the comfort of students, staff, and patrons in Mitchell Hall during the July heat wave.

All FPM Staff that helped make move-in week 2019 successful!



FPM WORKING GROUPS GOALS

The following are the goals developed by your colleagues that are a part of the FPM Working Groups that they plan to achieve over the next year. Do any of these sound like something you'd like to be a part of? Join the working group! Use the link on Page 1 of the newsletter to fill out the interest form.

Communication and Transparency

Goal #1: Price estimate and pilot monitors for communicating updates to FPM employees in designated locations. This is in-progress.

Goal #2: Identify critical information that staff with supervisory/ managerial duties need to support effective communication with their staff and develop a resource page on the FPM site.

Goal #3: Create a newsletter (September, December, March, June) containing major announcements for the quarter, kudos to people in FPM deserving of a little extra recognition, updates from departments to help increase knowledge and understanding of all of the departments in FPM. This newsletter is the first of continuing newsletters.

Training & Development

Goal #1: Create a training and development webpage. This is now available at:

<https://uwm.edu/facilities-planning-and-management/training-resources-2/>

Goal #2: Integrate basic computer training as part of onboarding for Environmental Services staff. Currently working with UITS to have a regular schedule for this training.

Goal #3: Create a training reward for exceptional work or accomplishments. This is a work in-progress.



Goal #4: Develop a Training Tracking Tool for FPM management to use. This is a work in-progress.

Goal #5: Simplification of travel request form for those requesting training. This is in-progress.

Goal #6: Schedule an event similar to FAA Friday Affairs for FPM to provide training.

Fair Expectations, Respect, & Inclusion

Goal #1: Allow employees approximately 10 minutes per day to access the computer for work-related resources (e.g., work email, HR resources, StayWell), at a time that works for the employee and unit. Employees may use kiosks in supervisors' offices, publicly available computers in campus buildings, or their mobile device.

Goal #2: Provide time and access to work-related trainings (e.g., IT, HR, wellness events) for all employees.

Goal #3: Promote feedback: Ensure annual written review, plus have one-on-one or group conversations every two months (these more frequent meetings may be informal).

Goal #4: Support training related to inclusion, micromanaging, and mentoring.

Goal #5: Promote inclusion and diversity in the FPM Employment process.

Goal #6: Suggestion box at large events / neutral locations / Engagement website.



Trades



Goal: Evaluate training options/ opportunities (working with Madison)



Important Dates to Remember

September 16-20	Fire Drill Week- all campuses
September 18	Campus Safety Day- UWM at Waukesha
September 19 & 26	Bi-weekly Pay Date
September 23	Campus Safety Day- UWM Main Campus
Month of October	Open Enrollment Period for employee benefits
Month of October	Biosafety and Biosecurity Month- all Campuses
October 1	Monthly Pay Date
October 3	Campus Safety Day- UWM at Washington Co.
October 9	Benefits and Wellness Fair, 10:00 AM- 3:00 PM, Wisconsin Room, Student Union
October 10 & 24	Bi-weekly Pay Date
November 1	Monthly Pay Date
November 7 & 21	Bi-weekly Pay Date
November 13	All FPM Gathering, Fireside Lounge, Union 12:30-2:30 PM
November 28	Legal Holiday: Thanksgiving
November 29	Monthly Pay Date
December 4 & 19	Bi-weekly Pay Date
December 5	Faculty and Staff Holiday Social, Union Ballroom, 11:00 AM- 1:00 PM
December 24, 25	Legal Holidays: Christmas
December 31	Legal Holiday: New Year's Eve

COMMUNICATION IS WHAT MAKES A TEAM STRONG

Provide feedback at: <https://uwm.edu/facilities-planning-and-management/contact/>

Want to feature something in the next quarterly newsletter? Send your ideas, comments, and/ or suggestions to: rintala@uwm.edu. Thank you!