



March 11, 2020

Dear Colleagues,

I am excited to provide you with an update on the FM employee engagement initiative we started back in January. I am pleased to let you know the energy hasn't slowed down. Here is a brief recap of our progress:

January - Employee engagement sessions were held with great results: 281 employees attended 10 facility-wide sessions, 75 volunteered for continued participation and 251 ideas were generated. The sessions were focused on **communication, collaboration** and **fairness**. Additional feedback resulted in the need to include **professional development** as we moved forward.

February 19 - Appreciation breakfast was held for the 75 champions. Each champion selected one of the four dimensions to further contribute to the process.

March 3 - Champions met to refine the ideas that were generated during the engagement sessions. The champions of each group presented to the FM senior leadership team their recommended top three actions for each dimension.

March 5 - Senior Leadership Team (SLT) reviewed the recommendations from March 3. During this meeting, all SLT members provided their full support to collaborate with each other, support the ideas, and combine common themes into the following focus areas:

- Information sharing – this includes an FM newsletter, calendar, family meetings, and budget transparency
- Professional development – this includes looking at implementing the lean process, building skills
- FM Improvement Committee – this committee will consist of representation from each employee group and meets on a regular basis, has commitment from SLT and identifies action items to improve overall function and operations for all of FM.

- Future Project Development Committee – the charge of this committee will be to share information on capital projects, major renovations, involve areas being affected and routine communication

March 18 - Each SLT team member will report on their work to:

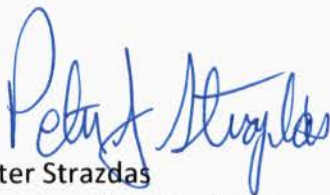
- Identify time commitment, opportunities, and challenges
- Determine schedule for implementation: short term, mid-term, long term
- Make recommendations on how to engage Champions and other employees to move these initiatives forward.

I want to thank each and every one of you for your participation and commitment to making Facilities Management and WMU a greater place to work.

We will continue to keep you informed of our progress.

If you have the opportunity, please attend the Employee Engagement University Forum set for Thursday, March 26, from 8 to 10 a.m. in the West Ballroom of the Bernhard Center. Every division has been working to respond to ideas, opportunities and concerns presented in the survey results. For those unable to attend, Media Services will be livestreaming and recording the forum.

Warm regards,



Peter Strazdas
Associate Vice President

Additional details from each event are available on our website:
<https://wmich.edu/facilities/administration/employee-engagement>