

FACILITIES MANAGEMENT

AVC ADVISORY MEETING MINUTES

OCTOBER 20, 2010

Attendees: Greg Olson, Dennis Ball, Patsy Puckett, Geri Jones, Glynna Greene, Jeff Gulley, Randy Wheaton, Rodney Lee, Zachary Minton, Cleotis Williams

1. Still having problems with red light in front of ABI, but it is working better. First phase should be completed by January 2011. Second phase complete by January 2012 or maybe Fall of 2011. Are actually ahead of schedule. Everyone please exercise caution in that area.
2. Snack Machines
 - Prices higher than other areas on campus
 - Al spoke with Jennifer Jasinski and the price conflict was due to the transitioning during the summer. They should all be the same price now. If not, let Al know.
3. Fall Festival Recap
 - Paid for out of operating budget instead of discretionary fund
 - Al believes these events are essential to develop FM as a cohesive unit
 - Sodexo has an exclusive contract with ASU—but they don't seem to be concerned about our use of outside vendors for groceries when we do our own cooking
 - Ask Kathy for 1st quarter discretionary fund
 - Maybe 60-70 people from the department contribute to discretionary fund (want to know how this is added to payroll deductions)
4. Employee of the Quarter Nominees voted on
 - Rodney Lee is the Employee of the Quarter!
5. Discussed Dale Carnegie class and how it is beneficial. Al encourages all employees to participate.
6. Review of Employee Satisfaction Survey
 - Philip Moffit is in charge of the survey process

At the next meeting, Norma will have a copy of the survey from last year to distribute for the board to evaluate

7. Discussed duty houses and the responsibility of the people who reside there.
 - There was some discussion that they were not responding to call and that Resident Life was doing most calls—Al cleared that up stating that they rotate weekly and they do respond to all calls.
 - Res Life is the first responder for housing then the Duty person. There is no comp time and housing is a compensation factor.
 - Al says duty FMOP is clearly stated and we are abiding by this and if we are not let him know
 - It was stated that maybe it would be cheaper to have only one duty house and person—Al says this was problematic because of the relief situation and skill factor. Need a mix of skill sets and that is why you have 4 people—it is an intentional setup.
8. Find out more information on the mentoring program (Cleotis)
 - Teach someone your job
 - Should tie into career development
 - Cleotis will incorporate this into what he works on and make it happen in a meaningful way
9. Campus going greener
 - Recycling is expanding may need to add to recycling group- maybe shuffle custodial staff.
 - There were some complaints about dumpster not being emptied in a timely manner and dumpsters being more readily available.
 - Al will get with Bob and Helen to see about allocating money to either get more dumpsters or get them emptied more often