

FACILITIES MANAGEMENT AVC ADVISORY BOARD MEETING AGENDA

Date: April 23, 2008

Facilitator: Al Stoverink

Attendees: David Hurn, Dierdra Dotter, Gerald Adkinsson Larry Darr, Mark Wade

Note Taker: Allison Jordan/ Terri Reithemeyer

Time: 12:00pm

Location: FM Main Conference Room

1. Employee Accidents:

- DA Davis will be meeting with the Physician's at First Care to discuss light duty work.
- Michelle Summers has created a light duty form that employee will take to the doctor when injured if approved by DA Davis .
- Communication will be sent out to all staff once a decision is reached.

2. Printer Cartridges:

- Lanny Tinker has decided for the print cartridges to remain secured by the QuIP Secretary.
- QuIP will communicate to staff that large quantity print projects need to be sent to the Toshiba printer in the office supply storage room.

3. Employee Satisfaction Survey

- (See Attachment)

4. Wellness Program suspension in Landscape Maintenance and program review for entire department

- Senior management made the decision to suspend the wellness program for the Grounds department due to being short staffed and the busy summer season.
- Chris Engers, Lanny Tinker and Wade Smith will meet to reviewing the wellness program. With the discovery of the wellness program not being state mandated but an ASU policy, there are more options available to create a program with structure and measurable standards.
- AI would like the AVC Board to serve as the task force in reviewing the proposed changes for the wellness program
- AL will communicate changes to the wellness program to staff after the meeting is held and a decision is made.

5. Accountability with SMV Routes and Parking

- When driving service vehicles, staff members are required to park in the area's reserved for those types of vehicles. AI has witness two incidents where drivers have parked in incorrect spots when there service vehicle parking less than 20 feet away.
- Driving on the grass, to include cutting corners when driving a service vehicle, should be acknowledged and avoided when possible.
- Staff members are responsible for repairing or cleaning any damage done to an area due to service vehicle or service work.

Examples: fix all ruts in grass; clean mud off side walk; pick up any debris left behind

- Contact your supervisor if parking in an unauthorized area is unavoidable due to the congestion of contractors or other inconvenience. Your supervisor must be informed about the situation at hand to avoid a misunderstanding of why your vehicle is parked in unauthorized area.
- There are always exceptions to the rule for justification this is about the times there is not exceptions to the rule. It's about the times when we do not pay attention to the details.

6. Accountability Issues with Time Management and Productivity

- The new Chancellor, Dr. Potts, requires a higher level of “campus expectation”. He raising expectations campus wide.
- All departments within Facilities Management need to improve their expectation since there is a sense of urgency and self-accountability.
- We can improve in these areas by paying attention to any jobs left undone. When we start paying attention to the follow-up and close out work orders, our sense of accountability will improve.
- Every employee should be encouraged to take part in this positive change. If every department encourages their employees to be accountable for their actions, then the expectation becomes a natural part of the work day.

7. Awards and Recognition Program

- AI has received a request from the Staff Recognition Task Force that the Employee Recognition FMOP be approved. AI will meet with this task force and will request a few changes be made before it will be approved.

- The report suggests that the AVC board serve as the advisory council for voting on certain employee awards.
- AI will report back to the AVC Advisory Board when the Employee Recognition policy has been finalized.

New Business:

1. Facility Management/IT/ Procurement Parking Lot

- As previously been discussed, the proposal to re-zone the parking lot in front of these buildings has been approved.