

**FACILITIES MANAGEMENT  
AVC ADVISORY MEETING MINUTES  
December 16, 2009**

1. Review FMOP: Training and Development
  - The Board was presented with the draft of this FMOP. They will review it and email Jim with their comments or recommendations before the January meeting. Jim will e-mail it to the board members before the holiday break and send it again as a reminder the first week of the New Year.
  - The Board recommended revising the FMOP to replace any reference to “Committee Director” with the term “Committee Chair”.
  
2. Review FMOP: Safety Procedures
  - The same actions were taken as with the previous FMOP. The Board was presented with the draft of this FMOP as well. They will review it and email Jim with their comments or recommendations before the January meeting. Jim will e-mail it to the board members before the holiday break and send it again as a reminder the first week of the New Year.
  - The Board recommended revising the FMOP to replace any reference to “Committee Director” with the term “Committee Chair”.
  
3. Employee Recognition Program
  - Jim Gibbs presented the Board with a revision to the current FMOP that included the Board’s recommendations from the last meeting, specifically the issue with members of the AVC Advisory Board being ineligible for nomination due to the inherent conflict of interest. Jim also presented the Board with revisions concerning the additions to the nominating procedure that would allow AVC Advisory Board Members the ability to nominate an employee independently.
  
4. Old Business
  - Al Stoverink informed the board that he was continuing to follow up on several issues from previous meetings.
  - The Uniform Task Force Policy has begun meeting bi-weekly to begin the process of renewing the contract for the next year, and discussing issues in the policy that may need to be addressed before the contract is renewed. Al will continue to report on the status of these meetings as they progress.

- Discussion and work on the issue of lighting up the street that provides entrance and egress to Facilities Management is still underway. AI will provide continuous updates to the Board as they become available.
- After work resumes in January, the Board will begin making contact with Elaine Poynter on the issue of encouraging more employees to donate to ASU Torchbearers. The current thinking is to try to set up a presentation for employees sometime in the spring of 2010.