

Facilities Management

AVC Advisory Board Meeting Minutes

Date: October 30, 2008

Facilitator: Al Stoverink

Attendees: Anthony Passalacqua, Billy Pierce, Bobby Colburn, Don Neldon, Esther Boyd, Patricia White, Randy West, Erin Brawley

Note Talker: Al Stoverink

Time: 12:00 p.m.

Location: FM Conference Room

1. A.S.E.A./SEBCO-

- a. Board members had a lack of interest from FM employees

2. Employee of the Quarter-

- a. Board members expressed that in the future they would like to see more publicity regarding nominations.
- b. The board would also like to see the award schedule posted

Award Schedule:

| | |
|---------|---|
| Jan-Mar | 1 st Quarter (to be awarded during May forum) |
| Apr-Jun | 2 nd Quarter (to be awarded during August forum) |
| Jul-Sep | 3 rd Quarter (to be awarded during November forum) |
| Oct-Dec | 4 th Quarter (to be awarded during December forum) |

- c. The board would like to see the eligibility for Employee of the quarter limited to no more than once in a 2 year period.
- d. Allison has confirmed: Copies of the Kudo's cards and other awards are placed in personnel files.

3. Employee T-Shirts

- a. Al Stoverink has approved long sleeve T-shirts as part of the Uniform Policy
- b. The T-shirts are available in red and grey and black & will be identical to the current short sleeve T-shirts
- c. The cost of the T-shirts are as follows:
 - i. S-XL: \$11.00
 - ii. 2XL: \$12.00
 - iii. 3XL: \$13.00

4. FMOP: Advisory Board

- a. Allison has begun working on the revision

New Business:

1. Preventative Maintenance:
 - a. Need to set up PM to change batteries in ADA door openers
2. The AVC Board would like to send a thank you note to DR. Potts and the Benefits Committee thanking them for providing some relief to the original health insurance premium increase.
3. At our next meeting the board will do a final review of the Employee Satisfaction Survey.

Next AVC Board meeting will be on November 26th **The day before Thanksgiving.....**

