

**FACILITIES MANAGEMENT**  
**AVC ADVISORY BOARD MEETING MINUTES**

**Date:** April 8, 2009 – March's Meeting

**Facilitator:** Al Stoverink

**Attendees:** Al Stoverink, Billy Pierce, Patricia White, Ozie Brown, Don Neldon, James Jones, Randy West, Erin Brawley

**Note Taker:** Amanda Mellard

**Time:** 12:00pm

**Location:** FM Conference Room

1) Discuss revised AVC Advisory Board FMOP:

- A. Board Members reviewed FMOP 04-50-003R2. Members said that it was very informative.

2) Task Force:

- A. All three Task Forces are progressing well.
- B. AVC Board would like at least one member to be on any future task forces.
- C. Training and Development Task Force was created to evaluate and make recommendations for expansion and enhancement of FM training efforts.  
The training task force will review all aspects of the development of training modules for departmental and individual positions, review training techniques, effective delivery methods and training resources availability.
- D. Promotion Task Force was formed to review the FM internal hiring and promotions process. The Promotions Task Force will examine Facilities Management and University policies and procedures to assure the process for internal promotions is fair, equitable and provides equal employment opportunities to all qualified persons.
- E. Cost Management Task Force was commissioned to evaluate and reexamine the cost we charge our customers.

3) Employee Recognition Program:

- A. A list of nominees for the Employee of the 1<sup>st</sup> Quarter of 2009 has been given to the board members to review. They will vote at the next AVC meeting on April 22, 2009.

4) Special Olympics Race:

- A. Race starts at 9am on Fri. April 24<sup>th</sup>.
- B. Volunteer Sign-up sheets will be placed in Skilled Trades, Work Orders, Custodial and Front Office.
- C. Volunteer times are from 6:30 am – 3:00pm.
- D. Each volunteer must check- in and out at Volunteer Table.

5) Suggestion Box Items:

- A. New and revised FMOP's should be reviewed by the AVC Board and all Direct Reports before being published.
- B. Training Task Force should consider a Management Mentor Program or alternative programs that provide learning opportunities for employees interested in advancing into management positions.

**New Items:**

- 1) Non-ASU employees freely wandering into warehouse and shops without escort.
- 2) Catered Open Forums will be reduced to 4 times a year. But we will still have a monthly forum discussion. This Brown Bag Forum will be a 'bring your own lunch' or 'pot luck'.
- 3) AI will follow up with Ed Kremers on pay issues about inclement weather. ]
- 4) State Legislature reportedly passed bill in support of No-Smoking on any state property.