

# FACILITIES MANAGEMENT AVC ADVISORY BOARD MEETING MINUTES

**Date:** May 28, 2008

**Facilitator:** Lanny Tinker for Al Stoverink

**Attendees:** Dierdra Dotter, Esther Boyd, Gerald Adkisson, Ozzie Brown, Mark Wade, Mark Clark, Alicia Green

**Note Taker:** Allison Jordan

**Time:** 12:00pm

**Location:** FM Main Conference Room

## 1. Employee Accidents:

- Michelle Summers explained the new light duty work program.
- Michelle explained that workers Comp claims do not begin paying until 8 days after the claim has been approved. This program will lessen the hardship between those 8 days for some of our employees.
- The program was designed to enable employees who have been injured on the job to continue working within the restrictions provided by a physician. Supervisors will hand the two page form to the employees for them to take with them to the Urgent Care for the physician fill out.
- This form covers in detail any restrictions the employee may or may not have due to their on the job injury.
- Enable for the department to allow the employee to participate in the light duty program this for must be filled out by the Urgent Care physician and turned in to your supervisor.

- There has not been a program designed for employees who injured themselves off the job although there may be one in the future.

## 2. Employee Satisfaction Survey

- The board will address the survey at our next meeting.

## 3. Accountability with SMV Routes and Parking

- Lanny briefly touched on this subject.
- Bill Hall has completed the map
- Landscaping is in the process of marking some designated changes
- Training will begin in July
- Continue working under the current FMOP until further notice

## 4. Awards and Recognition Program

- Lanny read and explained the FMOP to the board.
- Lanny put emphasis on vacation and comp time usage which is not “**planned in advance**” would disqualify an employee for the attendance award.
- There were a few questions about how employees who work off site would be recognized. Lanny explained there will be a form available for other departments to nominate someone whom they think is doing a good job. Lanny and Allison also monitor the customer satisfaction survey which also has a spot to recognize job’s well done.

## 5. Facility Management/IT/ Procurement Parking Lot

- The board will address this issue at our next meeting.

### New Business:

#### 1. Jonesboro Sun News Paper Article:

- There was a question raised in regards to an article published in The Jonesboro Sun. The article made reference to a 2% raise in July for ASU employees.
- There was some confusion on whether this included the 1% bonus or if it was an addition to the 1%.
- Michelle Summers will contact HR/Pay Roll and report back to the board.

#### 2. Sodexo- Update:

- There was a question about Facilities and where we stand in regards to Sodexo and if there is any sort of an update.
- Lanny touched on the image factor and used the Highway workers scenario....  
Explaining: it is everyone's responsibility to project a professional work image, Facilities staff should strive to be both productive and efficient yet be aware public  
Perception can be distorted when administrators look out the window and see 3 out of 5 workers standing around smoking while the other two are working. Our collective public image is founded by the public's observation of individuals, teams and daily work ethics.

- Employees need to take responsibility for their personal actions and encourage team member to do so as well.