

FACILITIES MANAGEMENT
AVC ADVISORY BOARD MEETING MINUTES

Date: February 4, 2009 – January's Meeting

Facilitator: Al Stoverink

Attendees: Anthony Passalacqua, Adam Prestidge, Billy Pierce, Esther Boyd, Andy Hill, Patricia White, Ozie Brown, Don Neldon, James Jones, Randy West

Note Taker: Allison Jordan, Amanda Mellard

Time: 12:00pm

Location: FM Conference Room

1. Employee Satisfaction Survey:

- a) The AVC Board will discuss the cost of hiring Staff Mark to enter surveys in November 2009.
- b) There were questions on how the board would assist employees if the survey as to be taken on-line.
- c) Al brought up the idea of having separate surveys for each level of employment/management.
- d) Randy West and Esther Boyd mentioned there were employee complaints about the questions being confusing and hard to read.
- e) Randy West will bring specific examples of employee complaints to the next meeting.

- f) AI would like the AVC Board to start a list of problem areas designated by the Employee Satisfaction Survey.
- Departmental Training
 - Promotion Process
- g) AI requested the AVC Board to review the survey results and bring any thoughts or comments to the next meeting.

2. Special Election:

- a) The AVC Board discussed Andy Hill's position.
- b) The Board was unaware the Skilled Trades Department had been reorganized into three different departments.
- c) AI explained the reorganization of Skilled Trades and how it affected the distribution of representation of FM departments on the AVC board.
- d) The AVC Board voted to keep Andy Hill's position open until the next election in August.
- e) AI would like to review the FM Organization Charts at the next AVC Meeting.

3. Medical Staff on hand during the month:

- a) The Board reviewed Lanny's email from the Student Health Center
- b) The Student Health Center is available to employees for minor scrapes and pains.

- c) Employees should see Lanny Tinker or Terri Reithemeyer if there are any problems with minor medical issues.

4. Employee of the Quarter Award

- a) The AVC Board reviewed the employee of the quarter nominations and voted.
- b) The AVC Board voted Carole Arrington as the employee of the 4th quarter 2008.

New Business:

1. New Task Force:

- a) AI would like to form a task force on the Promotion Process
- b) Some unresolved questions:
 - Communication process of promotions
 - Pay grade vs. experience
 - Not enough opportunity for promotion

2. Ice Storm January 2008:

- a) AI was impressed with the work effort put in by all FM departments to clean up the campus.

- b) James Jones expressed his concern about the warehouse door being propped open without anyone manning the desk... He was unsure of who was keeping track of the inventory being checked out...
- c) Al explained there has not been an expectation communicated of essential personnel needs in the Business Services department.
- d) For further emergency situations we will attempt to better communicate essential personnel who will be called in to cover Business Services.
- e) Al answered many questions regarding pay issues due to the ice storm.
- **Comp Time:** physically working over 40 hours a week
 - **Straight Time:** hour for hour- if 40 hours were not physically worked during the week you will be paid hour for hour.
 - **Informal Arrangement:** Al spoke with supervisors about an informal agreement to informally compensate those employees who worked during off hours....
 - **A new FMOP is being drafted to help clarify this for the future.**