

**FACILITIES MANAGEMENT
AVC ADVISORY MEETING MINUTES
August 18, 2010**

Attendees: Dennis Ball, Connie Scott, Glynn Green, Patsy Puckett, Randy Wheaton, Jeri Jones, Zac Minton, Rodney Lee, Greg Olson

1. Welcome New AVC Board Members
 - Al's Welcome and Introduction of New Members
Al welcomed new members and mentioned their respected departments. He described his role as the facilitator, the background of the board, FMOP review and approval, bringing ideas and suggestion to the table and communications.
 - New Members
Glynn Green- Business/Administration
Connie Scott- Custodial Day Shift
Greg Olsen- Landscape/Motor Pool/Support Services
Jeff Gulley- Construction/ Projects
Jeri Jones- Custodial Day Shift
Louise Upton- Custodial PM Shift

2. AVC Election Recap
 - Input on How Election Went
Had complaints from the custodial staff about the elections ending early and some confusion about location change. The elections were to end at 10:30 a.m. Due to the lack of participants around 8:30 a.m., the election was moved to the front office and all supervisors were notified.
 - Suggestions on How to Better the Process
Shorter time span for elections, communicate with all employees about other locations

3. Update on Fall Festival- Billy Pierce
 - Fall Festival Tentative Schedule of Events:
 - 8 – 11 Fishing Derby
 - 8:30 – Basket Ball Tournament (HORSE)
 - 9:00 -- Horse Shoes Contest
 - 10:30 – 11 entrees for the dessert contest Adults / Children's
 - 11- 11:30 – Judging of Dessert Contest Adults / Children's
 - 11:30 -- Food will be served
 - 12:15 -- Bingo
 - 1:00 -- Awards given out
 - 1:15 -- Family Photos Taken – Back Drop is (Flag)

- T- Shirts
 - Color is to honor 9/11 and patriotic theme- streamers are red, white and blue, photo will have a flag as the back drop
 - T-shirt sales will generate 75 cents per shirt. Money will go to the FM Discretionary fund.
 - Sold 70 shirts so far
 - Will sell extra shirts at the festival- 15 count
- Menu
 - Chicken Leg Quarters
 - Polish Sausage & Sauerkraut
 - Non-Sweet Drinks
 - Desserts
 - Potato Salad / Baked Beans- Al Stoverink
- Volunteers Needed

A few members are not able to assist will need a few extra volunteers to help with activities.

- Budget for the Fall Festival-
 - Convocation Center donated Polish Sausages and Buns, 35 Vendors donated prizes
 - Misc. expenses may be charged to the administration account. Allison will take care of anything needing to be charged to this account.
- Dunk Tank, Popcorn, Snow cones,
 - Dunk tank- 5 balls and one ticket for \$2. At the end, gift card for ticket raffle.
 - Snow cones and popcorn will be .50 cents Money will go to the FM Discretionary fund.
 - Al will be out of town on this day.
- Motivate people
 - Hand out itinerary flyers at Forum
 - Invite Bill Ward and Resident Life to both Dunk Tank and Festival
 - 175 expected to attend festival
 - Billy will email Al a schedule of events to announce at forum
 - Banner hung between bathroom and Wolf Den in Hallway – to be hung from wall to wall and have two sides for all to view

4. AVC Board Reminder Communications— are they working?

- Calendar invites

A few members stated they had not received a calendar invite (please add supervisors so he could help remind them), Calendar invites will be reviewed for AVC Board Meeting

- Communication

Will email members and their supervisors the day before the meeting, hard copy of last meeting minutes will be given to members in next meeting and copy of minutes will be emailed out to members.

Misc:

1. UPD and Stop Signs

This matter has been closed. AI talked to UPD about the stop sign on the corner by FM. UPF feels that removing stop sign might create accidents. AI will continue to communicate with UPD if this becomes an issue.

2. Red Light in Front ABI

- Major confusion issue on whose turn is it to go. Changes coming next week due to the increased amount of student enrollment. University is looking at creating new parking lots- closing lanes and making perpendicular parking in front of ABI and Lab Science.
- This will be placed back on next month's agenda.

3. Overpass

Overpass phase 1 will be complete in January 20100. An exit ramp that will come out from HYPCESS on the south side- might be extra parking.

4. Snack Machines

- Snack machines in other areas, such as IT, have the same products at a much lower cost.
- AI will talk to Jennifer Jaskinski and/or Polly Crosnos about this and report in next meeting.