

**FACILITIES MANAGEMENT
AVC ADVISORY MEETING MINUTES
June 16, 2010**

1. Welcome Back: Dennis Ball
 - AVC began the meeting by welcoming back board member Dennis Ball.

2. FMOP: Employee Recognition Program
 - Revisit statement regarding Advisory Board nominations from the floor
 - a. Revisions to this policy regarding methods of nomination were recently communicated to all staff. Questions were raised as to the other methods of nomination recently added. Specifically, the issue of brainstorming and nominating by AVC Advisory Board members from the floor was questioned. This revision was intended to provide maximum flexibility in the instances that few nominations had been received. Unfortunately, the revision did not clearly state that this method would only be used in the event of an insufficient pool of nominees. Suggestions and comments were received, and the AVC Advisory Board secretary presented members with language to be inserted that would better represent the intent of this nomination method.
 - b. Board members reviewed the language and recommended approval of this for communication to all staff.
 - c. AVC Advisory Board secretary will distribute clarification to FM staff.

3. Upcoming AVC Advisory Board Elections
 - Discuss setting date for elections
 - a. Advisory Board elections are typically held in the month of August. Members expressed their preference to conduct the elections during the first week in August. AVC Advisory Board secretary will determine which members and their respective positions on the board will be rotating off this year, and email this list to all board members. Secretary will also determine the status of Custodial position and include in the email communication.

4. Old Business
 - 2010 Fall Festival Update
 - a. Fall Festival chair reported that the dunk tank will again be available this year, however the rental cost has risen to \$75.00.
 - b. Chair also reported that the t-shirt designs are on hold, pending complete re-design. Fall Festival Chair informed board members that a more patriotic theme for the shirts has been chosen in remembrance of the tragic events of September 11, 2001. Chair reported that a meeting with the graphic designer is scheduled for the next week.

- c. Committee has expressed interest in selling popcorn and snow cones during the dunk tank activities, which would raise additional monies for the FM Discretionary fund.
 - d. Committee will feature a dessert contest during the festival. There will be two age group classifications. The actual age ranges for the two groups have not been finalized, but are loosely described as “Adult” and “Child” categories. Chair stated that the category distinction age will be in the neighborhood of 12-14 years old.
 - e. Chair inquired into the possibility of cooking chicken leg quarters for the event. Board member Don Neldon stated that it would be a great item for the menu. Chair stated that other menu items such as hot dogs and/or polish sausages will also be on the menu.
 - f. Chair reported that plans are to have the schedule of events, menu, and the t-shirt design for the Fall Festival available during the next AVC Advisory Board meeting in July.
- Bereavement Leave
 - a. AVC reported that Dr. J. W. Mason will be passing the letter regarding bereavement entitlement on to the Fringe Benefit Committee, however, stated that he does not believe the committee has the stand-alone authority to create entitlements. Dr. Mason stated that items such as leave entitlements are created and governed under state laws, and may require legislative action to adopt and implement.

5. Other Items Discussed

- Stop Signs at Pawnee
 - a. AVC reported that UPD has begun patrolling the stop signs in front of FM again. This is the same area that has been previously discussed as having difficulties with drivers not coming to complete stops and simply rolling straight through, potentially causing serious accidents. UPD began re-patrolling this area after an incident in which an FM employee was almost hit due to a driver not stopping. UPD will be enforcing all traffic laws and will issue citations if caught running stop signs.
 - b. AVC referred back to the belief that was stated in the previous discussion on this. Current thinking still remains that increased monitoring and enforcement will better serve to correct this problem, as opposed to removing or restructuring these stop signs after years of current design. Doing this would only serve to create confusion and possibly elevate an existing problem into a major traffic hazard.
- Question on Longevity Bonus
 - a. Board member relayed concerns from colleagues on this issue. Member stated that fellow staff are questioning why employees received bonuses during the months from January 2010 through June 2010; but the rest who would be due a bonus from July through the year’s end will not be receiving theirs.

- b. AVC and other board members discussed the current system of fiscal year budgeting, and explained that these bonuses were distributed in parallel with the fiscal year, which is from July 1 through June 30, as opposed to the calendar year.
- c. AVC informed the board that the Vice Chancellor for Finance & Administration would be speaking with the Staff Senate at 2:00 that day. AVC reported that he will attend to gather more information.
- d. AVC stated that this Longevity bonus issue will in no way affect the classified pay plan (2nd half) implementation set to begin on July 1.