

Facilities Management

AVC Advisory Board Meeting Minutes

Date: November 19, 2008

Facilitator: Lanny Tinker for Al Stoverink

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

Note Taker: Allison Jordan

Time: 12:00P.M.

Location: FM Conference Room

1. Preventive Maintenance:

- a) Lanny Tinker explained that according to Ray Ferguson a process was being implemented to set up to changing batteries in ADA door openers as a part of the preventive maintenance program.

2. Thank You note to Dr. Potts & Benefit Committee:

- a) Thank You letter drafted by Allison Jordan & Lanny Tinker.
- b) Board Approved letter and signed their signatures.
- c) Letter was sent out.

3. Employee Satisfaction Survey:

- a) AVC Board reviewed and approved the survey with no changes made.
- b) AVC Board voted to use paper surveys instead of online.

4. Dates on Retiree pictures in FM Hall way:

- a) Allison, Jerilyn, and Terri are working on gathering retirement dates for each retiree to be posted under their pictures.

5. Medical Staff on hand during the month:

- a) Billy Pierce brought to the board an employee suggestion of having a nurse practitioner on hand a couple times a month to diagnose minor illnesses and prescribe antibiotics.
- b) Lanny Tinker explained the expense would be costly and the University most likely would not fund a nurse practitioner just for Facilities Management since this would be an expansion of the Health Program. If FM decided to pursue this issue then a funding source would need to be identified.
- c) There was a suggestion about the Student/Employee Health Center for minor scrapes and pains...Lanny Tinker will contact the Student Health Center to verify services to employees and then disseminate the information to the AVC board and FM staff.

6. Employee Safety Award-

- a) AVC Board reviewed and approved a nomination for an employee safety award. The award will be presented at the November Holiday Potluck.

7. Employee Recognition Program:

- a) Billy Pierce suggested sending the nominations to the AVC Board a couple days before the AVC meeting. This would allow them time to think about who is really deserving of the award.
- b) Esther Boyd suggested taking the employee names off the nominations before sending them to the AVC board to keep the awards from becoming a popularity contest.
- c) The board discussed what the qualifications should be for the safety award... How do they determine if the employees is really deserving of the award?
- d) Don Neldon suggested adding a safety employee of the Year.
- e) Lanny posed the question "What will be the procedure for when an AVC Board member is nominated for an award?"
- f) The AVC Board was handed a copy of the Employee Recognition FMOP to review and further discuss at the next AVC meeting.

The next AVC Board Meeting will be on **December 17th** @ 12.