

FACILITIES MANAGEMENT

AVC ADVISORY MEETING MINUTES

November 17, 2010

Attendees: Louise Upton, Greg Olson, Connie Scott, Jeri Jones, Glynnna Greene,
Jeff Gulley, Zac Minton, Rodney Lee, Randy Wheaton

1. Employee Satisfaction Survey
 - Philip Moffitt demonstrated how the survey would work online
 - We could use the computer lab and designate a certain number of computers to be used for surveys.
 - We now pay Staffmark \$500 to enter surveys—we would save this cost and it would only take Philip roughly 5 minutes or so to transfer the data
 - Employees would come in over a week period of time or schedule work teams (may get more response with work teams)
 - Someone will be there to guide/help
 - Sign in sheet (maybe/maybe not)
 - There was some concern as to whether people would be taking off for the holidays
 - There were concerns about questions 2, 21 and 23 on the survey. On question 2 *ASC* was deleted and question 21 was deleted completely. The word disability was added to question 23
 - Training room was reserved for the week of Dec. 13-17
 - There was a suggestion to place a text box at the end of the survey form to add comments or suggestions – which Philip did
 - Employees can make arrangements with Philip if they need to schedule taking the survey early.
 - This will be mentioned in Open Forum

2. Dumpsters

- Al spoke with Bob and Helen and they are looking at making adjustments
- Bob will speak with Bill Hall about alternate locations
- Some problem areas seem to be Smith/Reynolds, Ed Com (dumpster/ramp inconvenient), behind the Agri building and Library
- Some dumpsters are just too small
- Employees feel that time it takes to find a dumpster to use is not time efficient or effective
- Maybe need to increase the frequencies of pickups in certain areas.
- Getting bigger dumpsters was suggested but the problem with that is getting the trash over and into the dumpster and also getting the trucks to the dumpster
- Al considers this a High Priority and it will stay on the agenda until a conclusion is reached.

3. Someone posed the question if housekeeping is getting replacement vehicles

- Al says vehicles have been ordered and will find out what is on order and what is being replaced

4. Discretionary Fund

- 1st Quarter Report was reviewed.
- Open Forum paid for out of Operational Budget
- This is the employee fund and it is the discretion of the director to oversee but it is up to the AVC board as to how the funds are used.
- Will make sure the AVC board gets timely Quarterly Reports
- There was a question as to how to donate to the fund
- Al says Elaine Poynter comes over once a year to talk about Torchbearer Campaign and tell people how to sign up for this. This is a payroll deduction and you designate what account you want it to go to (FM Discretionary Fund). Al will bring her back in April or May to discuss this.

5. Mentoring Program

- We will keep this on the agenda. When Cleotis has developed this he will share with the board.

New Business:

6. There was a concern about getting training for supervisors of employees with special needs

- Was this related to a specific incident?? AI will check on this and may need to have a 1:1 with the individual who expressed this concern.

7. Emergency Removal Chairs

- At the game Saturday night apparently there was a problem with the elevators and an elderly lady could not use the stairs. Had to call the fire department.
- This is an issue for the Safety Committee—recommended that maybe we get wider chairs and that they have brakes. These chairs are in yellow bags with wheels and they are used in case of fire and you can't use the elevator.