

## Facilities Management

### AVC Advisory Board Meeting Minutes

**Date:** February 22, 2007

**Facilitator:** Al Stoverink

**Note Taker:** Rebecca Gregory

**Attendees:** Dierdra Dotter, Ann Ford, Bran Tibbs, Donald Elliott, Gerald Adkisson, Melinda Barrett, Randy West, Mark Wade, Clay Hurn, Dean Collins, Mark Clark, Larry Darr

1. Employee Satisfaction Survey:
  - a) Lanny gave handouts and reviewed the questions
  - b) Al wants this group to see the results before reporting
  - c) Lanny cleared up any questions concerning the survey after reviewing each page.
  - d) Al proposed possibly giving questions instead of statements.
  - e) Randy suggested explaining the scale to help people better understand what the numbers mean.
  - f) Should survey be mandatory or not? The consensus was mandatory, providing for decent feedback. Also suggested adding comment section.
2. Melinda – Proposed a “resources station” to let people know what resources are available or those who cannot afford ASU insurance.
3. Dee brought research results about the coffee fund, she and Al will review and bring back a report at the next meeting.
4. Holiday Committee:
  - Perhaps conduct a survey to see what the attendance would be like and what could attract attendance.
  - Gerald is to get with Natalie and report back at the next meeting.
  - Randy relayed several employee complaints regarding the lack of trucks.