

# FACILITIES MANAGEMENT AVC ADVISORY BOARD MEETING MINUTES

**Date:** June 25, 2008

**Facilitator:** Al Stoverink

**Attendees:** Anthony Passalacqua, Bobby Colburn, David Hurn, Dierdra Dotter, Esther Boyd, Gerald Adkisson, Ozzie Brown, Mark Wade, Mark Clark, Randy West, Alicia Green

**Note Taker:** Allison Jordan

**Time:** 12:00pm

**Location:** FM Main Conference Room

1. Employee Accidents- light duty program for non-work related injuries
  - Al opened the floor to any questions about the light duty program
  - There were no questions or comments from the board members
  - The board has discussed and resolved any issues regarding this program. The subject will be closed until further notice.
  
2. Employee Satisfaction Survey
  - The board will address the survey at our next meeting.
  - If need be the board will schedule a meeting dedicated to finishing the satisfaction survey.
  
3. Wellness Program suspension in Landscaping and program review for entire department
  - Al discussed the reconstruction of the wellness program
    - i. The objective in reconstructing the program is to establish a program with 3 hours of **meaningful** and **measurable** exercises.

- ii. There has been discussion on tying the wellness program to a semester program, having employees register for a particular activity and tracking their activities on-line.
- iii. During registration employees will establish a base line measurement. This measurement may consist of BMI, blood pressure, height and weight, and flexibility. The baseline measurements should be reevaluated at the end of the semester and at the beginning of each new semester.
- iv. These measurements will create a measurable pattern showing the success of the employee while participating in the program.
- v. All measurement data would be confidential between the employee and the Wellness Coordinator, Chris Enger. Supervisors will not have access to this data.

#### 4. SMV Routes and Parking

- Training will begin on July 30<sup>th</sup>.
- There was a question on who is supposed to take this class for example: Do the employees that work at the service center or other office campus sites need to take attend....
- Anyone who occasionally drives a vehicle or equipment off road on the main campus is required to attend. ASC staff or others who just drive on the streets and in parking lots does not need to attend.
- The board will be updated before the next board meeting.

## 5. Awards and Recognition Program

- Al asked the board if there were any questions about the Awards and Recognition Program FMOP.
- There were no questions or comments about the FMOP from the board.
- Al stated if the board was satisfied with the FMOP he would like to approve and launch the program to be effective July 1, 2008.

## 6. Sodexo- Update:

- As a courtesy to Sodexo, Ed Kremer composed a report illustrating the total cost of managing Facilities Management. This report informed Sodexo that when comparing cost they would need to allow for a lot of “extra” services that are performed by Facilities Management as needed that would be expected as part of any contract.
- Sodexo was also informed that **if** ASU decided to outsource there would be a bidding process before any final decisions were made.
- Al does not believe there has been any activity since the report was issued and also does not believe outsourcing represents any kind of imminent threat to people’s jobs. However, we need to remain aware of the fact that we are in a competitive market and companies are constantly looking for opportunities to contract to perform facilities services.
- Dr. Potts has expressed compliments to AL... Landscaping is looking good and campus wide people are noticing a higher quality of performance.
- Employees should keep up the good work.

## New Business:

### 1. AVC Board Elections:

- Al asked Allison to prepare notes on the AVC board member election.
- Allison will report to the board on whose positions are up for election at the next board meeting and bring a copy of the FMOP to review the election process.

### 2. Feed Back on Softball Game:

- Al asked for feedback on the softball game.
- Suggestions made:
  - i. Create a 5 pitch rule
  - ii. Receive pitches until you hit the ball.
  - iii. More activities to be provided to keep employees from leaving early.
  - iv. Eat after the game
  - v. Play earlier in the day

### 3. Fall Festival:

- Dee Dotter reported the Fall Festival will be held on Saturday October 4<sup>th</sup> at the Pavilion.
- The food will consist of Chicken, bake potatoes, baked beans and coleslaw.
- Employees will bring desserts.
- There will be a dunking booth, fishing derby, horse shoe tournament, bingo and many other games for the children.

#### 4. Comp time vs. Wellness Program:

- There were concerns on how the wellness program effects Comp Time earned.
  - i. A board member in the Skilled Trades department had worked 45 hours in one week. When his comp time was recorded he only received 2 out of the 5 hours earned. He was told the other 3 hours were absorbed by participating in the wellness program....
  - ii. A Custodial Department employee was concerned with how participating in the program effects the “custodial team”.
- Al clarified employees should not be penalized for participating in the program. Although the supervisor does have the ability to override participation when needing to reach a deadline or in order to complete an important project.
- Al will speak with the supervisors to clarify the program and believes once a structured program is introduced a lot of the confusion and conflicts will dissipate.

#### 5. Asbestos:

- There was a concern about the procedure for checking asbestos in the walls before major knock downs were performed.
- This concern was due to a Skilled Trades team working on a project for three weeks before they realized asbestos was in the walls.
- There was a suggestion for employees to carry masks with them and to wear them when they may feel in danger of breathing in harmful chemicals.

- Al will check on the procedure for identifying asbestos in advance of work and ensure it is being done correctly.

#### 6. Uniform Shorts:

- Our uniform company does not carry a variety of sizes that fits all in the approved uniform shorts.
- Some of the custodial teams work in buildings without air conditioners and wearing shorts would alleviate the strain of the heat.
- There was a request to wear their own capri's or shorts that matched the ASU approved uniform shorts in cases where the company does not provide shorts that fit.
- Al suggested a personal request be submitted to their supervisors. As long as the shorts worn matched as close as possible to the approved uniform shorts and a personal request was approved there should be no problems.
- Al will check on the Armory floor.... The heat needs to be turned off in the summer.