

Facilities Management
AVC Advisory Board Meeting Minutes

Date: May 24, 2007

Facilitator: Al Stoverink

Note Taker: Rebecca Gregory

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

1. Old Business:

- a) Employee Satisfaction Survey:
- b) Lanny previewed the new layout and changes. Most questions were restructured with response options tailored to better suit the questions.
- c) Al suggested the possibility of making it available online next year.
- d) The board agreed that the questions were clearer and more concise.

2. Pre-Employment Drug Screening:

- a) Issue was tabled by the Executive Council. Perhaps revisit in one year.
- b) Would it be possible to implement this just for FM alone, without affecting the rest of the campus?

3. Communication Devices:

- a) Recommendation is to purchase a two-way radio system.
- b) AI will submit a one time budget request to Jennus Burton.
- c) The number of cell phones will be reduced by half, roughly from 62-30
- d) The savings will pay for the reinvestment, 3-year warranty
- e) Gerald asked about supplies:
 - Extra radios for a radio that goes down.
- f) AI said the protocol needs to be established. There will be a gap between July 1st and August 1st because of ending cell phone contracts. They are checking on our old radios. The pagers will work until the infrastructure is done.
- g) Gerald asked if there will be one particular individual overseeing this part of the plan.
- h) Randy asked about Palm Pilots:
 - a. Had problems with FAMIS
 - b. Had to fix it
 - c. Campus wireless infrastructure is different and causes problems
 - d. The process has been reactivated to try and get this back on track.
 - e. We need to clearly define what we want to do about Palm Pilots.
 - f. May put land lines in mechanical room to help out with communication.

- g. Gerald asked if we are going to get insurance on the radios, and also offered insight about communicating with the radios.
- h. Al said that this will have to go out for bid.