

Facilities Management

AVC Advisory Board Meeting Minutes

Date: September 24, 2008

Facilitator: Al Stoverink

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

Note Talker: Terri Reithemeyer

Time: 12:00 p.m.

Location: FM Conference Room

1. Welcome New Members
 - Al welcomed new member Erin Brawley to the AVC Board.
 - Each board member introduced themselves and what department they represent.
2. Employee Satisfaction Survey
 - Moved to last item on agenda
 - The current board members have been reviewing the 2008 Employee Satisfaction Survey. Al suggested re-wording the only question under the Compensation section and correct any grammatical errors. Terri will make the corrections and send out an up-dated copy. Al would like the board members to finalize the survey. His goal is for survey to be administered in December before the holiday break so the results will be displayed in January
 - The board has agreed not to split the survey into sections for management. Instead the board has decided that more information will be provided to employees to clarify who are team leaders, mid-management and upper management when administering the survey to the employees.
3. A.S.E.A./SEBCO – Vanpool
 - All members were given handouts about the vanpool services provided by SEBCO. Al stated that from downtown Little Rock to Jacksonville is about the same distance from Jonesboro to Hoxie. Based on the rates provided in the handouts, assumption given if you live in immediate Hoxie, the estimated cost would be around \$124.59 a month. This data was collected during the summer and the rates may have changed. The vanpool requires a dozen participants on a particular route for these rates to apply and serve to be provided.
 - The board members are encouraged to take this information back to their respective departments to get an idea if employees are interested in participating.

If there seem to be an interest, the board will put together a survey for Facilities with a rate estimate to see if there is enough participates to start a vanpool.

- This item will be placed on next month's agenda.

4. FMOP: AVC Advisory Board

- Lanny Tinker and Allison Jordan have not been able to meet due to Allison's absence.
- Al stated that the last notice he has received on Allison is that she will return in mid-October.

5. Sidewalk on Northbound Caraway

- Al stated that the barrels have been moved out to provide a more defined sidewalk temporarily until construction is complete. As for additional signage, not sure if additional this would be beneficial.
- ASU is trying get funding to expand Luke Street around the armory for traffic purposes.
- Service routes and walkways to the mechanical wing to the Business building will be provided for access.

6. Payroll Deductions for ASU Events

- Al stated that payroll deductions for the major ASU sporting events is available for employees, however, it would have to be deducted for their check faster- 2-3 weeks. No other events can be deducted. Al is going to send a written suggestion to recommend payroll deduction for all events.

7. Recycling Funds

- Al did verify that the money received for all recycled products does go back into the recycling account.
- Al talked to Joe and Rusty about putting in a work order from time to time for a Skilled Trade worker to separate certain recycling metals. This brings in more money when they are separated.
- The board asked why many departments on campus do not recycle when it is available to them. Al stated that to be successful on campus, we will need to push the recycling program more and this is a long range plan in progress.

New Business:

1. FM Cookbook

- Esther Boyd asked all the board members to bring in their favorite recipes and place them in the box in the FM Break Room. They only have 35 recipes and need at least 50 to create a recipe book. She encouraged the board to submit recipes. She will also talk to the committee about extending the deadline.
- Al has suggested that a gift certificate should be awarded in a drawing for those that submit a recipe.

2. Employee T-Shirts

- James Jones asked about approval on ordering long sleeve t-shirts with the FM logo for employees. Al stated that he will review the FMOP: Uniform Policy and see about this being offered as a purchase option.
- Al stated that in the spring, he will pull the Uniform Task Force back together to see if the FMOP needs updating.

3. Aggie/Pawnee Entrance

- Patricia White stated that when it is dark outside, a person cannot see the entrance at Aggie and Pawnee. She suggested a reflector of some sort to mark the entry. It is not well light and easy to run off the road when turning on Pawnee. Al will look into this issue.

4. Retirement of Employees

- Billy Pierce stated that when a valued/senior employee retires that they are taken out to eat and given a pocket knife from the employees and ASU gives them a plaque. He suggested maybe buying a savings bond when a new employee hires in and giving it to them when they retire. Al stated that he will explore doing something more significant for employees that retire from FM.

5. Town Hall Meeting

- Randy West reminded everyone to attend the Town Hall Meeting today @ 2p.m. at the Student Center. He provided the board with a copy of questions that would be asked to the Chancellors.