

**FACILITIES MANAGEMENT**  
**AVC ADVISORY MEETING MINUTES**  
**April 21, 2010**

1. Review nominations and vote for Employee of the 1<sup>st</sup> Quarter 2010  
Natalie Ball was selected by majority vote of the board.
2. Discuss Advisory Board Special Election
  - To Determine Replacement of Custodial Services Position 4 (Night Shift)  
Al reported that this employee is on leave of absence. No action needed at this time.
3. Stop Signs at Pawnee
  - Al's Report  
Al reported that discussions are underway on this issue, but no substantive information has been forthcoming as of yet. He will report on this again in the next meeting.
4. Parking Fees and Enforcement
  - Al's Report  
Al reported that discussions are underway on this issue, but no substantive information has been forthcoming as of yet. He will report on this again in the next meeting.
5. Uniform Policy Task Force
  - Second Review of Updated FMOP  
Al reported that many suggestions have been submitted in regards to this, but they are widely varied. There is no clear, compelling suggestion evident among them. Most of the suggestions either wanted the policy to remain as it was before, or change the shirt colors to school colors. Time is running out, and there must come a point where a final decision has to be made, even though not everyone will totally agree with that decision. Al asked the board if they had a specific recommendation such as overall color, color by department, etc. If such a recommendation is made, then it can be relayed to the uniform task force. A question was raised regarding the issue of seasonal exchange. Why are employees required to pay for the seasonal exchange program?

Al will also look into the possibility of FM picking up the cost of seasonal exchange two times per year. If FM will not incur the cost, what would be the possibility for employees to buy the shirts instead of paying for the exchange? Jim will set up a final meeting of the Uniform Task Force to meet with Al to discuss the feedback of the AVC Advisory Board and suggestion box items.

6. Custodial Motor Vehicle Issue

Two issues have been raised in regards to motor vehicles. The first question was in response to complaints that have been overheard from the Information Technology department inquiring as to why they never get newer, nicer vehicles such as the ones they see around Facilities. Al responded that each department uses their own budget to purchase vehicles. FM Motor Pool no longer has a budget to pay for vehicles for other departments. A second question was raised as to why the custodial crew must check oil and other fluid levels on the vehicles they drive, since the Motor Pool provides maintenance. Al responded that Motor Pool does indeed provide maintenance; however, each individual assigned a vehicle is responsible to keep the fluids checked between maintenance service schedules provided by Motor Pool.

Al proposed a training session for new employees and refresher training for other staff on the frequency of checking oil and other necessary fluids, and safety items, as well as the procedures for doing so. Al also indicated he would look into how we handle this with regard to vehicles not specifically assigned to an individual.

7. Other Business

Board member reported that the catastrophic leave bank balance is very low. Al informed the Board that the Fringe Benefit Committee has proposed consolidating the classified and non-classified leave banks together. Since the non-classified bank has a rather large balance, this should reduce the strain on the current non-classified leave bank. Al also stated that we are encouraging employees to get their hours up to the 80-hour requirement so that they will be eligible for catastrophic leave if they need it.

- Retirement celebrations

Al raised the issue of retirement celebrations. Al suggested a get-together of some kind in which a standardized plaque is presented, family and friends of the retiree who may want to come are invited, and congratulations are offered. He then suggested perhaps during the Open Forum closest to a pending retirement date is a good time to have this retirement presentation. One major advantage of doing it this way will eliminate the perception that some retirees get a large celebration, while others do not receive an equally large reception. They can become more standardized across the board. The Board suggested an alternative be considered wherein a reception with punch and cake be held that is separate and distinct so the retiree will experience more of a feeling that something special for them was organized.

- Bereavement leave

A question was raised as to why employees can't be given bereavement time just as they are given so many hours of child education, etc.? Al stated that this would be an issue for the Staff Senate and the Fringe Benefit Committee to consider for possible recommendation in the future. Jim will draft a letter to the Staff Senate and Fringe Benefit Committees on this issue.

8. Old Business

A. Torchbearers Brainstorming

- Jim's Report

Jim has been in contact with Elaine Poynter via email. She is planning a brief ten minute presentation, then an FM staff member will talk on behalf of the benefits of donating, citing the assistance she received from the FM Discretionary Fund during a difficult time.

B. FM Softball Tournament

- Update

Al reported that Enterprise will be the main sponsor of the day's activities. Al proposed mentioning in the April Forum that employees should encourage their family members to come and participate in the day's activities, however, participation in the softball tournament will be limited to FM Staff only.

Al also said that he will talk to Natalie Ball and the committee about starting the tournament at 12:00 p.m. so that we do not finish too early in the day. He went on to say that the Forum should begin about 11:30 a.m., then the tournament directly following. If employees do not wish to participate in the day's activities, they may choose to work instead, provided that it is during their normal scheduled working hours. Employees who are scheduled off duty during this time are not expected to be present, though they are invited and encouraged to participate.

C. 2010 Fall Festival

- Update

Committee has met and the IDT issues have been ironed out, according to Festival Chair Billy Pierce. Contract for the pavilion will be signed in the next few days. The list of committee members was also given to board members. Kaye Childs will be the picture taker for the event. Entertainment will probably be the same as last year, as well as the dunk tank activity. A suggestion for a cake walk was introduced. Don Neldon is actively working on the measurements for the tank, should FM decide to build one as opposed to renting one. Billy reported that the estimate to construct our own dunk tank, "should be well under \$1,500.00." The discussion on building the tank will continue, but the cost of renting one for \$50.00 per year is considered more cost-effective at this point. Festival Chair will bring a rough sketch of the Fall Festival t-shirt design to the next meeting.

D. Landscape Heavy Equipment Operator Issue

- Al's Report

Al reported that this position has, in the past, been used as a position title that a Landscape employee is promoted into, without necessarily a real distinction in the work assignments. The position often requires the same type and amount of work as an Equipment Operator, the only difference being the title bump to move an

employee up the organization chart when his or her performance warrants such a shift in position, and a position becomes vacant.

In the custodial department, AI reported that the classifications have been collapsed; meaning that there is now just a custodian and a supervisor.

He is looking at ways to address these two departmental issues, such as

- Changing all entry landscape positions to Heavy Equipment Operator Positions or equivalent grade
- Getting the custodians (and all departments) opportunities for pay raises based on merit (budget allowing) as authorized in the new State Classified Pay Plan
- Looking to see if there are other classifications that could be used to provide merit-based promotions