

**FACILITIES MANAGEMENT
AVC ADVISORY MEETING AGENDA
June 17, 2009**

Date & Time: June 17, 2009

Location: FM Conference Room

Facilitator: Lanny Tinker

Note Taker: Allison Jordan

Attendees: Anthony Passalacqua, Bobby Colburn, Greg Olsen, Billy Pierce, Esther Boyd, Ozie Brown, Don Neldon, James Jones, Erin Brawley

1. Change the name of the FM Meeting Room
 - a. Al opened up discussion to rename the FM Meeting Room
 - b. Some suggestions were: Wolf Den, Wolf Shop, FM Break Room, FM Lunch Room
 - c. No decision was made
 - d. Al suggested the board think on it and discuss further at the next board meeting

2. Review: FMOP Light Duty Policy:
 - a. Billy Pierce inquired about having a form available for supervisors to sign when there is not light duty assignments available.
 - b. Al will speak with Terri about the procedure for supervisors to notify their employee's when there is not a light duty assignment available.
 - c. Al and Terri will forward any revision to the FMOP to Allison
 - d. Allison will email these revisions to the AVC board for review...

3. Fall Festival
 - a. Al suggested combining the annual softball game and fall festival and inviting the families to join facilities on a Friday and declaring a department holiday
 - b. Dee Dotter has resigned from her position leaving there no one to head the festival committee
 - c. Al recommend a member from the AVC board head the committee
 - d. Committee will bring nominations for committee head to the next board meeting

4. FM Scholarship Award Process and Criteria:
 - a. Continue discussion on employee criteria
 - i. Please see attached document with suggested edits

New Business:

1. Payroll deduction for ASU events:
 - a. Ozie Brown inquired about payroll deduction for ASU events and how to go about setting up the deduction.
 - a. Terri Reithemeyer can set up payroll deductions for things like 15 for \$50 meal plan, tuition, parking decal and reserved parking spaces, athletic tickets, but do not set up payroll deductions for events in the Convo Center or Fowler Center. Deductions for events in the Convo Center or Fowler Center are set up through Student Account Services...Betty Buford handle the paper work.... Employees may visit Accounts Services to set up those deductions.
2. Budget: Additional Staff:
 - a. **Reynolds Center:**
 - i. Program Coordinator
 - ii. Equipment Operator
 - iii. 2- Custodians assistants
 - b. **Rec. Center:**
 - i. 2-Skill Trades
 - ii. 1- Equipment Operator
 - iii. 1-Custodial Supervisor (Linda Dickerson)
 - iv. 2- Custodial assistants