

**FACILITIES MANAGEMENT
AVC ADVISORY MEETING MINUTES
October 21, 2009**

1. Review re-wording of the AVC Board eligibility requirements
The board concluded their discussion on this issue and agreed to draft a sentence or statement clarifying not to change the essence of the board requirements that are already in place.

2. Approve Tool Room Policy FMOP
The board recommended approval of the revised Tool Room Policy and AI signed off on this directly following the meeting.

3. Employee Recognition Program
 - A. Nomination Form: Employee of the Quarter
Randy Wheaton was the only nominee, the board unanimously selected him to receive the award.

 - B. Nomination Form: Employee Safety Award
Dave Atherton was the only nominee for this award, and again the board voted unanimously to give this award to him.

 - C. Review and approve designated parking spaces
Jim presented a map of Facilities Management with projected parking spaces for employee of the quarter and employee of the year. The board voted to adopt these parking spaces. There will be two in the front and two in the back to accommodate anyone's parking needs. Signs will be placed on the posts according to where the employee wishes to park, front or back.

4. Review of FM Discretionary Funds for 3rd quarter
Upon review of the discretionary budget, the board agreed to encourage more people to participate in the Torchbearers program and make their donations go to the FM discretionary budget. AI will encourage all employees during the Open Forum on the 29th of October to participate in Torchbearers. Jim will make a copy of the discretionary budget for the board every quarter.

5. 2009 Employee Satisfaction Survey

Al suggested sending out the same survey that was used last year, and the board agreed. Al also suggested the possible creation of an employee task force for next year to revise and refine the survey before sending it out. Jim will organize and prepare the survey for distribution in December.

In addition, the board also decided to begin brainstorming on ways to increase responses to the customer satisfaction survey. Some suggestions were made, such as a drawing for a cash prize for those who return their surveys.

6. Other issues raised

The board recommended to reference the United Way Day of Caring in the Journey to Excellence document and presentation under the “other considerations” section.

Jim will email the staff about the special times for the Open Forum and Fish Fry coming up on the 29th.