

Facilities Management
AVC Advisory Board Meeting Minutes

Date: April 26, 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

Position for Dierdra Dotter and Melinda Barrett

Al suggested that we open their positions in the August election.

Old Business

FM received funding approved for the design and construction area.

Estimated time to start: Within the next 30 – 60 days.

It will be done all in house.

It will be funded over two fiscal years.

It will be done in phases.

6,000 plus square feet.

FM will begin posting internal promotion opportunities in selected areas throughout the building.

The university has asked if they can do a one-time bonus to supplement a 2% raise. (1%).

The FM Softball tournament needs and announcer.

Holiday committee will send out a hard copy of the survey to Skilled Trades and Custodial Services to get feedback the location changed to the pavilion.

New vehicles should be in around May. Two trucks will go to Skilled Trades. Randy said cooperation has improved usage of vehicles.

Dee asked that each department make sure they double check the odometer readings on their vehicles. She will send communications on this out to each department.

Mark informed the board on an issue regarding the usage of the credit cards at Lowes. Users must have the physical credit card with them to purchase items. Larry asked about the possibility of team leaders having a p-card. Al suggested reconvening the task force on purchasing, procurement, and warehouse to review what was done and how it's being handled. Mark inquired as to what other goods/services are on contract other than concrete.

Al stated that he would like this board to be the group responsible for engaging in the development of the FM recognition programs. At the next meeting, he would like to hear ideas or suggestions on the types of recognitions that should be awarded. Larry said talk with each department to hear their thoughts and ideas.