

**FACILITIES MANAGEMENT
AVC ADVISORY MEETING NOTES
August 19, 2009**

1. Al opened the meeting by welcoming the newly elected AVC Board Members. He encouraged each member to be open and honest when expressing their opinion during discussions and decision making processes.

2. AVC Election Review-
 - a. The board discussed the eligibility criteria for AVC Board members.
 - Program Coordinators are actually technical positions at a higher grade classification based on job duties. In the case of the Energy Management and Space Management positions, these individuals do not supervisor any full time staff and therefore should be considered eligible under the current FMOP.
 - Don Neldon questioned the eligibility of team leaders
 - The board will revisit this topic to discuss the following
 1. Does the board need to re-word the eligibility requirements written in the FMOP: AVC Board Recommendations?

 - b. FM Engineering Departments Organizational Chart
 - David Handwork's organizational chart is set up in a different format than other FM departments.
 - David's format has caused some confusion as to who in his department is eligible to sit on the AVC board.
 - Al will speak with David about the format of his organizational chart along with the status of Glen Broadway.

3. Fall Festival- Update
 - a. The Fall Festival will begin on September 18th with a "Dunk your Boss" event.
 - b. Al will **encourage** the Direct Reports and Supervisors to sign up to sit in the dunk tank.
 - c. The festival committee will recoup some of the expenses with T-shirt sales and soft ball sales for the dunk tank....
 - d. The "Family Day" will be on September 19th at the ASU Pavilion.
 - Games will be: fishing rodeo, horse shoe tournament, Basket Ball games and a BINGO game with door prizes and trophies for all the winners.

- An inflatable for the children to play in will be set up.
 - e. The committee has received donations from the following vendors:
 - Convocation Center- 2 cases of Hot Dogs
 - Pepsi- 3 cases of 20oz sodas
 - f. The committee would appreciate any donations employees may be able to find –
 - g. Billy Pierce asked Al Stoverink if he would still be interested in trying to find a cooperate sponsor.
 - Al will revisit the idea of a cooperate sponsor at the next AVC meeting.

- 4. Inclement Weather-
 - a. There was a question regarding pay issues due to inclement weather.
 - b. Al will speak with Ed Kremers to see if this issue can reconsidered and report back to the board at the next meeting.

- 5. Catastrophic Leave Bank-
 - a. The AVC Board would like Allison Jordan to draft a letter to the Staff Senate in regards to Catastrophic Leave and the Grievance Process recommending that employees be able to represent themselves before a final decision is made regarding their case.
 - b. Allison Jordan will draft two letters and report back to the Board at our next meeting.

- 6. Employee Recognition Program-
 - a. The Board agreed award of the Employee of the Quarter and Year will have a designated parking spot
 - b. A revision to the Awards and Recognition FMOP will need to be drafted.

