

**FACILITIES MANAGEMENT  
AVC ADVISORY MEETING MINUTES  
November 18, 2009**

1. Review FMOP: Hiring and Promotion Procedure
  - The AVC Advisory Board will review the updated FMOP and will submit any final comments to Terri, Al, or Jim before the Task Force Meeting on Tuesday, November 24, at 2:30.
  
2. Employee Recognition Program
  - A. Revisit: Employee of the Quarter
    - Because the Board votes on who receives the award, the Board recommended drafting a statement in the current FMOP to state that AVC Advisory Board members are ineligible for nomination.
    - The Board recommended three possible options in the event that there are no nominees for a particular quarter. One option proposed was to let the AVC Advisory Board brainstorm and nominate an employee on their own. The second option would be to keep past nominees who were not given the award in a pool for the board to choose from later. A third option raised would allow the publication of the nominees, possibly making others want to nominate someone they may think is more deserving than the other nominees.
    - If nominees are kept in a pool, the question was raised as to how long they are kept in the pool.
    - Jim will draft these suggestions and bring to the next board meeting for further discussion.
  
3. Clarify FMOP: AVC Advisory Board
  - A. Member Eligibility Clarification Statement
    - Jim presented the Board with a statement to add to the current FMOP. This statement clearly defines a non-supervisor position as any position in which the employee has no one who reports directly to them. The Board agreed with the statement and recommended amending the FMOP to include this language for clarification.
  
4. Brainstorm
  - A. Increasing Responses to Customer Satisfaction Survey
    - The Board will revisit this issue at the next meeting.

B. Increasing Employee Participation in Torchbearers to Increase FM Discretionary Funds

- The Board recommended setting up some time in the spring of next year to have Elaine Poynter come back and speak with FM about the benefits of donating to Torchbearers in order to increase FM Discretionary Funds. Jim will create a document for all employees to better explain how the Torchbearers system works.

5. Other Issues Raised

A. Uniform Task Force Follow Up

B. Better Lighting for the Street Going into FM

C. Randy Wheaton's inquiry about the ordering of ASU FM logo caps and sock hats