

**FACILITIES MANAGEMENT
AVC ADVISORY BOARD MEETING MINUTES
February 17, 2010**

1. Review statement in FMOP: Safety Policy
 - The board reviewed the statement regarding an employee and his or her right to discuss potentially hazardous issues with the safety supervisor or AVC. After reviewing this statement, the board recommended to submit the FMOP for final comments before completing the approval process.
2. Final review of FMOP: Employee Recognition Program
 - The board completed their final review of the recent changes to this FMOP and recommended immediate issue of the updated policy.
 - Jim also informed the board that the new parking signs for Employee of the Year and Quarter are in the process of being installed.
3. Employee satisfaction survey
 - The board reviewed the charts that Jim created for display in the FM Wolf Den. Upon their review, the board recommended to have these displays placed in the Wolf Den immediately.
 - The board also recommended to keep the current survey as it is and not change any questions, so that accurate comparisons to years past can be made. The board did, however, recommend adding a “comment” section at the end of the survey as is done in the FM Customer Satisfaction Survey.
4. Old Business
 - Al informed the board that the street lighting issue is still in process.
 - Al informed the board that the Uniform Policy Task Force is wrapping up their final revisions to the FMOP and should have these revisions submitted for the April AVC Advisory Board Meeting.
 - Jim will continue to work with Elaine Poynter on setting up a time for her to make a small presentation to FM Staff regarding the issue of increasing participation in Torchbearers this spring.
5. Additional Issues Raised
 - The issue of trash collection by CWI was introduced. CWI trash collection has been consistently lacking. It was also stated that Agriculture needs a larger dumpster due to their greenhouse dumping.