

FACILITIES MANAGEMENT AVC ADVISORY BOARD MINUTES

Date: May 20, 2009

Facilitator: Al Stoverink

Attendees: Bobby Colburn, Billy Pierce, Esther Boyd, Patricia White, Ozie Brown, Don Neldon, Randy West, Erin Brawley, Greg Olsen, Anthony Passalacqua, James Jones

Note Taker: Terri Reithemeyer

Time: 12:00pm

Location: FM Conference Room

1. Welcome new AVC Board Member- Greg Olson
 - All AVC Board members welcomed new board member, Greg Olsen from the Landscape Services Department.

2. FM Scholarship Award Process and Criteria
 - Al stated that a question was raised about the eligibility requirements regarding full-time enrollment of employees. It is challenging for an employee working full-time to take 12 hours during award semesters to qualify for the scholarship.
 - It was suggested that the 12 hour requirement be reduced to 9 hours during the award semester for employees only and remain at 12 hour requirement for child/grandchild/dependant.
 - It was suggested to add in the hours from the summer terms to meet the 12 hour requirement for employees to qualify for the scholarship.
 - Al stated that there are things to consider when looking at reducing the requirement hours for employees:
 1. Employees already receive the 75% discount
 2. Might reflect more employees receiving awards then dependant/child/grandchild
 3. Establishing priority by expanding eligibility to child/grandchild/dependant
 4. Employees get 3 educational hours paid per week as an additional benefit
 - Suggested that employees be removed from the scholarship eligibility process all together
 - This issue is to be placed on the next AVC agenda for further discussion.

3. Review and Approval of the FMOP: Tool Room Policy revision
 - FMOP approval process will go through senior management, then the AVC board.
 - The AVC board members reviewed the FMOP: Toll Policy and noticed that the policy did not clarify the process of access into the tool room when the tool room attendant is not present. There recently had been two occasions (Flood of LSE and Ice Storm) where the tool room had to be accessed by personnel without the tool room attendant present. Another issue is the card reader placed outside the locked

door does not work properly. The board members would like clarity in the FMOP about this issue.

- The FMOP: Tool Room will be revised and email out to the AVC Board members for approval. All suggestions need to be submitted to AI one week from the date received.

4. UPC Budget Meeting

- The final decision and direction over the pay plan that will be implemented for 2009-2010 fiscal year.
- The State Appropriation Core Budget dollars went down and the university will only be able to fund 50% of the new pay plan. There will be a temporary fund that will be set aside that will either continue to fund 50% the pay plan in the 2nd year or the other half (making it 100%) if the funds are available.
- There are two parts to the new pay plan:
 1. Longevity- The percentage based on the length of employment will be implemented at the 50% level. An example of this would be an employee that has been employed one year originally under the new pay plan would receive 1%. At the 50% level, they will now receive .5%.
 2. Salary below entry level of the new classification will move to that new entry level at a 50% level. An example of this would be if a worker was to move to the new classification salary from \$20,000 to \$24,000 (\$4,000) increase. At the 50% level, they would only receive \$2,000 increase= \$22,000.
- All non-classified employees' salaries are frozen for the next fiscal year.
- There will be no COLA (cost of living) increase for the next fiscal year.
- All information about the Pay Plan is available at on the OPM website (http://www.arkansas.gov/dfa/personnel_mgmt/opm_index.html). Terri will also email the link to AVC Board members.

5. Hiring Process

- In the last AVC Board meeting, there was a concern from the custodial department about the hiring process. AI stated that there is a Promotions Task Force that has been created and they are looking at the whole hiring process.

