

**FACILITIES MANAGEMENT  
AVC ADVISORY MEETING MINUTES  
July 15, 2009**

**Date & Time:** July 15, 2009

**Location:** FM Conference Room

**Facilitator:** Al Stoverink

**Note Taker:** Allison Jordan

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

1. Renaming the FM Meeting Room:

- Al Stoverink opened discussion on renaming the FM Meeting Room
- Ozzie Brown suggested ... Forum Room
- Randy West suggested ... FM Multi-purpose
- Esther Boyd suggested ... FM Wolf Den
- FM Wolf Den won the vote 5/4
- Allison Jordan will meet with Jerilyn Miller to create a banner for the next FM Forum

2. Fall Festival:

- Al Stoverink revisited the idea of combining the Fall Fest and Softball game into one event.
- The committee was concerned there would not be a family atmosphere if the two events were combined.
- The committee voted unanimously to keep the events separate and to plan the Fall Festival in the fall as usual.
- Billy Pierce volunteered to head the Fall Fest committee and will meet with Dee Dotter to discuss further details.
- Bobby Colburn and Esther Boyd volunteered to be on the Fall Fest Committee.
- Billy Pierce will recruit other employees of FM to sit on the committee.

3. Employee of the Second Quarter

- Brian Tibbs was voted the Employee of the 2nd quarter 2009 –
- Brian Tibbs will be acknowledged at the next FM Forum

#### 4. AVC Election-

- The following board members will end their term on July 30<sup>TH</sup>
  - Anthony Passalaqua
  - Esther Boyd
  - Ozie Brown
  - Randy West
  - Vacant- Andy Hill's position
  
- The Election will be held on August 5, 2009 from 7am -10am in the FM Wolf Den
- The 4pm custodial shift will vote from 4pm – 5pm
- QuIP will coordinate election
- AVC Board members will help QuIP the day of election
- Absentee ballots will be available at the front desk starting July 28<sup>th</sup> thru July 30<sup>th</sup> for those employees who will be out of the office on the day of the election.
- The AVC Board members reviewed and approved eligible candidates
- Below is a list of the AVC Boards layout of members-
  - **Landscape**  
Greg Olson  
Vacant
  
  - **Custodial: 3 days/1 evening**  
Patricia White  
Erin Brawley  
Vacant day  
Vacant evening
  
  - **Business & QuIP**  
James Jones
  
  - **Construction & Project Services**  
Billy Pierce  
Don Neldon
  
  - **Engineering & Energy Management**  
Vacant
  
  - **Building Maintenance**  
Vacant  
Vacant

## New Business

### 1. Swine Flu- H1N1

- Billy Pierce expressed concern regarding rumors of confirmed cases of the Swine Flu on campus.
- Al Stoverink spoke with authorities who assured him the students who had been confirmed cases were quarantined.
- Al Stoverink assured board members that facilities staff had not come into contact with these cases and to take precaution as normal to other flu's
- If facilities staff members had further concerns filtered masks and gloves are available in warehouse.
- Al Stoverink will check into which dorms the confirmed cases where located and report back to board members.

The next AVC Board meeting will be held Wednesday August 19<sup>th</sup>.