

FACILITIES MANAGEMENT
AVC ADVISORY MEETING MINUTES
December 15, 2010

Attending: Connie Scott, Jeff Gulley, Patsy Puckett, Randy Wheaton, Jeri Jones

****Cleotis Williams facilitating for Al Stoverink****

1. Employee Satisfaction Survey
 - Most employees thought this was a smooth process and transition
 - Thought communication could be better between administration/supervisors and staff (if something needs to be taken care of -spills or even meetings, it might be a matter of days before it is communicated to the right person)
 - Limited computer access for those working in different buildings on campus so no way to check emails.
 - Feel they (custodial) are short handed and supervisors tell them what needs to be done but the manpower just isn't there to cover the work load.
2. Dumpsters
 - Still discussing a need for more pickups
 - The dumpster pick up that was provided was from last year—is there a more current schedule

3. Custodial department glad about new vehicles
4. Mentoring Program
 - Discussed how to possibly set it up and who would participate
 - Apprenticeship—people are not being promoted to new positions because of no experience in that particular area—whereas if you cross train, you can promote from within.
5. Training for employees with special needs—*ongoing discussion*
6. Emergency Removal Chairs-- *ongoing discussion*
 - Safety Committee??