

**Facilities Management**  
**AVC Advisory Meeting Agenda/ Notes**  
**July 21<sup>st</sup>, 2010**

1. Employee Recognition – 3<sup>rd</sup> Quarter (April – June) Selection
  - Reviewed Nominee's submitted
    - Clay Hurn was selected
  
2. AVC Election
  - AVC election will be held on August 12 from 7:30am -10:00am and from 4:00pm-4:30pm for the custodial night crew.
  - Allison will confirm who will be rotating off the Board.
  - Allison Jordan will send out an email to FM staff announcing the election
  - Allison Jordan will send out an email request to AVC Board to help with the election.
  
3. Update on Fall Festival
  - Fall Festival Tentative Schedule of Events:
    - 8 – 11 Fishing Derby
    - 8:30 – Basket Ball Tournament (HORSE)
    - 9:00 -- Horse Shoes Contest
    - 10:30 – 11 entrees for the dessert contest Adults / Children's
    - 11- 11:30 – Judging of Dessert Contest Adults / Children's
    - 11:30 -- Food will be served
    - 12:15 -- Bingo
    - 1:00 -- Awards given out
    - 1:15 -- Family Photos Taken – Back Drop is (Flag)
  
  - T- Shirts
    - August 20<sup>th</sup> sale of T-shirts (\$7.00)
  
  - Menu
    - Chicken Leg Quarters
    - Polish Sausage & Sauerkraut
    - Potato Salad
    - Beans
    - Non Sweet Drinks
    - Desserts
    - Hot Potato Salad / Baked Beans

- There was a suggestion for the committee to approach the Save-A-Lot in Hoxie for donations.
- Budget for the Fall Festival-
  - Convocation Center donated Polish Sausages and Buns
  - Misc. expenses may be charged to the administration account. Allison will take care of anything needing to be charged to this account.
- Dunk Tank, Popcorn, Snow cones,
  - These will be the only making money events to help offset the cost
- Motivate people
  - The committee will post a schedule of who will be in the dunk tank
  - A schedule has been set to send out email announcements in regard to events that will take place
  - Events will be posted in FM and on the plasma
  - The sign shop will be making a bigger poster

#### 4. UPD and Stop Signs

This matter has been closed

#### 5. Is the “state government” in control of pay raises at ASU?

- Al gave a brief history of the State Government and how ASU’s financing and pay plans are directly related in the large scheme of things.
- Al explained the difference between the Classified pay plan and the Non – classified
- State Government Froze cost of living increases “other” increases which were meant to include “reclassifications” which is different from a promotion.
- Reclassify is when the work performed does not match the classification grade.
- Promotion is when the job duties completely change

#### 6. New Business:

- There was a discussion on the purpose of evaluations since there is no pay raise tied to them. Al explained that the evaluations are not a tool to be used for receiving a raise or promotion, and do not compare an employee to another. Their primary purpose is for continuous improvement, which is why we changed the title and format of these to the Continuous Improvement & Team Development Discussions (CI&TDD) this past spring. The intent is for all to keep ourselves accountable and continuously improve as a team and as individuals. KPI’s help us to look at the individual performance from year to year and improve on the areas we are lacking in.

- Communicating with AVC Board
  - AVC members would like to have a calendar invite for meeting.
  - Also reminding them the day before and the day of the meeting
  - A week before meeting hard copy reminder to supervisors
  - Agenda emailed out
  - Post on the plasma
  
- Allison will re-email the minutes from June's meeting to AI and distribute to the board