

FACILITIES MANAGEMENT
AVC ADVISORY MEETING MINUTES
July 23, 2008

1. Employee Satisfaction Survey-
 - a. Meeting is scheduled for Wednesday, August 6, 2008.
 - b. Board will meet in the FM Conference Room at 12 noon.
2. Awards and Recognition Program-
 - c. No questions were asked....
 - d. Issue will be closed until further notice.
3. Comp Time vs. Wellness Program-
 - e. AI has clarified comp time earnings with department supervisors
 - f. Wellness hours will not be deducted from comp. time worked.
4. Wellness Program-
 - a. The revised program will be launched at the beginning of the fall semester.
 - b. Revisions include individualized structured goal oriented "fitness" programs, confidential monitoring by the wellness director and confidential progress reports.
 - c. AI will speak with Chris Enger about clarifying the types of measurements and monitoring that will take place during the program.
5. A.S.E.A./SEBCO- Vanpool Service-
 - a. AI brought information on the Arkansas State Employees Association Van Pool Program.
 - b. The Van Pool provides safe, economical and convenient commuting for individuals that work in specific areas. Riders pay a fixed fee based on mileage to reserve a seat on the van.
 - c. The program is currently active in the Little Rock area..
 - d. Board members thought it would be a good program if there was more information on the cost for our surrounding area.
 - e. Allison Jordan will collect more information on the program and email it out to FM staff for feedback on who may be interested.
 - f. The board will be update at the next meeting
6. AVC Board Elections-
 - a. Board members reviewed sample ballots for the election.
 - b. The election will be held on August 13 in the FM Meeting Room.
 - c. Flyers have been posted in all departments
 - d. Emails have been sent to eligible employees
 - e. FM Plasma has been updated
7. FM Discretionary Fund-
 - a. Balance as of June 30, 2008 is \$4,193.77.
 - b. Expenses were: April \$231.00, \$200 for flowers, June \$316.00 for Forum.

