

FACILITIES MANAGEMENT AVC ADVISORY MEETING

Date: November 7, 2007

Facilitator: Al Stoverink

Attendees: Dierdra Dotter, Mark Clark, Gerald Adkisson, Larry Darr, Clay Hurn, Randy West, Bobby Colburn, Esther Boyd, Martha Phillips, Ozie Brown, Anthony Passalacqua

Note Taker: Terri Reithemeyer

Time: 12:00pm

Location: FM Main Conference Room

Al opened the meeting with a greeting.

Old Business:

1. Fall Festival—Confirm activities and any changes.
 - Dee Dotter briefly recapped on the date and time of the Fall Festival (November 17th at 10am at Craighead Forest). Michael Sprinkle will not be available to perform. Dee's friend, Joe, will provide karaoke at no charge.
 - Dee Dotter stated that the dunking booth brought in \$160.00 with a total of 124 dunks. With Al matching all dunks, the total brought in for the Discretionary Fund was \$284.00. She also stated that the planning committee is brain-storming on events for next year. A few of these events could be a pie in the face, dumping some sort of substance (pudding, etc...) on the head, or spin the wheel with items that can be an advantage or disadvantage for the contestant. Also, making the event last 3 hours. The event may be more feasible in the spring due to the slow period for the Skilled Trades department. This will be discussed in our next meeting per Al.
 - Gerald Adkisson stated that he could build a dunking booth to have for other FM events and will save the \$50.00 cost of renting one.
 - Al Stoverink stated that having more than one event will be good at the next event. This will avoid employees standing around and allow them to be more engaged. Al also wants an article put in the FM Voice thanking the volunteers that put together both the Dunk the Boss and the Fall Festival. The article is to include that if anyone is interested in joining the committee, please let Dee Dotter know.
2. Terri- Updates on Organizational Charts and improvements on website.
 - Terri Reithemeyer handed out updated organizational charts and explained the new format on the FM website. The new format created by Jon Carvell allows the user to click below the direct report on a tab to view their departmental organization chart. Al asked that all members look closely at

the organizational charts. If a member or an employee in that member's department has any questions, please get with Terri.

- Randy West states that he is confused on who handles the colors and styles of materials, such as floor tile. Al told him that the set of standards for customers has gone through evolution. The University Buildings, Grounds, and Facilities committee will be reviewing the standards for approval next week. This will cut out future confusion.

3. Radio communication status— Any updates.

- Al Stoverink stated that we are still waiting for the adjustment to the antenna and approval from the FFA and FFC on the licensing. Lanny Tinker is trying to come up with an alternative. There has been some trial with this alternative, along with some success. We are exploring whether to go with this alternative because we already have financial obligations with the current provider. The radios we have need some modifications. We will get an update from Lanny in writing and I will have him email it to the AVC Board members.

4. Al- Parking Services ticketing at FM.

- Al Stoverink had a meeting with David McKinney and Craig Johnson, but did not make any progress. David says that they have not changed the level of enforcement around Facilities
- Dee Dotter stated that a student worker, Zach Harber, is a resident and the UPD wanted him to walk to Facilities because of his hangtag restrictions. Al stated that the zone parking for residents and commuters is different. There are issues because we are “no longer considered on the perimeter of campus” with the new family housing Child Services developments. Some family housing residents are trying to avoid being ticketed by parking in our parking lot. The apartment residents have special parking tags and Parking Services has to treat this area like the rest of the campus areas.
- Larry Darr had brought in a copy of a ticket that an employee received when his tire was on the yellow line. This employee drives a large truck. Al will lend a voice in the appeal for this employee. It may not help, but could give a valid reason on this issue for us. Mark Clark stated that the appeal cost is \$5.00 and if you win the appeal, one is still out of the appeal cost.
- Al Stoverink stated that there was confusion over the payroll deductions on the parking hangtags. Parking Services has owned up to the error in communicating the information to the staff. Any employee that wants to have the cost deducted from their check has to fill out the deduction form and turn it in to HR. The other choice is to pay at the cashier window.

5. Binder needed for Clay Hurn

- Terri Reithemeyer gave Clay Hurn a binder. No one else needed a binder.

6. Scholarship Information- Kathy Hicks article in newsletter.
 - Al Stoverink asked if there were any questions about the scholarship article that was in the last newsletter. No questions at this time.
7. Retiree's Date on Employee Retirement Board- Al was to talk to sign shop.
 - Al Stoverink has talked to the sign shop. This is on their list to do be done.
8. High Level window Cleaning- Al was to talk to Evelyne.
 - Al Stoverink has talked to Evelyne. So far, no one seems to have an answer to this problem. We are still looking into this issue.
9. Recycling- Any improvements on communicating with customers on where to recycle and what can be recycled- Newsletter article from Helen McCoy.
 - Al Stoverink stated that Helen McCoy wrote an article on recycling in the last newsletter. We are further expanding the recycling program.
 - Gerald Adkisson wanted to know which bulbs get recycled. Al stated that some do get recycled and some do not. Al will get this information. Terri will get with Evelyne and have her do an article for the newsletter.
10. Christmas Holiday- Al was to talk to managers about employees taking vacation around the holiday seasons.
 - Al Stoverink stated that no employee will be forced to take vacation days for the Christmas holiday. All departments may be more flexible with vacation days if no big projects are in progress.
 - Anthony Passalaqua asked when vacation requests must be turned in to the supervisors. Dee Dotter stated that it needs to be turned in the beginning of December. She will double check on this and send him the information.
 - Martha Phillips stated she has not heard any more about the full week vacation issue in the custodial department. Al Stoverink stated that this should not be an issue since vacant positions have been filled.

New Business

1. ASU Band utilizing the field in front of Facilities Management
 - Al Stoverink pushed to get the band moved to the old track area. We will have to see what the results are. The reason being is the parking in the field, rutting up the field, and FM parking space congestion.
2. Staff Senate- Randy West
 - Randy West asked the board if his being elected on the Staff Senate Committee would be a conflict of interest. The board stated no, more of a plus for the board.
3. Staff Recognition Task Force

- Board wanted to know the results of the recognition survey. Al Stoverink stated that the results should be ready by January.
4. Access in the building
- Ozzie Brown stated that he is having difficulties getting in the Facilities building at certain times. Al Stoverink stated that anyone with access problems should notify their supervisor. The supervisor will notify the direct report. The direct report will notify Natalie Ball or Lisa Figueroa to allow the employee the access. All access has to be approved by the supervisor and the direct report first. Any time a new ID is issued to replace an old one, access has to be restored.
5. Alumni Center Project
- Mark Clark wanted to know what is going on with this project and what part in this project will the Skilled Trades department have. Al Stoverink stated that we will be taking care of the office wing. The major duck work will be contracted out. It will be the largest project we ever had and can be a great success for us. The time frame is 9 months and we probably will hire some temporary support. The project will involve the Skilled Trades, Building and Grounds, Procurement, Warehouse, and Custodial department. Al plans on presenting information to the whole department about this project in time. Right now we are waiting on contract execution between the University and the Alumni Association.