

## Facilities Management

### AVC Advisory Board Meeting Minutes

**Date:** January 25, 2007

**Facilitator:** Al Stoverink

**Note Taker:** Rebecca Gregory

**Attendees:** Dierdra Dotter, Ann Ford, Brian Tibbs, Donald Elliott, Gerald Adkisson, Mark Clark, Clay Hurn, Dean Collins, Mark Wade, Larry Darr, Melinda Barrett, Randy West

#### 1. Employee Satisfaction Survey Follow-up

- a) Al welcomed the two newest members and then opened the floor for questions and comments concerning the survey.
- b) Concerns and Comments stated was:
  - Clarity on some of the questions. They appeared to be asked backwards and this left some concern on how the questions were answered.
  - Too repetitive
  - Too long
  - Some employees were not comfortable answering questions pertaining to groups.
- c) Al stated that the length and repetitiveness came from splitting the management levels. He also suggested that we hand out an organizational chart prior to the survey next year. He stated that he wants to pass these comments to Lanny and have him address them in the next meeting.

## 2. FM Discretionary Fund:

- a) Al stated that as of December we have a total of 54 contributors and are averaging \$255.84 a month in contributions. This is up from 33 contributors and \$110.00 a month. He was positive about the increase and gave an overview of how employees can make donations through Torchbearers and earmark FM Discretionary fund to ensure funds go directly onto our account.
- b) Al stated that he gave the Fund to this group because there was no one overseeing the usage of this money.
- c) Al gave a current statement of funds.
  - We spent \$386 on flowers and \$896 on FM monthly forums since 7/1/06.
- d) Questions were raised as to if we could charge for attendance at the monthly forums. Comments were made that this would discourage attendance.
- e) Questions were asked as to how many employees actually know what the Discretionary fund is and how the forums are funded. It was suggested that something be written and distributed to better inform the FM community.
- f) Al suggested that we put an article in the FM Newsletter describing what this is and how it is funded.
  - Coffee Fund
    - Al wants Dee to track the usage and cost of coffee over the next month and report back at the next meeting. This will help determine a better way to fund this function.

### 3. New Business

- a) Al discussed information received in the staff senate meeting concerning raises, classification, and cell phone issues. He stated that with the new Chancellor's Administration, employees in the Staff Senate may receive information before he does, so they may hear changes/implementations in that manner before he has an opportunity to address it.

### 4. Old Business:

#### a) Fall Festival

- Dee gave an overview of her committee meeting and items they discussed. The Tentative date is slated for Saturday, October 27<sup>th</sup>.

#### b) Softball

- Natalie is still heading this committee. Gerald volunteered as a representative from the AVC Board to assist her in this effort.

### 5. Other Concerns

#### a) Meeting time for AVC

- Every 4<sup>th</sup> Thursday at noon in the FM Conference Room
- You will still be allowed to take your lunch hour. This meeting is considered company time and not personal time.