

**FACILITIES MANAGEMENT
AVC ADVISORY BOARD MEETING MINUTES
January 20, 2010**

1. Vote on Employee of the 4th Quarter 2009
 - In a unanimous decision, the board selected Philip Moffitt to receive the award.

2. Vote on Employee of Year 2009
 - Employees of the Quarter for 3rd and 4th of 2008, as well as all Employees of all the Quarters of 2009 were in the pool for Employee of the Year. The board members selected Brian Tibbs as Employee of the Year 2009.

3. Review Quarterly FM Discretionary Budget Report
 - Al presented the board with the FM Discretionary Account quarterly financial statement. Al stated that he believes FM spent \$600.00 more in that month than the discretionary fund actually received. He stated that although this was mostly due to the FM Fish Fry, the fund still needs more in terms of contributions and donations. The board recommended continuing the plans to have Elaine Poynter come during a forum in the spring to encourage more FM employees to contribute to Torchbearers. There were no other questions raised at this time.

4. Review FMOP: Training and Development Comments/Suggestions
 - Terri Reithemeyer presented the board with the newest version of the FMOP with all revisions previously recommended. The board will review this newest version and address any comments or recommendations to Al, Terri, or Jim no later than one week from today.

5. Review FMOP: Safety Procedures Comments/Suggestions
 - Jim presented the board with the latest version of this FMOP. Billy Pierce raised a question regarding an employee's rights to refuse any tasks that may be unsafe or hazardous. Jim Gibbs will contact the Safety Task Force and inform them of the board's recommendation to draft language in the Safety FMOP stating that an employee has the right to discuss any unsafe or hazardous tasks he/she has been asked to do with the safety committee chairperson, safety supervisor, or the AVC.

6. Employee Recognition Program
 - The board recommended that a time frame of six months should be the limit to the amount of time employees are kept in the nominating pool for Employee of the Quarter.
 - The board also recommended that once these changes are made, that the FMOP be distributed to senior management for final comments.

7. FM Capital Projects Bi-Weekly Report
 - Al presented the board with a copy of the Capital Projects report for the board's review and questions. This will become a part of the monthly meetings.
8. Donation Questions – Erin Brawley
 - Erin spoke with Al after the meeting and she has placed donation jars in various locations around FM to help aid a very ill family member.
9. Old Business
 - A. Street Lighting Issue – Al stated that FM is still looking at this issue, and there is definitely a need for this. Zac Minton and Woody Haynes are working on estimating the cost for this.
 - B. Uniform Task Force – The board was informed that the Uniform Task Force has begun meeting on a regular basis and will report to the board when a new policy is proposed.
 - C. Torchbearers Brainstorming – The board recommended continuing the spring invitation for Elaine Poynter to come speak to FM employees and encourage increased contributions to the FM Discretionary Fund.