

FACILITIES MANAGEMENT
AVC ADVISORY BOARD MEETING MINUTES

Date: February 25, 2009

Facilitator: Al Stoverink

Attendees: Anthony Passalaqua, Adam Prestidge, Billy Pierce, Esther Boyd, Patricia White, Ozie Brown, Don Neldon, Randy West, Bobby Colburn

Note Taker: Amanda Mellard

Time: 12:00pm

Location: FM Conference Room

1. Employee Satisfaction Survey:
 - a. Would like to see a higher level of satisfaction
 - b. Al follow up on Task Force

2. Department Organizational Charts:
 - a. Reviewed with board members
 - b. Amanda will keep charts updated

3. Designation of Essential personnel:
 - a. Everyone is essential and needs to report to work

4. Pay issues during emergency closures:
 - a. Discussed ASU Inclement Weather Policy Number 03-02
 - b. Al and Ed Kremers are discussing a waiver for time off to see if there may be a loophole in the state policy
 - c. Need to have supervisors contact payroll for any pay issues during the ice storm.

5. Employee Recognition Program:

- a. Employee of the Year is based on a calendar year, therefore the AVC Board has voted that they will wait until the next EOY election to vote since there will be more nominees than just two.
- b. Quip Secretary will send out emails, post on the Plasma and the bulletin boards where and how to nominate coworkers, and keep updated.

6. Training:

- a. All training courses should be taken seriously.
- b. Al stressed that all departments should be prompt on signing up for classes.

New Business:

1. Charity Comp Leave

- a. Special Olympics will need volunteers for their function held on April 24th.
- b. Randy proposed taking vacation time to help out. Al said there is a policy on Charity Leave.
- c. Al would like to make this a sponsored event.
- d. Randy will get more details from his source.

2. Suggestion Box Items

3. Training Task Force

4. Promotion Task Force