Facilities Management Advisory Committee
August 21, 2018 Minutes

Attending: Larry Secrest, Holly Pasmore, Cord Harris, Chad Tucker, Katie Beitz, Brandon Coe, Tim Sullivan, Matt Cross, Bobbi Todd for Dustin Jones, Jack Ribble, Chris Haynes, Bill Hilson, Ron Tarbutton, Jenny Cundiff

Called to order at 8:31 a.m.

Approval of July Minutes: Approved
Approval of August Agenda: Approved

Executive Update: Ron Tarbutton
1) Changes at Monroe & University intersection. Pedestrians will be able to cross at all crosswalks and diagonally. Stop in ALL directions, No right turn on red.
2) August 20th was the first day of classes be extra cautious in parking lots, especially when backing out.
3) Dr. Lee Bird with Student Affairs will be retiring at the end of the semester.
4) Joe Weaver has a University Planner that will be housed in FMA (Adrian’s old office). Casey Shell will start September 4th but is not a FM employee.
5) August 30th is the first OSU football game for 2018. Anticipate parking lot and street closures.
6) Hester street completion is scheduled for this week. Paving is the final phase but was delayed by rain.

HR Update: Tim Sullivan
1) Faculty & Staff Volleyball for the fall will be Tuesdays and Wednesdays from noon – 1 pm, more details to follow.

SAC Update: Jenny Cundiff
1) The next SAC meeting will be September 12, 2018 in SU 412 Council Room
2) SAC has a new board for 2018-2019
3) Pamela Stokes, UHS spoke on new services that are now available to faculty and staff members:
   - Seven (7) care providers are on staff.
   - The west side of the clinic will be an employee wing.
   - Urgent care and regular doctor’s appointments are available.
- Lab and X-rays are available on site.
- Referral specialist is available to recommend care.
- Dr. Tamara Richardson is on staff as the EAP psychologist; six (6) visits are FREE to OSU employees.
- A drive-thru is now available (call first to pick up); possible courier service is in the future.
- Elizabeth Lohrman, Licensed Dietician/Nutritionist is on staff; two (2) appointments are FREE to look at body composition and nutritional choices.
- Visit [http://uhs.okstate.edu](http://uhs.okstate.edu) for more information.

4) Distinguished Service Awards (DSA) will be held separate from Staff Development Luncheon. Possibly the first week in December.

**Wellness Update:** Jenny Cundiff

1) Employee Boot camp (August 27 – November 16)
2) Shape Up (August 28 – November 15)
3) Saddle Up (September 10 – November 16)
4) Wellness Wednesday September 14 at 12:00pm. Financial Wellness

**Unfinished Business:**

1) Shirt order and pricing options were handed out. We need a due back date if we want to proceed. Front chest logo only. Prices are below. Add $1 for each “X” on all shirts.
2) AED/First aid kits in FMS building – more to come on training and usage.
   a) Kim Southworth has a check-list for them and has located all AED’s on campus. We need to work on getting a map of locations.
3) Lake Carl Blackwell discounts are available on the parking website for $25.
4) After hours driving policy – for stand-by driving specifically. This needs to be consistently followed. Ron cautioned to be extra cautious and just don’t break the rules.

**New Business:**

1) FMAC’s 2018 Employee of the Year Selection Committee:
   - Bill Hilson - Chair
   - Brandon Coe
   - Chad Tucker
   - Katie Beitz
2) Dress code policy – A motion was made by Bill and seconded by Brandon to take this concern to SAC via Jenny. The policy is outdated and it doesn’t take in account piercings, tattoos, etc.

- This policy is made by VP Admin and Finance not FM.
- Very job specific.

3) Fundraising Ideas for FMAC

- Several ways we can do this:
  - Dunk tank, bake sale, silent auction, raffle for a parking spot.

4) Removal of Suggestion boxes

- This needs to be investigated further. There might be OSHA requirements.

5) Can our CWID be our Name badge?

- FM badges put people at ease for those who need to be in dorm rooms or office spaces.
- If the CWID was lost, it would be the employee’s responsibility to replace it.
- Investigate lanyards with a break away safety that say FM or OSU?

6) Can we give more than a 4.99% raise to employees?

- This is an old policy that is no longer in use. All internal candidates get the same pay as an external candidate. Budget still needs to be taken into account.

7) CCS vehicles parked in FM spots?

- Must have an FM hang tag in the vehicle or you will get a ticket.
- These are project managers and Custodial managers normally doing inspections and will not be parked all day in a spot.

**Announcements:**

Next Meeting is Tuesday, September 18, 2018 at 8:30a.m. in FMA 124

**Meeting adjourned at 9:23 a.m.**