Facilities Management Advisory Committee
July 17, 2018 Minutes

Attending: Larry Secrest, Holly Pasmore, Cord Harris, Chad Tucker, Katie Beitz, Brandon Coe, Geena Brownell, Tim Sullivan, Matt Cross, Dustin Jones, Nick McKnight, Kerstien McMurl, Jack Ribble, Aimee McMurl

Called to order at 8:32 a.m.

Approval of June Minutes: Approved
Approval of July Agenda: Approved

Executive Update: Ron Tarbutton via Geena Brownell

1) Cowboy Carriers - This is a 100% volunteer experience which helps our students and their families as they move to campus and prepare for the new school year. Everyone who volunteers will receive a free Welcome Week t-shirt, and OSU faculty and staff will also receive a voucher for a FREE meal at North Dining Facility. We also welcome organizations and individuals from the Stillwater community, and volunteers may wear their group t-shirt.

Wednesday, August 15, 2018 from 8 am to 6 pm is Move In Day! Volunteers are needed in two hour shifts for the following tasks:

- Welcome Tent
- Recycling Assistance
- Water/Lunch/Supply Delivery
- Door Greeter
- Unload Cars/Mover
- Elevator Monitor

For more information go to https://reslife.okstate.edu/about-us/cowboy-carriers

2) August 20th is the first day of classes.
   a) Early move in dates are August 10th 5-8 p.m. & August 11th 8 a.m. to Noon.

3) Exclusive FM soft opening at the Colvin Center:
   a) August 7th 8:30 – 10 a.m.
   b) August 8th 8:30 – 10 a.m.
   c) Grand Opening August 10th 11 – 1 p.m.

4) Joey Keel has taken another position within OSU HR, her last day in her current position will be July 31st.
   a) If new items come up you may contact Tim Sullivan at 744-7319 or email at sullit@okstate.edu
**HR Update:** Tim Sullivan

1) Tim handed out new injury reports from 07/01/2017 – 06/30/2018 and an update on open positions.
   a) In the future we will be able to request injury reports for specific departments.
2) Tim mentioned our HR partners are now HR consultants.

**SAC Update:** Jenny Cundiff via email – will be attached to minutes

1) The next SAC meeting will be August 1, 2018 in SU 412 Council Room

**Wellness Update:** Tim handed out flyers about Colvin Center soft openings

1) Wellness Wednesday is August 15, 2018 at 12:00 – 12:50 p.m. Seretean Wellness Center

**Unfinished Business:**

1) Cord passed around the approved FM Pistol Pete logo we can use on shirts.
   a) We will be looking into companies to get this process started.
2) FM staff Day is on hold until a date is announced.
3) The website is in the process of being redesigned, changes are being minimized.
   a) Once redesigned FMAC minutes/agenda will be updated regularly at [www.fm.okstate.edu/AdvisoryCommittee](http://www.fm.okstate.edu/AdvisoryCommittee)
4) AED/First aid kits in FMS building – Larry will be helping out as we go forward to work out a solution, more to come.
   a) Kim Southworth is working on a plan to locate all AED’s on campus

**New Business:**

1) FMAC’s New Officer team for 2018-2019:
   - Chair: Cord Harris
   - Co-Chair: Chad Tucker
   - Secretary: Holly Pasmore
   - Treasurer: Kerstien McMurl
2) Faculty and Staff should see a discount on passes to Lake Carl Blackwell starting this fall, more information to come.
3) Aimee and Dustin pointed out the OSU logo is changing so to use caution with what you use it on.
4) Discussion on whether changes could be made on the after-hours driving policy for employees on 24-hour call.
   - Tim is contacting Risk and property management. This is a pretty strict policy for insurance and public perception reasons.
   - Different departments have specific time frames on response times.
- We may need more communication on why these policies are in place.

**Announcements:**

Next Meeting is Tuesday, August 21, 2018 at 8:30a.m. in FMA 124

Meeting adjourned at 9:24a.m.