Facilities Management Advisory Committee
June 19, 2018 Minutes

Attending: Bobby Edwards, Casey Keyser, Holly Pasmore, Cord Harris, Chad Tucker, Katie Beitz, Brandon Coe, Jenny Cundiff, Geena Brownell, Joey Keel, Tim Sullivan, Matt Cross, Dustin Jones, Bill Hilson, Nick McKnight, Kerstien McMurl, Jack Ribble, Aimee McMurl

Called to order at 8:31 a.m.

Approval of May Minutes: Approved
Approval of June Agenda: Approved

Executive Update: Ron Tarbutton via Geena Brownell
  a. Welcome Larry Secrest as our new Coordinator, FM Programs.
     o Employee surveys called for a stronger safety culture in FM. Over the next year we will see more development of safety programs.

HR Update: Joey Keel & Tim Sullivan
  a. Reminder of the July 4th holiday coming up. Employees must be present, on paid sick leave or annual leave before and after the holiday to receive 8 hours holiday pay.
  b. Joey handed out new injury reports from 06/01/2017 – 05/31/2018 and an update on open positions.
  c. The Colvin Center will be offering FM exclusive Soft Opening tours August 7 & 8 at 8:30 a.m. and Grand Opening August 10th.

SAC Update: Jenny Cundiff
  a. SAC held elections June 1, 2018. New officers: President: Melanie Bayless, Vice Chair: Tashia Cheves, Secretary: Ashleigh Hall.
  b. The next SAC meeting will be July 11, 2018 in SU Council Room

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

Unfinished Business: None
  a. Cord is checking with John Heusel for approval of which of the Pete logos are available for FM shirts.
b. FM staff Day ideas - Hamburgers, hot dogs, brisket. Casey suggested we ask employees to bring a side or desert or pitch in $5 if you don’t want to bring anything.
   - Donated items are accepted from companies.

New Business:

a. Election of New Officers – postponed until next meeting so all new members are present.

b. Employees aren’t getting FMAC updates. Ideas were discussed including: adding minutes to the FM monthly email, updating FM website.
   1. [www.fm.okstate.edu/AdvisoryCommittee](http://www.fm.okstate.edu/AdvisoryCommittee)

c. AED for FMS building and first aid kit discussion
   1. Cord met with Kim Southworth to discuss getting an AED for FM. The biggest issue is the cost to purchase one is around $800. They also need to be inspected every 6 months by EHS.
   2. Other options are CPR training through EHS at a cost of $25/person or including this training in our monthly safety trainings.
   3. We will work with EHS to get a list of where AED’s are on campus and who is trained to use them. Talking to other departments who have units and what their protocol is.
   4. First aid stations are $15-20. A list could also be made on where those are located throughout FMS.

Announcements:

Next Meeting is Tuesday, July 17, 2018 at 8:30a.m. in FMA 124

Meeting adjourned at 9:05a.m.