Facilities Management Advisory Committee
November 20, 2018 Minutes


Called to order at 8:32 a.m.

Approval of October Minutes: Approved

Approval of November Agenda: Approved

Executive Update: Ron Tarbutton

1) Fan Fare of Lights will be November 27 at 7 pm on the Library Lawn. Bring your family and friends.

2) Suggestion box program – The number of suggestions are increasing. For the most part they are good constructive suggestions. The suggestions are divided among the directors and suggestions are made and evaluated and sent out in the monthly email.

HR Update: Tim Sullivan

1) Tim handed out flyers for the Employee Dodgeball tournament. (will be attached to minutes) We would like to have 2 teams from FM if possible. Email Tim if you are interested. sullit@okstate.edu

SAC Update: Jenny Cundiff

1) The next SAC meeting will be December 12, 2018 at the new Endeavor lab

2) SAC minutes and Faculty Council Report will be attached to the minutes.

3) Where’s Pete Discovery Trail is a geocaching experience on the OSU campus. Find the geocache and claim your prize at the concierge desk in the Student Union.

4) Congratulations to FM Procurement Services for winning 2nd place in the Harvest II drive.

5) Lee Byrd is retiring in December/January. Interviews for her position are currently underway.

6) Jaime Payne is leaving OSU for the OSU foundation.

7) Distinguished Service award ceremony is being held December 11 from 1:30 – 3:00 pm at Jorns Hall in the Human Sciences building.

8) You can still purchase flower cards from any SAC representative for $20. The card allows you to receive a free bouquet from Little Shop of Flowers once a month for a year.

9) Colvin and Seretean Wellness Centers will have adjusted hours over the holidays.
**Wellness Update:**  Genna Brownell – flyers will be attached to minutes.

1) There is a new bulletin board next to the supply counter with wellness information.
2) Ted Talk Tuesday November 27 from 12:15 – 12:45 pm. Deadline to register is November 26 at noon.
3) Walks with Wellness November 8 from 12:15 – 1 pm. Explore the new Endeavor Lab. Register by November 2 by noon.
4) Maintain don’t Gain is underway until January 11.
5) Dependents can now join the Colvin Center

**Unfinished Business:**

1) Expected delivery of FM shirts will be the first week of December.

1) Dress Code Policy – handouts will be attached to the minutes
   a) Department specific. FM is under the division of Administration and Finance.
   b) These need to be updated to include piercings and tattoos. Safety and professionalism will win this rule.
   c) Tim is willing to talk to individuals and supervisors to come to an understanding on policies.
   d) As regards to OU, and other school wear, Ron said we need to respect our employer.

2) Fundraising: * Jenny is looking into ways we could fundraise*
   a) Since FMAC is a non-profit organization we are not allowed to do fundraising. We have “seed money” which is used to aid campaigns such as United Way, etc.

3) United Way has ended for 2018. FM reached 83% of our goal, raising $4,956 towards the OSU goal.

**New Business:**

1) Employee of the Year Process Update – The selection committee has selected a candidate for Employee of the Year, a vote was taken and approved.

2) Why is there a limit on the number of standby shifts an employee can work?
   a) This is particularly for O&M.
   b) Ron explained: Productivity, safety and accidents and knowledge were the key concerns. There is not a hard limit on the numbers but everyone needs to be kept up to date on how to cover shifts.

**Announcements:**

Next Meeting is Tuesday, December 18, 2018 at 8:30 a.m. in FMA 118, unless unavailable due to construction.

**Meeting adjourned at 9:11 a.m.**
SAC REPORT TO FMAC
Tuesday, November 20, 2018
8:30 a.m.

• The SAC Meeting held Wednesday, November 14 in Room SU 412 – Council Room
  o Melanie Bayles, Chair - Present
  o Tashia Cheves, Vice-Chair - Present
  o Ashleigh Hall, Secretary - Present
  o Sarah Axtell, Treasurer – Present (has resigned; last meeting as Treasurer)

• Guest Speakers
  o Health & Wellness/Catapult – Crystal Burton, Health & Wellness Intern
    ▪ Shared information about the Where’s Pete Discovery Trail on campus
    ▪ Provided a flyer with a link to the Where’s Pete Discovery Trail brochure.
    ▪ Follow clues in the brochure to find Pistol Pete embedded in 15 bricks hidden around the campus.
    ▪ Complete the trail and treasure map and claim a prize at the concierge desk inside the Student Union (a Pistol Pete key chain!!!)
    ▪ Geocaching is also available.
    ▪ This is a fun, family-friendly activity on campus.

  o Harvest II – Ashleigh Hall
    ▪ 1st Place – Campus IT
    ▪ 2nd Place – Facilities Management/Procurement Department

• Officer Reports
  o Treasurer’s Report, Sarah Axtell – Treasurer Report not available. Sarah has resigned. Mary Mock was elected to replace her.
  o Secretary, Ashleigh Hall – Ashleigh is compiling a list of annual events to be put into a SAC calendar and would like submissions from each committee.
  o Vice-Chair, Tashia Cheves – New SAC shirts were available for pick-up, for those who had not received theirs yet. All SAC members were asked to go to CLB 007 after the SAC Meeting for official photos from Gary Lawson.
  o Chair, Melanie Bayles – Reported that Jamie Payne is leaving OSU for the OSU Foundation and Lee Byrd is retiring in December/January. Interviews for her replacement were being held this week, including two candidates with previous ties to OSU.

• Branch Campus Reports: Deborah Morgan of OSU-OKC reported that their SAC Committee was fully staffed for the first time. Their United Way campaign raised $7,301 with 59 donors participating, which was an increase over last year’s campaign.

• Policies, Benefits and Budget Committee – Michelle passed around a sheet requesting ideas for guest speakers from other departments who might be willing to come speak to SAC in upcoming meetings.
• **Communications Committee** – Kristi Wheeler announced that the November SAC Newsletter will come out Tuesday, November 27.

• **Awards and Recognition** – Elaine Johns was absent, and Jenny Cundiff spoke in her place. SAC members were reminded that this year’s Distinguished Service Awards will be held December 11 from 1:30-3:00 p.m. at Jorns Hall in the Human Sciences building. Desserts and beverages will be served. The DSA’s will include financial awards, trophies and certificates. Please plan to attend and support OSU’s staff nominees and award recipients.

• **Fund-Raising Committee** – Flower Cards from The Little Shop of Flowers are still available for $20 each, which allows you to purchase one FREE bouquet of flowers per month with opportunities to upgrade monthly or to purchase a dozen roses at half dozen price in a single arrangement. One may begin purchasing flowers immediately upon purchase, and your card will be stamped each month that you purchase, for a total of 12 months. See Jenny Cundiff or Aaron Moore to **purchase a flower card for $20, which equates to 12 bouquets for $1.67 per month!!!**

• **Events Committee** – Committee Chair Shelby Sanders is out with a broken leg. No report.

• **Faculty Council Report** – No report

• **Graduate and Professional Graduate Student Association (GPSGA)** – Ravneet Kaur
  - Reported on upcoming holiday event
  - GPGSA is a graduate student organization that provides access to funding for travel/research grants. Learn more at: [https://gpsga.okstate.edu/](https://gpsga.okstate.edu/)

• **Department of Wellness**: Kim Beard did not report. Below are Hours of Operation for November 19-25 for Colvin Recreation Center and the Seretean Wellness Center:

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<th>COLVIN RECREATION CENTER</th>
<th>SERETEAN WELLNESS CENTER</th>
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<td>November 19, 2018 - November 25, 2018 - Thanksgiving Break Week</td>
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• The next SAC meeting will be held **Wednesday, December 12, 2018** at the new Endeavor building, and will include a tour of the Endeavor Lab.

*Submitted by Jenny Cundiff (11-19-2018)*