Facilities Management Advisory Committee

October 16, 2018 Minutes

Attending: Holly Pasmore, Cord Harris, Katie Beitz, Tim Sullivan, Matt Cross, Dustin Jones, Bill Hilson, Jenny Cundiff, Jennifer Blasier, Bobby Edwards, Aimee McMurl, Nick McNight, John Byram, Geena Brownell.

Called to order at 8:31 a.m.

Approval of September Minutes: Approved

Approval of October Agenda: Approved

Executive Update: Ron Tarbutton via Geena Brownell

1) Ron will be out of the office all week – No substantial update.

HR Update: Tim Sullivan

1) Tim handed out flyers of open positions, (The positions not highlighted yellow are currently being interviewed), Employee benefit fair, Flu Shots at FMS, EAP psychologist availability at UHS and Department of Wellness programs. All will be attachments.

2) Flu Shots – ONLY 50 AVAILABLE! - Wednesday October 24 FM 101J from 9:30 – 11:00 am. Please bring insurance card and a completed consent form.

3) Pneumonia or shingles shots will need to be requested. Call Pamela Stokes 4-7287 Or Rita Hundley 4-7022 at UHS.

SAC Update: Jenny Cundiff

1) The next SAC meeting will be November 14, 2018 in SU 412 Council Room

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

Wellness Update: Jenny Cundiff/Tim Sullivan

1) Ted Talk Tuesday October 23 12:15 – 12:45 pm. Application deadline October 19 at noon. Call Seretean Wellness Center to register

2) Tackle your Excuses/October Wellness Challenge – Bring a friend to the Colvin center with you for free all month. Every time you go to the Colvin in October and you will be entered to win Four tickets AND a parking pass to the November 17th OSU vs. West Virginia football game.

3) AHC Wellness Innovator Training October 26 8:30 – 12:00 pm. Application deadline October 19. Register online at https://okla.st/AHCInnovatorsFall2018
4) Maintain Don’t Gain – November 5 – January 11. Deadline to register is October 31. Email Kim Beard to register Kimberly.beard@okstate.edu

Unfinished Business:

1) An online store will be opened until November 20 to place shirt orders. Holly will send out the link as soon as it’s ready. Expected delivery of the shirts will be the first week of December.
   b) If you would like to pay cash for a shirt, please see Holly Pasmore or your FMAC representative.
2) AED’s for FMS – Due to the fact that every OSUPD patrol car has an AED in it and their response time is less than 3 minutes to any building on campus, FM will not move forward with the request to purchase.
   a) Please download the Orange Shield app. If you call 911 from your cell phone it will route to Stillwater PD, not OSU.
3) Dress Code Policy
   a) Geena is getting more information about FM Policy
   b) Jenny is looking into University Policy through SAC connections
4) 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.

New Business:

1) Employee of the Year Process Update – We received 29 nomination forms this year. The Committee is in the process of scoring the binders and will meet next week to pick finalists.
2) United Way Campaign flyers and information will be attached.
3) Suggestion Boxes
   a) Wooden boxes have been taken down and replaced with new ones.
   b) There have been several responses so far from the boxes. They are being investigated and will be addressed in the November update from Ron. Be patient.
4) John Byram – Help our own campaign timeline.
   a) November 1 – Letter of intent goes out
   b) November 16 – Applications are due
   c) November 26 – Start Food Drive
   d) December 13 – Last day to donate food
   e) December 14 – Pick up food
   f) December 25 – Christmas

Announcements:

Next Meeting is Tuesday, November 20, 2018 at 8:30a.m. in FMA 124, unless unavailable due to construction.
Meeting adjourned at 9:12 a.m.