

# Facilities Management Operating Policies and Procedures Manual

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**Effective Date: 03-23-09**

**Policy Number: 04-50-003R2**

**Section: Facilities and Services**

**Subject: AVC Advisory Board Recommendations**

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## **Purpose:**

To give staff a clear understanding of the AVC Advisory Board.

## **Background:**

In 2005, Al Stoverink, Assistant Vice Chancellor of Facilities, commissioned the Employee Satisfaction Task Force to make initial recommendations to establish a working AVC Advisory Board. The following was recommended:

The AVC Advisory Board will assist the AVC in any way possible to ensure that ASU becomes a leader in education and service to students, parents, faculty and staff.

The mission of the AVC Advisory Board should be to uphold the following:

- Assist the AVC of Facilities to identify problems from the worker's perspective.
- Suggest solutions and/or corrective actions so as to improve work processes and procedures.
- Help to improve work environment and make operations more effective and efficient.

## **Policy:**

The Employee Satisfaction Task Force recommends the following:

1. The name of the group should be the AVC Advisory Board.
2. The AVC Advisory Board should be comprised of 12 members (non-supervisor), each elected by peers for a two year term. The terms should be staggered so that no more than ½ of the Advisory Board is elected each year, thereby leaving

experienced people on the Advisory Board who are knowledgeable of ongoing projects and have an in-depth understanding of how the process works.

a. The elections should be split as follows:

Year A:

Landscape, Motor Pool & Support Services	Position 1
Building Maintenance Services	Position 1
Custodial Services	Position 1
Custodial Services	Position 2
Construction & Project Services	Position 1
Business Services & QulP	Position 1

Year B:

Landscape, Motor Pool & Support Services	Position 2
Building Maintenance Services	Position 2
Custodial Services	Position 3
Custodial Services	Position 4
Construction & Project Services	Position 2
Engineering & Energy Management	Position 1

3. AVC Advisory Board Positions were amended in 2009 as follows:

Landscape, Motor Pool & Support Services .....	Position 1, Position 2
Custodial Services .....	Position 1, 2, 3 (day shift)
.....	Position 4 (night shift)
Business Services & QulP .....	Position 1
Construction Office & Project Services .....	Position 1, Position 2
Engineering & Energy Management Services .....	Position 1
Building Maintenance Services.....	Position 1, Position 2

**Total: 12**

4. The Quality Improvement Processes (QulP) administrative secretary acts as note and minute taker for AVC Advisory Board, schedule meetings and/or locations.

5. AVC board members cannot serve consecutive two year terms.

6. Elections are to be scheduled annually during the first week of August. The AVC Board will direct appropriate AVC members to conduct elections. The QuIP director will coordinate the election on behalf of the AVC Board.
7. The QuIP administrative secretary will post names of all eligible candidates and submit ballots to all participants at election time. The ballots are tabulated by QuIP administrative secretary, and the candidate with the most votes wins. In the event of a tie, the AVC Board will hold a drawing to determine the winner.
8. The AVC of Facilities Management will notify the individual that has been selected, and any candidate may decline with no repercussions. The person next in line with the highest number of votes is then declared the winner.
9. The AVC Advisory Board should set written goals and objectives. Regular meetings are suggested to begin monthly, and then the Advisory Board will set the frequency.
10. When an AVC Board member leaves or is promoted to a supervisory position, a special election will be held to select a representative for the remainder of that term. Any person who is selected to fill that position on the board will still be eligible for election due to serving less than a two year term.
11. No personal issues should be brought before the board. An AVC member can have an item placed on the Advisory Board agenda by emailing the AVC in advance. The AVC will decide if the issue is appropriate to be placed on the agenda or if the issue needs to be resolved by another method.