

**Facilities and Services
Internal Advisory Minutes
February 2015**

Attendees: Rene Ruiz, Enrique Espalin, Ruben Madero, Gilbert Perez, David Avalos, Jessie Marquez, Luis Velasco, Michael Lucero, Jerry Jersvig, Hector Valera, Eric Blechinger, Priscilla Carabajal, Esther F. Amezcuita, and Glen Haubold

 **Essential personnel**

We discussed the essential personnel submission from the Internal Advisory Committee website, and the opinions were a little all over the place. We talked about the campus needs that some people may not have been aware of, in that Housing is here regardless, events take place, and there is more need to de-ice the walking paths than people realize. Some of the staff questioned the need for all Facilities staff to be treated as Essential Personnel, and Haubold did point out that this does have something to do with everyone reporting for timekeeping purposes; for example, people not listed as Essential Personnel will need to stay home unless called. That was fine with many. It was agreed that the shop supervisors and managers would work to define a list for each shop.

 **License reimbursements**

We discussed license re-imbusement with something of a repeat discussion. Haubold is fine with reimbursement for training for those licenses that are listed as a job requirement (CEUs) but training that is professional development must be listed on the annual evaluation for purposes of treating everyone fairly when deciding on training. Haubold will ask the managers for a list of required licenses. Note that this is reimbursement if the employee wants to pay in advance.

Avalos asked about taking the water test the third time and as he pointed out, we have decided this before but apparently not everyone has gotten the word. Haubold has approved multiple times for taking tests and he will reiterate to all managers and supervisors that we will allow this – but he does want to approve.

 **East gate**

We discussed and leaving open during the day was approved. Philip Cordero will be tasked with working this out with Art and the “lockup crew”. It was mentioned that those on the west side of the complex had asked about a better walkway, and I am asking Tim and Lucchau to work on this with Velasco so that we can get a report back. I wish to remind everyone that the yard is ours and we need to work together to keep others out.

**Facilities and Services
Internal Advisory Minutes
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 **Strickland Awards**

We discussed this some more, too, and one bit of input that was brought forward was that one shop would prefer a monetary award and does not feel that this award is worthwhile if there is not a cash award. This is not what the rest of the feedback has been, however, and at the previous meeting most said that they preferred that these awards to be handed out at a FS activity and not the Administration and Finance one. AVP Haubold is still waiting on a few more people who have names to suggest and then we will make the awards, probably at the picnic as the majority seems to want to do. I did agree to see where we stood with being able to do cash awards, as the AF Voice has also talked about this and as we all know, cash awards are challenging.

 **Employee Survey**

One member brought feedback from someone in his shop that said that “our concerns are not listened to”. Haubold said that he hoped that this was not about staffing, because that question has been asked and answered and that the reality was that staffing will probably continue to decline, not go up. He will be glad to discuss at any forum that people want.

Several people said that they knew that staffing was going to remain where it was and that these concerns are about other things. The person who brought it up said that the folks who mentioned this did not say what the concerns were, only that they had expressed them and no one listened.

This shop also mentioned that Executive Director had come to meetings but had not followed up on requested items. Haubold said he would arrange a meeting with this shop and that all items will be followed up, although that does not mean that people would like all the answers.

The merging of the Plumbing and Mechanical Shop was again brought up, with space being an issue. This was pointed out as being a good example of communication, because Haubold said that space was a fairly simple issue to solve. It was decided to arrange a meeting with the Mechanical Shop; Haubold asked the Mechanical Shop representative to ask the shop to be thinking about this - if your first choice was to put the shops back the way they were, that will not be happening; therefore, what would be the second choice? Would it be more space?

**Facilities and Services
Internal Advisory Minutes
February 2015**

 **Communications**

Yard cleanup was mentioned, and one comment was that the shops would like to see everyone involved and Haubold pulling weeds. Priscilla offered to help if we had a cleanup and we agreed to schedule a general yard cleanup.

((!! Note from Glen: to be honest, keeping the work area we are responsible for clean and organized is the responsibility for each of us; if you really want to see me pulling weeds, please see me for my home address and you can come over any weekend and watch to your heart's content !!))

Another comment was that it had been expressed that in the old days, OFS felt like family and that it does not feel like family any more. Haubold said this was an interesting comment that should be followed up on and that management at NMSU wants to listen to the employees but that means everyone should be coming forth with positive suggestions and participating in the conversation.

(Another note from Glen: if you have thoughts on this, please let your Internal Advisory Committee person or me know. We want positive input.)

We talked about uniforms, and Haubold had this to say: every shop is “doing their own thing” regarding uniforms, and he feels that money can be saved by a single contract. This is going to be very important next year, because in all probability, FS will be asked to reduce budget by 3% across the board and saving money on uniforms seemed to be better than trying to save money with trucks or people, which are the other two options. There was a question about shirt color, and Haubold said shirt color was decided by NMSU when it decided that crimson was the school color. The Advisory Committee is there to advise and provide input within constraints, and there are still options such as long sleeve, short sleeve, and material, etc. to be discussed. This will be moving forward.

**Facilities and Services
Internal Advisory Minutes
February 2015**

 **Picnic committee**

The consensus is that we want the picnic to be just for FS personnel. Money was brought up, and Priscilla, Esther, and Haubold said that requesting money from vendors was a problem because others on campus do not have this option and it appears like we are taking advantage of where we buy materials from. Haubold promised to provide guidance on this.

 **Other events**

Mingle Jingle was agreed upon at Christmas with possibly some shops being combined for the purpose of the cooking. Priscilla will manage the details.

One member suggested an activity around football games, and Haubold suggested having a tailgate at a football game. Priscilla and Haubold are going to work on this.