



Facilities & Services Internal Advisory Committee Meeting Notes

September 10, 2015

Thursday- 12:00pm-1:30pm

Location: Large Conference Room

Attendees: Glen Haubold, Priscilla Carabajal, Julian Perez, Rene Ruiz, Robert Herrera, Ricardo Salinas, Rocky Puentes, Luis Vasquez, Gilbert Perez, Daniel Galey, Ramiro Carrillo, Esther Amezcuita, Roe Day, Olga Holguin, and Fernando Ortega.

Review:

- Glen- The Internal Advisory Committee originated to give us an opportunity to recommend ideas to make FS better. He wants to hear issues that impact FS as a unit. Remember what **advisory** stands for.
- East gate issue has been resolved. Custodial oversees opening and closing gate.

1. Essential Personal Overview-Glen

- Luis Velasco from Electric brought forward the discussion.
- Everyone at FS at one time was listed as Essential Personal.
- Glen and management have met to determine who is considered essential personal.

2. AF Voice- Olga and Esther:

- Four employees from FS are on the committee: Esther Amezcuita, Roe Day, Phillip Cordero and Olga Holguin
- Website Committee – Olga is constantly updating the AF Voice website (afemployee.nmsu.edu). Announcements can be found on the “What’s New” tab.
- Communication Committee will meet in January 2016. One of its goal is to enhance communication for all A&F employees between the A&F leadership team and staff. Glen said this would also help facilitate better communication with the Internal Advisory Committee. Solutions on how communication should trickle down.
- Excite Committee – Esther reported on the Excite Award. This award would allow directors, managers, co-workers, and peers to recognize each other who go above and beyond. Cash Award will be \$250.00 plus certificate and pin. Nomination forms will also be in Spanish next year. Employees can donate to the program. This will help with future awards and recognition.
- Holiday Committee – Harvest of Thanks will be underway. This business meeting is for all of A&F to come together as one unit. A&F has 634 employees. Survey will be going out soon. You will be allowed to choose from either meeting at one luncheon, dinner and dance (you will need to purchase ticket), or a mingle jingle type idea (each unit would be in charge of own area).

3. Uniforms- Esther:

- F/S will be using the new F/S Uniform Guide Lines.
- Some shops have begun using Crimson uniforms. A lot of compliments have been made.
- RFB has been revoked. Uniforms have been consolidated with Bazaar Uniforms. FS will only be using Bazaar Uniforms and American Linen for laundry services. Only Paint and Vehicle Mechanics are using laundry services.
- Friday shirts will only be ordered for new coming on employees. Replacements will be discussed. Cost for Friday shirts has been reduced converting to Bazaar which includes embroidery for \$24.99 compared to \$40.00.

4. Around the Room:

- Glen will be nominating FS for the Award for Excellence.
- Roe- Recommended we need future topics with deadlines, so we aren't taking too long to resolve issues.
- What would you like to know about with communication?

Next Meeting:

TBD