

Housekeeping Advisory Committee
Conference Room, Cheek-Clark Building
January 19, 2012

Welcome and Introduction

Ms. Lea Holt welcomed and thanked everyone for attending the meeting. Members of the Advisory Committee present were: Virginia Bailiff, Sylvia Bland, Shawn Caldwell, David Fraley, John Williams, Juanita Williams, Angela Womack and Donald Wright, Kyaw Aung and Saw Lawla Moo. Also present were Carolyn Elfland, Tracy Agnew, Carly Perin, Christopher Chiron, and staff support Mary Craven. George James was not present at this meeting.

Committee Calendar

Mr. Chiron went over the proposed calendar for the year, and two dates were discussed: July 5, which would be the morning right after the Independence Day holiday; and November 22, which is Thanksgiving. Mr. Caldwell suggested that we forfeit the July 5 meeting since we will meet three times in August. Mr. Fraley suggested that the Committee meet on Friday, November 16, 2012, rather than on November 22. Mr. Chiron stated that the revised calendar would be provided at the next meeting.

Minutes: January 5, 2012 Meeting

Ms. Holt read the minutes for the January 5 meeting to the body, and noted that the list of absent members (George James, Kyaw Aung and Saw Lawla Moo) had been omitted and should be added. Ms. Williams motioned to accept the minutes as amended, and Mr. Fraley seconded the motion, and the minutes as amended passed unanimously. The minutes will be revised and issued the week of January 23, 2012 and will be posted to the website.

Updates from Carolyn Elfland

Ms. Elfland gave several brief updates on the status of several Initiatives.

- The Housekeeping Initiatives website was being revised and would be updated soon.
- The ESOL sessions started on January 18, 2012, with nine (9) members in each class.
- The University started a new hiring process for all temps campus-wide. Temp jobs have to be posted and applicants will now be required to fill out applications online.

There was additional discussion about shifts and staffing:

- Ms. Elfland asked the Committee to provide input about third shift work. She noted that due to customer needs, some building areas can only be cleaned when very few or no one is working there. Because of this, we would likely always have some third shift workers.
- Mr. Wright raised the question about being short-staffed and having to do additional work to cover vacancies. Ms. Elfland briefly explained how the budget cuts over the past

three years have resulted in lost positions. However, because Housing & Residential Education provides the funds for its cleaning, the Housing area has not been affected by these cuts, unlike the Academic and Health Affairs areas.

- There was discussion about changes in staffing in Housing. Ms. Elfland explained that Housing & Residential Education has to keep itself competitive with off-campus apartments and housing. To use its funds efficiently, it needed to reduce overtime, so five positions were moved and some temps were hired to work on the weekends.
- There was discussion about even distribution of work. Ms. Elfland stated that this was being reviewed by looking at the average square footage of cleaning per employee but also taking into account special circumstances and requirements in some buildings that may require additional effort. There were several comments about employees in zone cleaning areas “teaming up” to clean some of their areas in order to cover for vacancies.

Housekeeping Director Search Update

Ms. Perin, who is the Chair of the Housekeeping Director Search committee, stated that they received one hundred applications and these have been narrowed down to ten (10) applications for the telephone interviews. Three to five candidates will come on campus in February for a last round of interviews with the hope of filling the position in March or April 2012. Ms. Holt will be driving the candidates around campus during the day of their onsite interviews and will be able to feature some of the work that the housekeeping staff performs.

Ms. Holt and Mr. Chiron facilitated a discussion to formulate questions that we would like to ask the candidates. We will continue to work on the questions at our next meeting, February 2, 2012. Mr. Chiron and Ms. Agnew will take the ideas presented at the meeting and shape them into questions for the next meeting for further discussion and refinement. Also, Mr. Chiron will ask Ms. Verita Murrill, Director of Training & Talent Development, to come to that meeting to help develop our questions.

Other Business

Ms. Holt stated that there were six (6) housekeeper positions and four (4) Zone Manager positions open, and that there are two new buildings opening this spring, which means there will be a large number of positions which will begin recruitment soon.

Next Meeting

The next meeting will be held on Thursday, February 2, 2012, at 7:30 am.