

**HOUSEKEEPING ADVISORY COMMITTEE  
CONFERENCE ROOM, CHEEK-CLARK BUILDING**

March 1, 2012

**Welcome and Introduction:**

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

**Minutes: February 2, 2012 Meeting:**

Ms. Holt gave each member a few minutes to review the minutes of the February 2, 2012 meeting. After discussion, Ms. Bland motioned and Mr. Fraley seconded to accept the minutes with two corrections (correct spelling of Virginia Baillif's last name and the word submit).

**Housekeeping Director Search:**

Ms. Elfland stated that the feedback papers were coming in from the Housekeeping Department and the search committee and that she will use the feedback in making a decision. Ms. Elfland thanked everyone for their participation in the process and feedback.

**Recent Hiring Activity:**

Ms. Elfland stated that there has been a lot of hiring activity in the past few weeks. The first round of interviews was for six housekeepers, four zone managers, and two crew leaders. The second round of interviews was for the new Dental School building that is opening in April (13 housekeeper positions). These positions should be filled very soon.

**Other Business:**

Ms. Elfland asked if anyone had any concerns or questions that they would like to ask. Mr. Wright asked about the key situation - should temps have a key to the key box so they can get their own keys to their building. Ms. Holt stated that the intel key system was gone and that we will have to come up with another system for key access in Housekeeping. Ms. Elfland suggested using the OneCard since that system was already all over campus. Ms. Elfland thanked Mr. Wright for bringing that to her attention and stated that they would address the issue as soon as possible.

The next issue was Team Cleaning, Ms. Elfland stated that we will stay with Team Cleaning and that by the end of 2013 the whole campus will have been converted. Vice Chancellor for Finance & Administration, Karol Gray, gave money to set-up closets in each Zone for team cleaning and to purchase necessary equipment.

Ten new crew leader positions will be created for 3<sup>rd</sup> shift. These are new positions, not converted housekeeper positions. Ms. Elfland stated that the candidate pools for the recently-posted crew leader positions were not as strong as would be expected. Mr. Fraley said most people think that the crew leader position is supposed to act as the Supervisor when the Supervisor is absent and that some employees do not want to be in that kind of role. He said Crew Leaders have taken the role of a Supervisor and do not do any cleaning.

Ms. Elfland stated that the crew leader is not a Supervisor, but is an assistant to the Supervisor, and that the crew leader makes sure the supplies get to employees and balances out the work load due to absences as well as having their own housekeeping duties. Ms. Elfland stated that Herb Richmond will set up re-training of everybody in Housing on Team Cleaning so that the role of the Crew Leader will be clarified. Ms. Elfland encouraged the Committee to encourage their co-workers to apply for the new positions.

On Thursday, February 23, 2012, the Committee was given a draft of an FAQ on team cleaning that would be provided to employees. Ms. Elfland asked for feedback from the Committee on the content of the document. Based on the discussion, two questions were added to the document: one distinguishing the role of the Crew Leader from the Supervisor, and one explaining how the composition of the team in terms of the cleaning specialist roles can vary from building to building.

**Next Meeting:**

The next meeting will be held on Thursday, March 15, 2012 at 7:30 am in the Cheek/Clark Training Room.