

**HOUSEKEEPING ADVISORY COMMITTEE  
CONFERENCE ROOM, CHEEK-CLARK BUILDING  
MAY 10, 2012**

**Welcome and Introduction:**

Mr. Darius Dixon welcomed and thanked everyone for attending the meeting. Members present were: Kyaw Aung, Virginia Baillif, Sylvia Bland, John Williams, Shawn Caldwell, Angela Womack, Saw Lawla Moo, Juanita Williams, David Fraley, George James and Donald Wright. Also present were Tracy Agnew, Christopher Chiron and staff support Mary Craven.

**Minutes: April 12, 2012 Meeting:**

The Committee reviewed the April 26, 2012 minutes. Ms. Williams made a motion to accept the minutes with one correction (a reference to the Director that should have been Assistant Director), and Shawn Caldwell seconded the motion, and the motion passed unanimously.

**Roundtable Topics:**

Mr. Dixon asked the Committee members if they had any issues they would like to raise.

- There was a question about summer schedule for Housing. Normally, the schedule shifts to 6:00 am – 2:00 pm to avoid the afternoon heat, especially in residence halls that were not air-conditioned. Mr. Dixon stated that he would check with the Assistant Director.
- A concern was raised regarding wet floor signs, and that students and staff do not pay attention to them. Mr. Caldwell will check on options.
- Mr. Caldwell reported on a follow-up to an issue raised at the April 26 meeting regarding mops being available for emergency purposes in buildings. Every building should have an emergency closet with a wet vacuum and mops so that the floor crew will not have to use equipment already assigned to other employees.
- There was a reminder about being careful when stripping and waxing not to splash on the walls and baseboards, and if there is splashing, to wash it off quickly before it dries.
- Mr. Dixon was asked if he was going to visit the zones. He replied that he will and had hoped to have begun that by now, but that his first weeks have been filled up with meetings (including meetings with housekeepers). He will be meeting with each of the Assistant Directors and Zone Managers one-on-one and will meet with each zone.
- There was a discussion that each shift has different practices regarding meal periods and breaks. Work shifts and schedules will be discussed more over the summer. Mr. Dixon noted that we need to be consistent as much as possible.

## **HR Updates:**

Mr. Chiron gave a few updates:

- A “wave” of interviews for seventeen (17) housekeepers was starting next week. Interviews for four Zone Manager’s positions were completed this week. Three floor tech positions closed on Wednesday, May 9 and interviews will start next week.
- The department is looking at purchasing the Rosetta Stone software to help employees learn English. Employees would be able to access the program over the internet from home on their own time. There will be a trial class for one week. There will be three 1.5 hour sessions for 8-10 employees. They will try to take only one person from each zone to minimize short staffing. There was some additional discussion about how to help employees practice English in the workplace.

There was a question raised about back-filling employees who are taking the ESOL classes. Each Assistant Director was to receive additional temps to cover the absences. Mr. Chiron noted that this did happen, but that in some cases, the Assistant Director may have had to pull the temp to backfill in other ways due to the overall vacancies in the areas.

## **Housing Update:**

Mr. Dixon reported that he had met with Steve Lofgren and Larry Hicks from the Housing Department to discuss graduation and summer turns. He also asked for a space in student orientation to let the students know what to expect out of housekeeping and what they need to do.

## **Other Business:**

Mr. Dixon followed up regarding a question about how the minutes are shared with Zones. Going forward, all employees will sign a sheet so that we will know that the Zone is receiving the information. Mr. Chiron noted that because minutes are approved at the next meeting and get translated, there is a 3-4 week delay in getting the information to the Zones.

Mr. Dixon asked the Committee to speak with their constituents about their concerns and bring them to the meetings, and in particular, what type of training may be needed. He also would like to hear what employees are saying in regard to the changes in the overall department that have been occurring over the past year.

## **Next Meeting:**

The next meeting will be held on Thursday, May 24, 2012 at 7:30 am in the Cheek/Clark Conference Room.