

Housekeeping Advisory Committee
Training Room, Cheek-Clark Building
7:30am – 9am, December 15, 2011

Welcome and Introductions

Ms. Carolyn Elfland, Associate Vice Chancellor welcomed and thanked everyone for attending the meeting. Members of the Advisory Committee present were: Kyaw Aung, Virginia Baillif, Sylvia Bland, Shawn Caldwell, David Fraley, George James, Saw Lawla Moo, John Williams, Juanita Williams, Angela Womack and Donald Wright. Also present were the following members of the Oversight Committee: Tracy Agnew, Wayne Blair, Kathy Bryant, Gena Carter, Christopher Chiron, Brenda Malone, Ann Penn and Lea Holt. Also present were Karol Gray (Vice Chancellor Administration and Finance) and support staff Mary Craven.

Updates

Ms. Elfland stated that the committee will be in place for one year. The committee will be given the option to decide on the frequency of meetings, meeting times and days of the week. The committee was advised that regular meetings will be held with Carolyn Elfland and the Director of Facilities Services, when a replacement is found. Meetings with Karol Gray, Brenda Malone and Ann Penn will be scheduled separate from standard Advisory Committee meetings. During regular meetings speakers may be scheduled to attend to provide information on the specific topic of discussion. All meetings are closed to outside attendance unless expressly approved by the committee in advance.

The committee was advised that they will be meeting with the on-campus candidates for the vacant position of Director of Housekeeping. Tracy Agnew and Christopher Chiron will help the committee develop questions that will be asked of the candidates during these meetings.

There was some brief discussion about current Housekeeping concerns between committee members and others present. The discussion was tabled until future meetings when specific topics can be developed and items prioritized, understanding that the main focus of the Advisory Committee is the current Housekeeping Initiatives.

At 8:30am the members of the Oversight Committee adjourned and the initial meeting of the Advisory Committee began.

Lea Holt, Interim Director of Housekeeping came forward and spoke to the committee. She stated that meetings will start on time and she encouraged everyone about the need to attend every meeting. The first order of business was to decide on the next meeting and pick a time that is appropriate for everyone. After some discussion it was decided:

- ❖ Meet every two weeks
- ❖ Meeting day will be Thursday's, from 7:30 am – 9:00am in the Cheek Clark training room.
- ❖ Meetings will be held on the Thursday after the bi-weekly payday.
- ❖ Minutes will be ready on the following Monday after each meeting and distributed via campus mail to the committee member's mailbox in their zones.
- ❖ Agendas for each meeting will be provided through the same method no later than the end of the week before the next meeting.
- ❖ The next meeting will be January 5, 2012.
- ❖ Topics for discussion at the next meeting will be the Ground Rules and the Housekeeping Initiatives.