

**Housekeeping Advisory Committee
Conference Room, Cheek-Clark Building
March 29, 2012**

Welcome and Introduction:

Ms. Lea Holt 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, Saw Lawla Moo, John Williams, Juanita Williams, Angela Womack, and Donald Wright. Also present were Carolyn Elfland, Tracy Agnew, Christopher Chiron and staff support Mary Craven. George James was not present at this meeting.

Minutes: March 15, 2012 Meeting:

The minutes of the March 15, 2012 meeting were reviewed. Mr. Williams motioned to accept the minutes as provided; Ms. Womack seconded; and the minutes were approved unanimously.

Housekeeping Director Search:

The final stages of the Director search are still in process, and an announcement is expected in the next two weeks.

Other Business:

Ms. Elfland congratulated our new acting assistant directors, Shawn Caldwell and James Trapp, our new Zone Managers, Albert Washington – Zone 212, John Williams – Zone 210, Shawn Womack – 218, and a new evening porter, Saw Lawla Moo in the Dental School. A new organizational chart is in process and will be shared with the entire department when completed.

Ms. Elfland thanked everyone for helping get the word out about the new crew leader positions. There are about 40 applications for each position. The last position will close on Monday, April 2, 2012, and interviews will begin soon. Ms. Elfland noted that there is a need to fill these new positions as soon as possible, in case the legislature issues a hiring freeze or takes away vacant positions.

Ms. Elfland stated that Environment, Health and Safety (EHS) reviewed eighteen (18) different chemicals and confirmed that two of the products are germicidal chemicals that kill all types of germs. She cautioned that the new products do not clean or smell like the old products and that certain chemicals should not be mixed because they can cause dangerous chemical reactions. She reminded the committee that for these reasons, employees should not bring cleaning items from home. We cannot mix the MTR or the Easy Dab with the OSI products.

Ms. Williams and Mr. Caldwell went to Janitor University, and Ms. Williams gave us a short summary of what she learned. This was followed by a short discussion about team cleaning.

Ms. Bland asked about the hiring process, particularly how non-English speaking employees know about the hiring process. Mr. Moo advised us that some of the Burmese have never gone to school and that some have never learned to read or write in their native language. Therefore, they are having difficulty adapting to the classroom environment to learn English. Ms. Elfland said that she would look for a way to address that issue. Mr. Chiron added that the University recently established a telephone translation service with Fluent so that supervisors could get real-time translation over the phone if needed.

Next Meeting:

The next meeting will be held on Thursday, April 12, 2012 at 7:30 am in the Cheek/Clark Conference Room.