

**HOUSEKEEPING ADVISORY COMMITTEE  
CONFERENCE ROOM, CHEEK-CLARK BUILDING  
FINAL - JUNE 7, 2012**

**Welcome and Introduction:**

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

**Old Business:**

Mr. Dixon gave the committee time to review the minutes from the past two meetings (May 10, 2012, and May 24, 2012). Mr. Williams noted one correction to the May 24 minutes (a reference to Mr. Williams that should have been to Mr. Fraley). Ms. Williams made the motion to accept the minutes as amended. Mr. Williams seconded the motion, and the minutes were approved unanimously.

**Open Forum Issues:**

- Mr. Fraley asked for clarification regarding the use of community service leave for employees to attend their children's high school graduation. Mr. Chiron and Ms. Agnew confirmed that high school graduation is covered by community service leave provided that (1) the student graduating is the child or legal dependent of the employee; (2) the graduation ceremony occurs during the employee's work time; and (3) the leave is only used for the time of the graduation (for the remainder of the day, an employee could apply available vacation leave).
- Ms. Womack asked for clarification about the responsibilities of the day porters compared to other housekeepers. Mr. Dixon stated that he would work with the Day Porter supervisor to provide some clarity.

**New Business:**

The Committee established Climate Improvement Goals Subcommittees to address goals created for the University in response to the PRM Report:

- **Subcommittee # 1** - *David Fraley, Angela Womack, George James and Virginia Baillif*  
Pros and cons on issues related to shifts and work schedules.
- **Subcommittee # 2** - *Juanita Williams, Kyaw Aung, Donald Wright and Saw Lawla Moo*  
Ways to increase culture change and understanding and to promote mutual respect.
- **Subcommittee # 3** - *John Williams, Shawn Caldwell and Sylvia Bland*  
Policy issues that need clarification or training and ideas on improving the communication system.

Each group met for forty-five minutes to discuss their issues and then gave highlights on some of their initial ideas.

**Subcommittee # 1: Shifts and Work Schedules**

- Creating a survey for all employees to fill out about their work shift/schedule preferences and to share some basic information about constraints on their schedule, such as transportation, child care, other employment, and education.
- Possibly ask only about the employees' zone and current shift/schedule to provide some confidentiality/anonymity.
- **Next Steps:** The Subcommittee will bring back a draft questionnaire for the Committee to review (7-10 questions).

**Subcommittee # 2: Ways for culture change**

- Developing language exchange that can be shared/practiced in each zone (for example, practicing different ways to say hello in English or discussing customs about gesture and body contact).
- Sharing personal stories about how/why some employees emigrated to the U.S. and the challenges they have faced in doing so.
- Finding ways to emphasize or point out common interests (e.g., sports, cooking, clothing) as well as sharing different practices (e.g. celebrating holidays).
- **Next Steps:** The Subcommittee will draft a more complete list of ideas to present to the Committee for further review.

**Subcommittee # 3: Policy and Procedures**

- Developing a list of priorities about policies that employees would like clarification or training on, or that employees would like to see revised.
- Policy topics initially raised include: leave, attendance, hiring, promotion, work schedules, and breaks/meal periods.
- Pointing out ways for employees to receive information about policies, either on their own or making sure that information is communicated consistently throughout the organization.
- **Next Steps:** The Subcommittee will draft a more complete list of ideas to present to the Committee for further review.

**Next Meeting:**

The next meeting will be held on Thursday, June 21, 2012 at 7:30 am in the Cheek/Clark Conference Room.