

MINUTES

Housekeeping Advisory Committee Meeting

Cheek-Clark Building

October 25, 2012

7:30 am

Mr. Darius Dixon called the meeting to order and welcomed everyone. Mr. Dixon then introduced guest Mr. Bruce Runberg, Associate Vice Chancellor of Facilities Services.

The Advisory Committee members present were: Kyaw Aung, Virginia Baillif, Shawn Caldwell, George James, Angela Womack, John W. Williams and Juanita Williams. Committee members not in attendance were Sylvia Bland, David Fraley, Sa Lawla Moo and Donald Wright. Also present were Bruce Runberg, Tracy Agnew, Darius Dixon and Celeste Christy.

Mr. Dixon called the meeting to order. Minutes of the October 11, 2012 Meeting were distributed for review prior to discussing changes or corrections that were needed. A motion to approve as corrected was made by Mr. Shawn Caldwell, second by Ms. Juanita Williams. The motion carried with a unanimous vote.

Open Issues:

A. Questions and Concerns

- Mr. Dixon reminded the Committee of the limited number of days remaining to complete their projects and the number of meeting dates remaining in the year. Future meeting dates are November 8, November 16, December 6 and December 20. Mr. Dixon called for any questions or concerns to be addressed. There were neither comments nor questions.

B. Group I Proposal Revision to HAC

- Mr. James stated the proposal was faxed to Chris Chiron for review and suggestions and it was not yet available for review with changes and he would need to make copies of the draft for the Committee's review. Mr. Dixon said Group 2 and 3 would proceed and allow time for copies to be made.

C. Committee Review of Implementation Plan and Deadlines of Group 1, 2 and 3

(Mr. Dixon reminded the group they had 23 business days remaining to complete their projects)

- **Group 2 Proposal Implementation Plan**

Ms. Williams stated Group II is composed of Kyaw Aung, Sa Lawla Moo and herself. Ms. Williams reviewed the Implementation Plan and stated that Group II

chose “Cultural” as a project with the focus on Language Learning. She presented a draft of the proposed project materials, which included four (4) languages (Karen, Burmese, Spanish and English). The Plan is to provide Poster Board displays for each Zone. The poster features a list of four languages with correlating pictures and flash cards to help individuals understand the purpose and to assist in learning the languages. In addition to the posters, two handouts were proposed. One handout listed commonly used words displayed in columns with the word first in English, how written in Burmese/Karen, then the pronunciation in Burmese/Karen.

A discussion followed Ms. Williams’ presentation. She was asked if more words could be added such as “break time” and “Fire” which are commonly used words. Ms. Williams responded positively and stated it is best to include only commonly used words.

Mr. Dixon asked if the Committee was to accept the Proposal today, keeping in mind Posters, Cards, and Handouts would need to be completed for 22 zones, could this project be completed by December 6. Mr. Runberg asked how participation would be achieved. Ms. Williams responded participation is voluntary.

Mr. Aung brought up the subject of body language and how that can be perceived as offensive to people of other cultures, causing feelings of disrespect. Mr. Dixon asked Juanita if something could be added to address this. The decision was to table this and think about how to incorporate this with the language project.

Ms. Williams said some cannot speak English but can read the English words.

Mr. Runberg asked if some could speak both dialects. Ms. Williams said yes.

Mr. Aung explained there are several dialects from the mother language.

Mr. Dixon called for approval with a unanimous response to approve.

Ms. Williams stated she hopes to have the project ready for Zones by the November 8 meeting.

- **Group 3 Proposal Implementation Plan**

Mr. Caldwell said that Ms. Bland, Mr. Williams and he composed Group 3. Mr. Caldwell stated the group chose to focus on Policy and Procedures following Human Resources charge to PRM. The group’s effort was to determine the process and needs for training. The Group developed a survey, which was

distributed for review. Group 3 wanted to set a date to get the survey to Zone Managers, set a date for surveys to be returned and set a date to review results and compiled data. The Zone Managers would be in charge of distribution, retrieval and return.

Mr. Dixon read the issues to be addressed by the survey and explained how the results would be compiled.

Mr. James asked why Nepotism was dropped and requested it be added as item 4J. Mr. Caldwell said Nepotism would be added to the list. Mr. Williams asked Ms. Agnew if it would be possible to have the survey translated so all employees could participate. Ms. Agnew said yes.

Mr. Caldwell stated that once the Survey was approved with necessary adjustments, it would go to all Zone Managers on November 5 with instructions for distribution, retrieval and return to Ms. Christy by November 9. Members of Group 3 would then compile data and present the results at the December 6 meeting for the Committee to review. This Plan received unanimous approval.

- **Group 1 Proposal Draft**

Mr. James distributed a draft proposal from Group 1. The survey prefaces that management is considering making changes to work shifts. The group proposes distribution of a formal survey to employees. Data from the survey would provide information concerning impact of proposed shift changes on employees as a whole.

Mr. James stated Mr. Chiron is assisting with the wording, which is not complete, but would be ready for review and approval at next meeting on November 8, and a date set for distribution and return. Mr. Dixon said this is a close window for completion by December 6. Mr. James said he felt confident it could be accomplished.

New Business

A. Discuss What Should be Accomplished during Nov. 8 and Dec. 6 Meetings

- Each Group stated plans for accomplishments on or by the November 8 and/or December 6 meeting dates and those are reflected in these Minutes.

B. Other Issues

- Virginia Ballif asked why use of white toilet bowl brushes had been discontinued and replaced with the red brush. She indicated the red brush splashed water on the housekeeper. After discussion it was determined the red performs best. Ms. Williams suggested that use of goggles is helpful. Mr. Runberg asked about the

use of goggles when a person wears glasses. Ms. Williams, Mr. Williams and Mr. Caldwell all stated goggles are still required even with eyeglasses; the exception being with eyeglasses with side shields. It was suggested the housekeeper advise Crew Leader of brush preference. Mr. Williams stated that sometimes the chemical being used can create this situation, not the brush. Mr. Caldwell said some Zones still have some white brushes on hand but the red brush was choice of the majority.

- Ms. Williams said she had two responses from 3rd shift concerning GED classes. One individual would have a 1 ½ hour wait between end of shift and class and would need a flex schedule to accommodate.

Meeting adjourned at 9:00 am.