



DEPARTMENT OF FACILITIES MANAGEMENT EMPLOYEE ADVISORY COUNCIL

MISSION STATEMENT

The Mission of the Employee Advisory Council, hereinafter referred to as (EAC), is to represent the employees of the Department of Facilities Management, hereinafter referred to as (DFM), in an advisory capacity to the Director of Facilities Management, the Leadership Team, and co-workers.

Further, it is their duty to promote peace, order and harmony among DFM employees, to encourage tolerance and goodwill among co-workers, and to ensure equality of treatment and opportunity for DFM employees.

GOALS AND OBJECTIVES

The goals and objectives of the EAC are as follows:

1. To render assistance to management and co-workers by improving communication and understanding.
2. To assist in resolving problems between employees and management where such assistance would not interfere or interrupt the general procedures set forth in the DFM Handbook or University Policies and Procedures, in dealing with such matters.
3. To investigate and attempt to resolve matters where there is evidence of unjust or unnecessary treatment involving coworkers.
4. The Director of Facilities Management may be invited to EAC meetings for discussion of mutual problems or information sharing. Informal discussions between the DFM Director and the EAC are encouraged.
5. To develop, recommend, and promote ideas related to working conditions, morale, public image, efficiency, employee safety programs and other employee related issues.

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BY-LAWS

Article I Representation

Section 1

The EAC shall be represented by one (1) member from each DFM department and (1) DFM supervisor from each DFM department, for a total of eleven (11) members, as follows:

<u>Department</u>	<u>Member Representative</u>
Campus Services/Grounds	One (1)
Supervisor of Campus Services/Grounds	One (1)
Maintenance Services	Two (2)
Supervisor of Maintenance	One (1)
Work Control	One (1)
BSA	One (1)
Supervisor of BSA	One (1)
PDC	One (1)
Plant Operations	One (1)
Plant Operations Supervisor	One (1)

Section 2

Length of Service

1. Rules:
 - a. Leadership team can only serve 1 term in office
 - b. No one can serve more than 2 consecutive years, then must be off for 2 years before trying to serve another term
 - c. Must replace a minimum of 5 team members at the beginning of each calendar year with new members who have not served in the past 3 years (alternates are eligible to apply)
 - d. If a current member wants to serve a second term, they make a request and then it is voted upon by the entire group. Top 6 with the highest number of votes can serve another term (not to exceed the 2 consecutive).
 - e. The next year's leadership team is selected from the prior year's 6 members. Leadership team should only be filled by prior year team members in order to have some experience on the team. Only if you absolutely cannot get a previous year's team member to take the responsibility can you fill a position with a new member. The exception is the Chair—it MUST be held by someone with experience with the EAC

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Section 3

Attendance

In order for the EAC to fulfill its intended purpose, team members must make a commitment to attend each and every meeting. If it is not possible for a team member to attend, it is their responsibility to ensure that an alternate sits in for them.

If a team member misses two or meetings in a term year without an alternate, they will be removed from service.

Section 4

Qualifications

In order for an employee to qualify to represent their respective department, they are required to have worked in DFM for one (1) year.

Section 5

Voting

Each member of the EAC is entitled to one (1) vote, in person, upon every motion properly submitted to vote upon.

Section 6

Powers to Elect Officers

The EAC, on an annual basis, shall elect a Chair, Vice-Chair and a Secretary. It shall be the responsibility of the DFM Leadership Team (LT) to select appropriate personnel to represent their areas of expertise, beginning in October. The LT shall submit their Representation List to the incumbent EAC Secretary no later than November 1 of each year. The EAC Secretary shall then provide the Representation List to the EAC at the November regular monthly meeting for review process purposes in preparation for voting of Chair, Vice-Chair and Secretary at the December EAC Meeting. The newly elected officials will begin their duties at the regular monthly meeting in January of each year.

Section 7

Removal of Officers and/or Members

Any officer and/or member may be removed by the EAC whenever, in the judgment of the EAC, the best interest of the EAC will be served, by a majority rule vote of the EAC, with just cause given for removal to the members of the EAC and the DFM director.

Section 8

Role of DFM Director

The DFM Director or their assignee shall act in an advisory and liaison capacity to the EAC.

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Section 9

Selection Process

It shall be the responsibility of the DFM Managers, with the DFM Directors approval, to select members and alternate members to serve on said EAC. It will be the responsibility of the EAC member to notify their EAC alternate of their unavailability to attend the monthly EAC Meeting, as soon as practical.

Article II Officers

Section 1

Chair

1. Leads the team through the meetings, keeping everyone on task and following the agenda
2. Assigns team members to investigate issues presented during the roundtable discussion
3. Assists team members in their investigations
4. Assigns committee appointments
5. Represents, or assigns EAC representation, on any external committees

Vice Chair

1. Assists the Chair, as needed
2. Conducts the EAC meetings in the absence of the Chair
3. Acts as Secretary in the absence of the secretary
4. Assists team members on investigations as needed

Secretary

1. Roll Call
2. Records the minutes of all EAC meetings
3. Maintains and distributes minutes to all EAC members
4. Prepares the Agenda for all meetings
5. Arranges for guest speakers when requested by team members

Article III Meeting Dates and Times

Section 1

Regularly EAC monthly meetings shall be held on the first Wednesday of each month, in the DFM conference room, beginning at 10:30 a.m., unless otherwise notified.

Section 2

Special Call Meetings may be held at the request of the Chair, Vice-Chair, Director of DFM or at the request of at least five (5) EAC members.

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Section 3

Notice for a Special Call Meeting shall be provided to all EAC members, no less than two (2) days prior to the Special Call Meeting. Notice shall be provided electronically, as well as by hard copy.

Article IV Order of Business/Agenda

Agenda

1. Welcome & Roll Call
2. Distribution & Approval of previous meeting minutes
3. Team member presentation (if applicable)
4. Guest introduction (if applicable)
5. Roundtable Discussion
 - a. Any communication issues to discuss?
 - b. Have there been any problems between employees and management reported?
 - c. Are there any reports of unjust treatment involving co-workers?
 - d. Does anyone have any ideas related to working conditions, morale, public image, efficiency, or employee safety programs?
6. RULES OF THE ROUNDTABLE
 - a. This is NOT a gripe session, but a way to find SOLUTIONS to common issues
 - b. Issues must be presented in a constructive, professional manner
 - c. If you bring up an issue, you MUST have at least one possible idea of how to resolve the issue, then the table can discuss other ideas to resolve
 - d. All issues brought up in a roundtable discussion, along with the ideas presented, will be assigned to one team member to investigate further (talk to other team members not on the EAC, supervisors, HR, etc), and that person should be ready to present a possible solution to the group at the next meeting. Guest speakers can be called in to help solve issues.
7. Other Business
8. Adjournment

Article V Committees

Section 1

The chair shall appoint members of the EAC to serve on committees, when deemed necessary.

Section 2

All committees will furnish written reports at all subsequent meetings until resolution is acquired.

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Article VI Operational Year

The operational year of the EAC shall commence on an annual basis beginning January 1, and ending December 31, to coincide with the calendar year.

Article VII Amendments

The EAC may later amend, revise, add to, or repeal their By-Laws and/or adopt new By-Laws with a majority vote by the members of the Council upon a two (2) week notice to the DFM Director.