

The Physical Plant Appreciative Inquiry Action Plan

Issue	Action Plan	Current Status
1. Central Stores Procurement	a. Hire an office clerk to place the order of all Physical Plant requisitions, in July 2002, pending funding.	Complete. A designated purchasing agent was relocated to the Physical Plant main office in March of 2003. This minimizes the time supervisors spend on paperwork.
2. Racial Preference in Hiring	a. Revise make-up of search committee to include non-exempt employees in Physical Plant. One employee from the shop vacancy and one employee selected by an alphabetical listing, if possible. b. Conduct diversity training for all Physical Plant employees.	Complete. Search committees are now diverse. HR have been members of most search committees. Also, more employees have been involved in the process. In-house searches are also done by search committee. Completed January 2002. Future training to be scheduled thru EEO and Training offices
3. Recognition of Housekeepers	a. Place pictures of team members in the buildings the housekeepers clean. b. Existing recognition programs to remain, enhance if possible.	Revised and Complete. Met with Deans and identified locations. Pictures were vandalized. Administration has conducted training with HR, established monthly employee and team awards, celebrated International HK week, and continue to train supervisors. Complete. Physical Plant Advisory Team recommends that Facility Services to determine own programs.
4. Feelings of Disrespect	a. Establish a Physical Plant Advisory Team with all sections being represented. b. Remind employees that the Director of Physical Plant, Associate Vice President for Administrative Services, and the Vice President for Business and Finance have open door policies. c. Use the "buddy system" for new hires. d. Conduct diversity training for all Physical Plant employees	Complete. January 25 2002 was 1st meeting. Meetings scheduled as needed. Complete. Continue to have open meetings annually with staff. Complete. Physical Plant utilizes the new hire orientation program from HR to pass general info. Completed January 2002. Future training to be scheduled thru EEO and Training offices.