



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT
EMPLOYEE COUNCIL
MINUTES

SUBJECT: Employee Council Meeting
DATE: February 23, 2017
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair
Jennifer Watson Mira Macakanja
Norman Werlitz Joe Gitz
Duane Taylor Jessica Wenger
Robert Bishop Shannon Adams (for JR Richardson)
AJ Young Todd Stroupe
MANAGEMENT Mark Stanis, Director
REPRESENTATIVE: Project Services
GUEST: Rebecca Leinen, Director, Human Resources & Training
DATE PREPARED: 2/23/17

The meeting convened shortly after 12:00 Noon. Ms. Shifflett called the meeting to order.

December 2016 minutes stand as being approved.

OLD BUSINESS:

- **Soda Pop Top Drive** – if you need a container for your soda pop tops, please see Molly. This is an ongoing drive.
- **PVCC Horticulture Curriculum:** At the 12/2016 meeting, Sarah McComb reported we have started to look into options; have left a message with PVCC – awaiting their response.

NEW BUSINESS:

1. Human Resources (HR) Update:

- **Lead@:** Are goals supposed to be job related? Per Rebecca, yes, they are. Such goals are left up at the supervisor's discretion to approve or suggest other goals. You can have two Developmental Activities if you want to have something there that does not directly relate to your current job. Otherwise, your one development activity is to tie into your competencies to help with developing that competency. Goals and recent tuition changes have created a lot of questions among employees. Kevin asked if goals can be drafted & sent to a supervisor. Yes, they can. Goals are due February 28th.
- If an employee is approved to attend a **training class**, leave time is not required – simply use the training WO#.
- **OHS – Safety:** Has a new quarterly flyer...see attached or email them at FM-OHS@virginia.edu if you have questions.
- **Performance Evaluations:** We are finishing up now with the performance discussions over this past year and the next steps involve writing your goals for the current year. Our department sent out an email to all employees to help them write smarter goals...see attachment. Self-evaluations are optional. Discussion was held on the issue of writing a caption under each goal while it is required for supervisors to comment on employee performance, it is optional but helpful for employees to do so...it's a time when employees can toot their horn. It was questioned if people outside the University could still apply for positions at UVA/FM. Yes, they can. FM currently has close to 1,200 fulltime and 100 temporary employees.
- **Career Path:** to be completed by April.
- **Apprenticeship Program:** Apply March 31 – April 21. Applications will be accepted online only at <https://jobs.virginia.edu>. Four-year program in Carpentry, HVAC, Electrical and Plumbing. Job Fair is scheduled on April 4th from 9 – 11am at Alumni Hall. PVCC will also offer a job fair in late March at which we will be present as well.
- **Service Awards:** Dates are being worked on. For 25 and plus employees the ceremony will be held at the Boar's Head Inn. For employees with up to 25 years of service, departments will organize these award ceremonies.
- **OSHA Accident Posting:** Mr. Stroupe asked if names should be included on posted vehicle accident reports.
UPDATE: Ms. Leinen reported, according to the OHS department, OSHA logs do not have names on them when

posted but that is not what was posted. Rather, the directors had requested some accident information including names. That information was shared with the HSPP Safety Committee. The information was not posted by OHS.

- **UFirst:** Academic/Health System/UPG will all combine to be one HR group – UFirst. FM currently follows UVa HR policies and we handle all the FM workload. However, FM will report to the central HR group once this is implemented – Summer/Fall 2018. We don't yet know but are hoping that physically, FM's HR will be located still @ FM. Please be patient with our HR division during this hectic timeframe. Once implemented, the new technology will allow managers to post a position by using their Smartphone. Informational sessions will begin in April for the type of HR positions that will be needed. All HR personnel will need to apply for their job; they will not necessarily go back into their current position; some will be relocated to other UVa departments. It was questioned if UVa is being modeled after another university. It was also questioned if FM HR will continue their routine visits to the HSPP area...this is not known at this time.

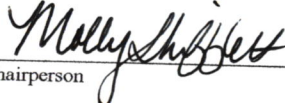
- Three main categories within HR will include:

- **Talent – Service – Technology/Policies/Compensations**

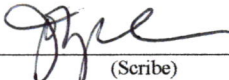
2. **Staff/Senate – Search for Presidential Candidates:** Jessica reported there will be a Town Hall meeting on March 16th starting at 11am @ Zehmer Hall for anyone to attend to share their thoughts, ask questions, or give comments on the selection of our next UVa president. Questions can be collected ahead of March 16th. More details to follow.
 - a. *Molly reminded everyone Staff/Senate meetings are open & welcome for anyone to attend. Feel free to sit in at a meeting.*
3. **Project Services:**
 - a. **Lower Level/Leake Bldg** – Phase I will have FP&C personnel relocate back into the building May 1st. Phase II includes the Operations/Project Services personnel to relocate in June/July. Soon thereafter, the Annex trailer will be removed.
 - b. **Yard/Lower Parking Lot** – we are redoing the yard area with concrete & asphalt.
 - c. **Salt Shed** is coming back late Spring to the FM yard; the **Spreaders** will be too.
 - d. **Upper Level/Leake Bldg** – minor renovations to occur.
 - e. **Materials Warehouse** – to relocate to the current location called the Press Warehouse.
 - f. **Cage** – Bldg. #231 – Recycling Warehouse – we will be chopping off the Cage area which will alleviate tractor/trailer excess activity. Material items will be located in the upper portion of the Cage storage area.
 - g. **Parking Signage / Lower Level** – signage has been placed in the lower parking lot area to remind everyone private vehicles are not to be parking in that area for extended periods of time. Visitor and/or Vendor parking is in the front of the Leake building and the overflow is located at the east of the Annex building.
 - h. **SMOKING AND/OR VAPING is prohibited within 25' of a building.**
4. **FM Girls Day:** Scheduled for June 29, 2017 – This event brings in 12-18 year girls to introduce them to typically male-dominated fields. Thirty-five (35) girls participated last year. This year we hope to have 100 participants by opening the invitation to UVa. This year we plan to branch out. March 15 is the deadline for FM employees to early register a girl – after that time others can register. If you have questions, contact Molly or Jennifer.
5. **FM Apparel:** Jennifer reported, due to new UVa branding guidelines, FM apparel will have a new logo; minor changes. Also, hats are free for employees; if that specific hat is not preferred by an employee, the employee can go to the UVa Bookstore to purchase an officially-licensed hat. Hats from other retailers will 'not' be accepted (such as Walmart & Dick's Sporting Goods).
6. **Ronald McDonald House Meal:** Molly stated volunteers are needed – Meals are served between 3 and 6:30pm. Grocery stores are being asked to donate gift cards to cover the cost of food. It was brought up if FM EC could split up two days (6 each trip) to assist. Make-ahead meals (i.e. crockpots could be used) are allowed. *More discussion @ the FM EC April 2017 meeting.*
7. **Vehicle Back-up Assistant:** Mr. Stroupe inquired if there were recent policy changes regarding a vehicle passenger assisting with backing up a vehicle since he encountered a situation where there was no assistance with three people getting out of a vehicle. Per OHS, it is the driver's responsibility to instruct other employees in the vehicle to spot; discipline could be given to all in the vehicle.

Our next meeting will be held Thursday, April 27, 2017 in the upper level conference room @ 12:00 Noon.

Meetings occur bimonthly.


Chairperson

3/1/17
(Date)


(Scribe)

(EC February 23 2017)

Distribution:

Council Members
Don Sundgren

Rick Rice
Rebecca Leinen

FM Directors
Jane Centofante

Materials Division

Setting SMART(er) Goals

Writing S.M.A.R.T. goals is HARD! Trying to fit in all the pieces (**S**pecific, **M**easurable, **A**chievable, **R**esults-focused, and **T**ime-bound) is difficult when you just want to get the work done. *But what if we could write SMART(er) goals?*

One Way to Make SMART Goal Writing Simple

Goal Statement	What makes it SMART
Do _____ ... in order to _____ ... By _____	Specific action taken to accomplish a Measurable , and Results-focused business need Within certain Time frame



- ➔ Goals measure the quality and quantity of what an employee does.
- ➔ Goals are an opportunity to make very clear what is expected of "me" at work.
- ➔ Avoid using terms that don't allow a margin for error like always, every, each, all, never.
- ➔ Courses/training are development activities, not goals.
- ➔ Focus on what you want to achieve, rather than things you don't want done.

Sample SMART(er) Goals for Facilities Management

First attempt...	SMART(er)...
Complete Preventive Maintenance	➔ Complete a minimum of 10 preventive maintenance assignments weekly.
Provide good customer service	➔ Satisfactorily resolve customer concerns within one visit/contact 75% of the time.
Clean bathrooms based on schedule	➔ Maintain environment quality by completing routine cleaning of the floors, baseboards, walls, sinks, toilets, and other various surfaces in the building daily.
Create proposals each month	➔ Develop a minimum of 4 proposals quarterly with a 50% acceptance rate.
Conduct sidewalk inspections and complete repairs	➔ Ensure personal safety and effective functioning of the property by conducting thorough inspections and completing required maintenance/repair on sidewalks around FM by December, 2017.
Run monthly service report	➔ Prepare a monthly report of completed service calls with not more than 2 errors.

S.M.A.R.T.

Goal Writing Exercise

This process is designed to help you identify what you want to achieve in the upcoming year.

Initial Goal *Write the goal you have in mind.*

1. Specific *What do you want to accomplish? Who needs to be included? When do you want to do this?*

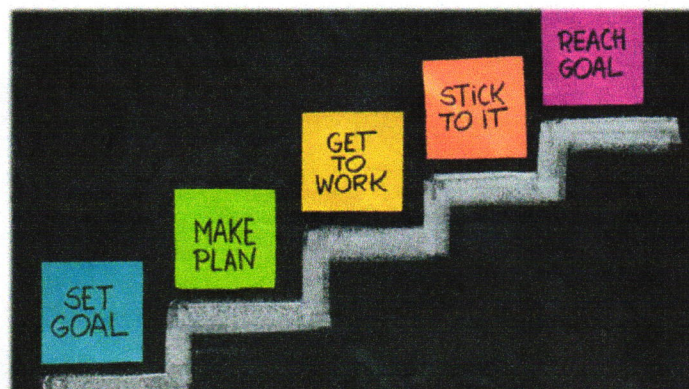
2. Measurable *How can you measure progress and know if you've successfully met your goal?*

3. Achievable *Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*

4. Results-focused *Why am I setting this goal now? Is it aligned with overall objectives?*

5. Time-bound *What is the deadline and is it realistic?*

S.M.A.R.T. Goal Review *Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed.*



APPRENTICESHIP

at the

**UNIVERSITY
OF VIRGINIA**



apply

MARCH 31-APRIL 21

Four-year program provides training in:

- Carpentry
- HVAC
- Electrical
- Plumbing

Applications accepted online only:

<https://jobs.virginia.edu>

attend

APPRENTICE JOB FAIR

April 4, 9-11 a.m. at UVA Alumni Hall
211 Emmet St. South, Charlottesville

learn more

[www.fm.virginia.edu/depts/
humanresources/apprenticeship](http://www.fm.virginia.edu/depts/humanresources/apprenticeship)



Facilities Management

The University of Virginia is an equal opportunity and affirmative action employer.

LOOK WHAT YOU'VE DONE....

SAFETY COMMITTEE CORNER

UVA FM's Safety Committee chairs met last month at their quarterly advisory meeting, where committee goals and accomplishments were reviewed and discussed.

The **2016 FM Safety Champions** were recognized (*right*), and Fleet Safety was identified as an initiative going forward. A **Fleet Focus Team** has been created to engage users and create an easy system of reporting vehicle issues.

Other Safety Committee and Focus Team initiatives for the past year have included a search for flame-retardant (FR) clothing for FM employees in danger of being exposed to electrical shock, electrical cord inspection, institution of JSAs/the [B4 U Start app](#), jobsite visits, PPE requirements, mitigation of dangers to UVA students, employees, and contractors, creation of training programs, and much more!

Thank you to all of our Safety Committee and Focus Team members for your contribution to UVA FM safety!



SAFETY CHAMPION:

February 2017



FM-OHS is proud to recognize Jonathan Ragland & Michael Shumaker: Inspired by the [B4 U Start app](#), Michael & Jonathan added the 911 address of their buildings to doors and phones within the Chiller Plant.

Learn More: <http://bit.ly/SafetyChamps>

TRAINING OFFERINGS

FM-OHS offers training for FM employees in a number of areas:

Aerial Lift ♦ Bloodborne Pathogens ♦ Bobcat/Skidsteer ♦ Chainsaw ♦ Confined Space Entry ♦ Excavation ♦ Fall Protection ♦ First Aid/CPR/AED ♦ Forklift (New Operator & Recert.) ♦ Hazard Communication ♦ Hazardous Waste Operations & Emergency Response ♦ Hearing Conservation ♦ Lockout/Tagout ♦ New Employee Safety Training (NEST) ♦ NFPA-70E ♦ OSHA 10 ♦ OSHA 30 ♦ Respiratory Protection ♦ Scaffold Training

To join or request a class, email FM-OHS@virginia.edu

See the FM-OHS website for the latest on scheduled training: <http://bit.ly/FMOHSTraining>

CAUSE MAPPING

FM-OHS is happy to report that the team is wrapping up the cause map pertaining to the Gilmer Hall water leak.

An inefficient communication procedure was uncovered and rectified. FM employees experiencing an incident can now alert the Service Desk at x2-5880, which will then begin zone notification, if necessary.

Another Cause Mapping Team is currently at work mapping a recent incident. Look for updates in the next *Health and Safety Minute* from FM-OHS.

SAFETY SHOE REMINDER

Truck Dates: February 21 & March 7

The shoe truck is provided a list of eligible employees by FM-OHS. Employees and supervisors are notified of their annual eligibility by FM-OHS via email no later than the day before the scheduled shoe truck visit.

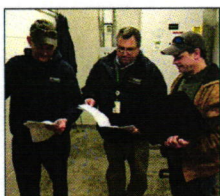
Supervisors must email shoe requests to FM-OHS@virginia.edu at least 7 days prior to the shoe truck visit.



Details on the Safety Shoe Program: <http://bit.ly/FMOHSprog>

SAFETY POSTER

UVA FM's Safety Committees (there are 8!) are taking turns to create posters to remind FM employees



of important safety tips and habits. You can view these posters at [FM-OHS' website](#) or at the entrances to the FM Yard on Alderman, as well as across from Phil's shop in HSPP.

February's safety poster by **Special Trades** highlights the benefits of completing a Job Hazard Analysis or using the [B4 U Start app](#).
<http://bit.ly/FM-OHS>

ASK FM-OHS! We want to help!

- Site Safety • PPE Awareness
- Construction Safety • Health & Safety Training • OSHA Regulatory Training • Written Programs
- Industrial Hygiene • Medical Surveillance • Workers Comp • Events • Hearing Conservation
- Respiratory Protection • Training & Incident Data

If FM-OHS can provide you with any of these services, please email FM-OHS@virginia.edu

TOOLBOX TALKS & TIPS

SAFE LIFTING:

Quick Tips:

- Stretch first
- Keep your back straight
- Get help if needed

See the full toolbox talk here:

<http://bit.ly/FM-OHSSafeLifting>

