



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT  
EMPLOYEE COUNCIL  
**MINUTES**

SUBJECT: Employee Council Meeting  
DATE: **April 27, 2017**  
ATTENDANCE: Molly Shifflett, Chair      Kevin Lawrence, Vice-Chair  
Jennifer Watson      Mira Macakanja  
Norman Werlitz (*absent*)      Joe Gitz (*absent*)  
Duane Taylor      Jessica Wenger  
Robert Bishop      JR Richardson  
AJ Young      Todd Stroupe  
MANAGEMENT REPRESENTATIVE: Richard H. Rice, Deputy CFO  
GUEST: Sarah McComb, Employee Relations & Training Manager (HR&T)  
SAFETY REPS: Forrest Johnson and Benji Boatwright  
DATE PREPARED: 4/27/17

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

February 2017 minutes stand as being approved.

**Occupational Health & Safety (OHS):**

Forrest and Benji addressed the Council about their attendance at today's meeting. He reported safety committees have drastically changed since years ago. We were too big and not very productive. Currently we have eight committees. We want to raise safety awareness for every employee - every day. OHS names a Safety Champion each month - anyone can nominate an employee. Advisory Committee meetings are held quarterly - Mr. Sundgren and directors are invited. We provide safety posters each month. This month's BE SAFE poster was created by Bernard Curry. Wellness and Safety go hand-in-hand. We have a new standardized Lockout/Tagout program which was developed by a focus team led by Justin Callihan. The mandatory videos which were required years ago are no longer valid - they were outdated. Some training has expiration dates. It was questioned how employees are informed about which safety training pertains to their job. It depends on the date of hire (i.e. Monday or Tuesday). Our website is very informative... <https://www.fm.virginia.edu/depts/ohs/index.html>. Anyone can email OHS at [fm-ohs@virginia.edu](mailto:fm-ohs@virginia.edu). Anyone having a specific training request can be addressed. First-Aid and CPR training classes are re-occurring. Anyone can nominate an employee for Rewards & Recognition for performing an outstanding safety task... simply submit an R&R form. "We are paid to work safely." Mr. Sundgren has set specific safety goals... Increase Awareness & Decrease Numbers! If you look at our quarterly statistics, you will see a trend toward a decreasing number of accidents. It was asked if students go thru any safety training... Mopeds are an ongoing safety issue on Grounds. Mark Webb is our FM representative on the UVa Security & General Safety Committee; Jessica Wenger is a member on the Parking & Transportation committee. Mike Duffy is a good resource of information on such issues. Remember to always call UVa Police if you (or someone) have an accident.

**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:** Sarah McComb suggested anyone pursuing the horticulture curriculum to look into online classes - we need to find classes which are equivalent in nature. *In addition she suggested this*