



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: Richard H. Rice,
REPRESENTATIVE: Deputy CFO
GUEST: Sarah McComb, Employee Relations & Training Manager (HR&T)
SAFETY REPS: Forrest Johnson and Benji Boatwright
DATE PREPARED: 4/27/17

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 The mandatory videos which were required years ago are no longer valid - they were outdated.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 of 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. 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*

issue probably should no longer be an Employee Council one but should be addressed in the future between HR and Landscape.

- **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 at a later date.*
- **Staff/Senate –** Molly reminded everyone Staff/Senate meetings are open & welcome for anyone to attend. *Feel free to sit in at a meeting. Only senators can vote*

NEW BUSINESS:

1. Human Resources (HR) Update:

- **Performance Management:** Everyone should be establishing goals for 2017.
- **Apprenticeship Program:** The application deadline was extended through this past Sunday, April 23. Applications were accepted online only at <https://jobs.virginia.edu>. This is a four-year program. We received 550 applications.

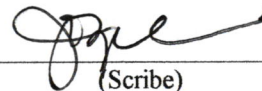
2. Project Services: (Mr. Rice):

- a. **Garden Week** is April 22 – 29. Grounds look fabulous!
- b. **Final Exercises** (May 20 – 21) Fast approaching! Please be aware of ‘quiet time’ for students taking exams.
- c. **Lower Level/Leake Bldg** – Phase I will have FP&C personnel relocate back into the building in May. Phase II includes the Operations/Project Services personnel to relocate in July.
- d. **Yard/Lower Parking Lot** – the Annex will be removed after the lower level renovations are completed.
- e. **Upper Level/Leake Bldg** – minor renovations to occur within areas of Finance, UBO, etc.
- f. **GovDeals** – FM has started selling vehicles, etc. using GovDeals.

3. **FM Girls Day:** Scheduled for June 29, 2017 – This event brings in 12-18 year girls to introduce them to typically male-dominated fields. This year we hope to have 100 participants by opening the invitation to UVa. This year we plan to branch out. **Deadline has been extended.** If you have questions, contact Molly or Jennifer.
4. **Shift Differential Pay Rate:** An employee emailed our website to inquire about clarifying this issue --who gets it and when? The subject is not well documented – Molly stated we will regroup to address the issue – Timekeeping/Cost Office was copied as well.
5. **Snow Removal (Emergency Events)** - AJ asked if designated employees only get paid now versus receiving ‘comp’ time. Sarah reported this is correct – this is a UVa policy decision; not FM. Sarah reported this is for ‘emergency events’ not just snow removal. Also, overtime is paid when an employee works more than 40 hours a week. JR stated Landscape does not receive AGENCY CLOSING for the midnight shift. Forrest stated ‘start’ time is confusing – is it 6am, 7am or 8am? **Sarah will check into this and forward her findings to Council.**
6. **HoosWell Program**– (January 17 –April 28, 2017) – you will be paid in your July paycheck.
7. **Skipwith Hall Dedication Ceremony** – well attended by Mr. Skipwith’s family.
8. **Employee Council Election:** It was questioned about the membership terms of certain Council members. Molly stated we are aligning with the Staff/Senate representation –there are two Senator seats open at this time. It will likely take 2-3 years to get the off cycle in the correct timeframe. If any outgoing member this year wants to stay on the FM Council, please let your appropriate director know.

Our next meeting will be held **Wednesday, June 28, 2017 (not 6/29/17)** in the upper level conference room @ 12:00 Noon. **Meetings occur bimonthly.**


Chairperson 5/1/17
(Date)


(Scribe)

(EC April 27 2017)

Distribution:

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