



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

SUBJECT: Employee Council Meeting  
DATE: **June 28, 2017**  
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair  
Jennifer Watson Mira Macakanja  
Norman Werlitz (*absent*) Joe Gitz  
Duane Taylor (*absent*) Jess Wenger  
Robert Bishop JR Richardson (*absent*)  
AJ Young (*absent*) Todd Stroupe  
MANAGEMENT Mark Stanis,  
REPRESENTATIVE: Director, Project Services  
GUEST: Sarah McComb, Employee Relations & Training Manager (HR&T)  
SAFETY REPS: Sarita Herman (FP&C) and David Dillon (Co-Chair/Safety)  
DATE PREPARED: 6/28/17

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

April 2017 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.
- **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.
- **Shift Differential Pay Rate UPDATE:** (Per Sarah McComb 6/29/17) shift is awarded to employees who work evening, night and/or weekend hours, based on their regular work schedule & the start time of their shift. For example, an employee whose regular work schedule is Monday – Friday (7:00am – 3:30pm) will not receive shift if they work until 6pm one night and/or work on Saturday. Instead, that's overtime for non-exempt staff.
- **Ice Cream Social** – held June 22 and enjoyed by all.

**NEW BUSINESS:**

1. **Human Resources (Ms. McComb):**

- **Service Awards** – ceremonies were held early June from Colette Sheehy's areas for 10, 15 & 20-year recipients at Alumni Hall... well attended.
- **Apprenticeship Program:** Hiring process is underway.
- **HoosWell Program:** Employees who participated in the program from 1/17 – 4/17 will be rewarded in their July paycheck for completion in the program. Another Fall 2017 fitness challenge will occur in August 2017.
- **UFirst Update:** The first wave of applications for HR is going on now. There is a second wave of job postings and interviews that will take place. The goal is to have all current HR staff know their status within the new job structure around November 1<sup>st</sup>. Some of us @ FM could get new roles that start in November while other roles will begin at a later date.

*The FM – HR department will no longer exist once UFirst is implemented*

- **Salary Raises:** Effective July 10, 2017, Classified employees will receive a 3% across-the-board salary increase. Employees need to have a '2' or better performance score to receive the raise. Additionally, University Staff and A&P Faculty are eligible for a merit adjustment based on a 3% pool of salaries. This will apply to employees who have a 'satisfactory' score and were hired on or before 12/31/16. Merit adjustments are effective 7/10/17 for U-Staff and 7/25/17 for A&P Faculty.

2. **Project Services: (Mr. Stanis):**

- a. **Lower Level/Leake Bldg** – Project Services, Systems Control Center and the Service Desk personnel will be relocating their offices July 5<sup>th</sup>. Operations staff will relocate a week later (7/11). This area is still considered a ‘construction site’ until after next week. By July 31, the Annex will be removed.
  - b. **Old Stores Warehouse** (beside the Recycling Bldg #231) is currently being demolished this week.
  - c. **Materials Division** will be relocating to the Press Warehouse bldg.
  - d. **The Housing lock shop office** will relocate to the Lacy Hall building.
  - e. **Yard/Lower Parking Lot** – work to begin Fall 2017.
  - f. **Upper Level/Leake Bldg** – minor renovations to occur within areas of Finance, UBO, etc. in the near future.
  - g. **Surplus Store** – coming Fall 2017. If you have a need for furniture/equipment, it’s free other than moving charges. Our goal is to be located upstairs in the Recycling building. There will be a few parking spaces available; this will be a better location than the Millmont area.
  - h. **Security Cameras** – are located outside FM buildings (Skipwith and Recycling). They will be monitored by University Police.
  - i. **Keys Left in Vehicles** – Project Services personnel will be required to use a lockbox to acquire vehicle keys. Due to the unsecured areas around the lower lot area, all vehicles need to be locked at night... *please get the word out!*
  - j. **FM Lower Level Parking Area** - Mira stated she was very pleased with the area being lit up much better than before. Mark stated once the Annex is gone and the yardwork has started, the lighting should be much better.
  - k. **Lacy Hall Stairs** – it was determined the proposed stairs would have cost \$100K so outdoor stairs will not be installed next to Lacy Hall. Instead, stairs will be built from the Recycling loading dock to the top of the hill.
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 will have 60 participants versus 35 last year.
4. **Safety Shoe – Toe Replacement:** Kevin questioned if employees could get the safety toe replacement (which costs \$15)...this would greatly reduce the cost of having to purchase a new pair. Sarita will check with OH&S and report her findings.
5. **FM Council Elections:** Molly discussed the options available for members as far as electing a new chair and co-chair. A motion was made and seconded to keep the Council’s chair & co-chair ‘as is.’ Therefore, Molly Shifflett will serve as the Council’s chair for the June 2017 – May 2018 period; Kevin Lawrence will serve as the Council’s co-chair for the same period.
- a. **Staff/Senate Representation:** Two of the senator seats is now up for election. Todd Stroupe stated he would like to step down as Senator. Therefore current senators are: Kevin Lawrence, Joe Gitz, Jess Wenger, and AJ Young. Molly reminded senators they can ask to step down at any time due to circumstances.
  - b. Jess reported (a new bylaw) **requires a senator to no longer have to serve on a committee.**
6. **FM EC Goals for 2017-2018:** Molly asked if Council members had any goals for the coming year. Jess suggested having an email possibly from the Diversity and Sustainability committees to update this Council. It was suggested contacting Caitlin Murtaugh for Diversity issues.
- Directors will be asked if they would like to address the Council on topics in their area to present to the Council.**
7. **Food Truck:** – some HSPP employees cannot get access to the food trucks here @ Alderman Road. It was suggested the Diversity committee be contacted for other arrangements for HSPP employees. Discussion held on a Farmer’s Market here @ FM. Molly talked about the upcoming CVC event in the Fall 2017 and the corn hole bag toss. A good way to get people out from eating lunch in their office.
8. **Parking @ Adjacent Church Lot:** Jess stated P&T will ticket a vehicle which is parked in the church parking lot – the church lot is not intended for E-1 parking. She also reminded everyone that if an employee’s parking lot is full, the employee needs to contact P&T.
- a. **It was suggested the Cav/Vanpool parking @ FM be looked into.** Currently there are only 2 spaces available.
9. **Service Spaces on Grounds:** Handicap vehicles cannot park in service spaces. Also, the Transportation & Parking committee has recommended that service permits be increased in amount and the permit has to be vendor/contractor related, but this change has not been implemented. There will be more frequent enforcement as well.

Our next meeting will be held Thursday, August 31, 2017 in the upper level conference room @ 12:00 Noon. Meetings occur bimonthly.

Chairperson

(EC June 28 2017)

(Date)

(Scribe)

Distribution: Council Members, Don Sundgren, Rick Rice, Rebecca Leinen, FM Directors, Jane Centofante, Materials Division