



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT
EMPLOYEE COUNCIL
MINUTES

SUBJECT: Employee Council Meeting
DATE: **April 26, 2018**
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair
 Jennifer Watson Mira Macakanja
 Norman Werlitz Joe Gitz
 Duane Taylor (*absent*) Jess Wenger
 Robert Bishop JR Richardson
 AJ Young Todd Stroupe

MANAGEMENT Mark Stanis
REPRESENTATIVE: Director, Project Services
GUESTS: Elsa Sherrill, HR Business Partner
SAFETY REPS: Dave Roberts, Central Grounds Safety Representative
 Johnny Gooch, West Grounds Safety Representative
 Joshua Humphreys, West Grounds Safety Representative

DATE PREPARED: 4/26/18

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

February 2018 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.

NEW BUSINESS:

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


- **UFirst Workday** to be delayed to start January 2019.
- Dave Roberts mentioned the **Apprenticeship recruiting** program is working great.
- **Class Reimbursement for 2019:** Josh Humphreys asked if the pilot program would still be available for use in 2019. Elsa reported up to \$2,000 allowable amount for professional development is scheduled to be continued. This includes classes that are not in your specific work-related field. For further details, click on the link below.
<http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/education-benefits/>

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

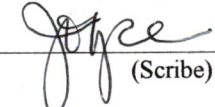
- a. **Annex Trailer** – has been removed; sold on GovDeals.
- b. **April 30** – Construction Alert for **FM Yard** – the backside of the shop building by the Landscape building – the off-road parking area – milling the pavement including the hill.
 - i. 3'- 4' Painted stripes will be installed as well as shade – 6' wide sidewalk and visitor parking spaces to be installed. No islands. The area will be repaved. There will be a charging station for our new electric vehicles.
- c. **FM Spray Booth/Cabinet Shop:** Due to safety reasons, within the next week or so, there will be No Parking signs and crosswalks installed on the road between the two shops.
- d. **FM Front Yard:** This is complete besides the temporary ramp to be taken down by 4/27 & benches to be installed. Speed Limit to be reduced as well in this area.
- e. **Materials & Press Warehouse:** Materials Division personnel have now relocated into the renovated University Press building as of April 2018.
- f. **ReUse Store (Surplus)** – (upper area of Recycling) Now open. The first 'public' sale is scheduled for June/July. Prices will be set – no cash.

- g. **West Grounds Shop Improvements (Maintenance Shop)** – under construction for three months. A restroom will be added.
 - h. **FM Upstairs Womens/Mens Restrooms & Hallway** – to be refreshed.
 - i. **Lock Shop Expansion – Lacy Hall** - almost complete.
 - j. **Back of Landscape** – Access to Fans – looking into.
 - k. **Dave Blair will relocate from Lacy Hall to Skipwith Hall** the week of April 30, as well as Sarah McComb relocating her office within Skipwith.
 - l. Continuing to work on the upper/lower areas for a **safer pedestrian walking pattern** to Alderman Road.
 - m. **Upcoming Projects:**
 - i. Physics Loading Dock
 - ii. Parking @ University Hall (south side of the Cage) – the lot will be closed off – a new temporary housing area will be called the ‘Athletic Village.’ U.Hall/Onesty Hall/The Cage will be demolished. Personnel need to be out of the buildings by August 1st. Several modular units will be brought in to house personnel – this is a five to seven year project. Bus routes will change.
3. **FM Employee Council and Staff/Senate Update** – Molly reported upcoming elections in both areas are coming up in June. We will call a special meeting in late May to work on these issues. Staff/Senate – three seats will be vacated (Jess/Norman/Joe). Discussed the three-year alignment of members.
 4. **FM’s Girls Day 2018** –Thursday, June 14, 2018. (3rd Annual) Our goal is 100 girls. We have adjusted the age range to be from 10 – 18 years old. There will be a tour guide, hands-on program and lunch will be provided. There will be a baseball stadium tour, followed by lunch. An ice cream social will complete the day.
 5. **Graduation 2018/ Move Out!**: JR inquired about the RMC & Lambeth areas’ (where the fire lane is located) move out. We need to keep the parents from driving in this area. Mark stated he would talk to Vickie Hawes (HRL). Mark also stated he would talk to Laura Duckworth as this relates to safety.
 6. **Career Path**: JR asked if there was any update on the landscape division’s involvement. Elsa stated this issue is being looked into as far as Landscape & Custodial Services divisions are concerned. We have reached out to leadership but have not heard back yet. Travis Mawyer/Rich Hopkins need to be informed on updates on this issue.
 7. **Red Wing Shoe/Boots**: This contract has been renewed for five years.
 8. **Bat Houses** – Twenty-one cedar bat houses have been purchased. Some have been installed at Sprigg Lane, the Cemetery, Carr’s Hill Field, Runk Dining and Gooch/Dillard. The metal barriers are low enough for the bats to get inside the house. They were purchased from BatBnb, a company started by a UVa alumnus, for providing a habitat for bat populations that may be affected by nearby construction activities.
 9. Kevin reported TicketsatWork.com has lots of discounts for employees. Log in and start reaping the discounts. Mark also reported (if you are traveling) ask the hotel representative for the State Government Rate.
 10. **Compensation Time Update**: Molly stated an employee asked about the issue of Comp Time – no longer being given - employees get paid for this now....**This only applies to an ‘Agency Closing’ event.** See the email from Kelley Stuck dated 4/17/17 - Change in Timekeeping on Agency Closing Dates - below. Use or Lose time can be taken up to a year from the date it occurred.
 TO: University of Virginia Designated Employees
 Severe weather and other emergencies may force the University to close at any time of year. I am writing to make you aware of a change in timekeeping on agency closing dates.
 There will no longer be an option to receive comp time for time worked on an agency closing day. Designated staff will be paid for all hours worked during the agency closing.
 Designated, non-exempt staff who work on an agency closing day should record time for agency closing based on the number of hours in their regularly-scheduled day and then record “hours worked” for the number of those hours they actually work on that day.
 Designated exempt staff will no longer need to record an entry at all whether they work or not.
 11. Dave Roberts stated if anyone had **safety issues** that needed to be discussed, please let him know.

Our next regularly-scheduled meeting will be held **Thursday, June 28, 2018** in the upper level conference room @ 12:00 Noon. **Meetings occur bimonthly.**


 Chairperson
 (EC April 26 2018)

5/7/18
 (Date)


 (Scribe)

Distribution: FM Council Members Don Sundgren Rick Rice FM Directors Sarah McComb Elsa Sherrill