



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT
EMPLOYEE COUNCIL
MINUTES

SUBJECT: Employee Council Meeting
DATE: **June 28, 2018**
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair
Jennifer Watson Mira Macakanja
Norman Werlitz Joe Gitz (*absent*)
Paige Herndon (*absent*) Jess Wenger
Robert Bishop JR Richardson
AJ Young Todd Stroupe
Christine Alencar Keona Loving
Chris Page
MANAGEMENT Mark Stanis
REPRESENTATIVE: Director, Project Services
GUESTS: Sarah McComb, Senior Business Partner
June Bates, Materials & Fleet Manager
SAFETY REP: Forrest Johnson, Safety Representative
DATE PREPARED: 6/28/18

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

April 2018 minutes stand as being approved.

Introduction of New Members: Keona Loving to replace Norman Werlitz, Christine Alencar to replace Jess Wenger, Joe Gitz was re-elected, and Paige Herndon filled the vacancy of Duane Taylor. All other members/staff introduced themselves.

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. McComb):**

- **UFirst Workday** to be delayed to start January 2019.
- In reference to the Governor's executive order giving state workers 8 weeks of **paid parental leave**, Sarah is seeking clarification at the UVa level...more details to follow.
- **Staff Merit Pay:** Sarah reported **University staff have been approved for a merit adjustment based on a 3% pool – effective July 9th**. No salary increases have been approved for Classified Staff. There are no incentives currently being offered to switch from Classified to University staff; many benefits, including Virginia Retirement System (VSR) stays the same for both staff types.
 - There have been **'no' early buyout** proposals.
 - Forrest stated (in the last Staff/Senate minutes) there is a proposal on the table (if you have 30 years of service and are 55 years old) where an employee can acquire a part-time job @ UVa to offset the insurance premiums, or supplement the employee money every month for their health insurance. *Jess Wenger clarified this is one of several ideas around retirement that Staff Senate has proposed for further conversations with University Human Resources and is in the very early stages of discussion & review.*
- **Career Path (CP):** Sarah reported there is no plan to eliminate the Landscape CP and she has been making some adjustments to the plan in order to load it into WorkDay.

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

- a. **FM Yardwork – Phase II:** A new truck wash will be installed (once pricing has been approved) with the ability to power wash, have a heat container as well as a Storm-to-Sanitary switch, vacuum, and a planted strip.
- b. **Electric Car Charging Station** to be installed.

- c. **FM Spray Booth/Cabinet Shop:** There will be No Parking signs & crosswalks installed on the road between the two shops; one-way signs to be installed too.
 - d. **West Grounds Zone Improvements (Maintenance Shop)** – to be completed by late July.
 - e. **Landscape Area Drainage** – paving to be done.
 - f. Continuing to work on the upper/lower areas for a **safer pedestrian walking pattern** to Alderman Road (i.e. painted walk); once pricing is approved.
 - g. **Old Loading Area (former Materials Division):** More parking to be designated for up to 25+ spaces.
3. **Apparel Policy:** Two new pant options will be added to the apparel line-up. These include a multi-pocket pant & a lightweight duck fabric carpenter pant. Dickies will be the approved brand for pants while the Red Kap line of pants will be eliminated. **Shirts** – only Navy & Hi-vis colored t-shirts will be approved. The Heather Gray color will be eliminated. The logos on the shirts will be revised with UVa Facilities Management on the back in order to easily identify FM employees. All new requests for t-shirts & sweatshirts will include the large logo on the back. We will continue to offer the 'performance' shirts as well as hooded sweatshirts. Mark stressed - **DO NOT USE LIQUID FABRIC SOFTENER** on moisture wicking shirts; it was suggested a note be attached to the shirts at the time of distribution. Lined and insulated jackets for outside work will be available. There were issues from employees like long sleeve shirts are not preferred for electricians, is there a light-weight cotton, and landscape workers look like 'road crews' picking up trash in the high-vis color. **Mark/June will get with Laura Duckworth to see the options available.** It was suggested all directors be consistent with the new uniform revisions; **Mark will discuss with Mike Merriam, etc. the available new apparel (i.e. not being able to wear but high-vis shirts).** June reported someone from the Alderman Road area will go to the **HSPP office (one day each week)** to take orders. **Mark will discuss with John Rainey the new uniform policy revisions.**
- **June reported the goal is to have all FM staff wearing the approved apparel items by January 1, 2019.**
 - **The issue of future on-line ordering was brought up.**
 - **Shoes** – in reference to more selections to be made available – (**Red Wing**). **Mark suggested contacting Linda Resco (in Laura Duckworth's office) to arrange for custom insoles, etc. Red Wing can also acquire other shoes if needed. Employees can contact their shop supervisor (or Linda Resco) if they need to know when they last ordered shoes. If needed, we can invite someone from OH&S to join us at an upcoming EC meeting.**
4. **FM Employee Council and Staff/Senate Elections:** Molly reported we need to appoint three (3) new Staff/Senate members:
- Molly Shifflett, Kevin Lawrence, and Joe Gitz are our existing S/S appointees;
 - Christine Alencar, Joe Gitz (re-elected) & AJ Young will be our newly-appointed Staff/Senate members.
 - Molly Shifflett and Kevin Lawrence were re-elected Chair & Co-Chair of the FM Employee Council.
5. **Update / FM's Girls Day 2018** –the 3rd annual FM Girls Day was held June 14, 2018 with over 80 girls. We adjusted the age range to be from 10 – 16 years old. *Based on feedback from the FM EC discussion was held on the possibility of converting to 'Youth Day' to allow inclusion of boys. Also discussed what job path young people have in Charlottesville (i.e. CATEC, PVCC, etc.) with the FM Girls' Day Committee in the upcoming lessons-learned meeting.*
6. **Upcoming Directors' Meeting Presentation:** Molly will discuss topics such as the HSPP disconnect issues as well as Girls' Day topics.

Our next regularly-scheduled meeting will be held **Thursday, August 30, 2018** in the upper level conference room @ 12:00 Noon. **Meetings occur bimonthly.**

Chairperson
(EC June 28 2018)

Molly Shifflett

(Date)

7/5/18

(Scribe)

Joe

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