

UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
DATE: August 30, 2018
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair
 Jennifer Watson Mira Macakanja (*absent*)
 Keona Loving Joe Gitz
 Robert Bishop JR Richardson
 AJ Young Todd Stroupe
 Christine Alencar (*absent*) Paige Herndon
MANAGEMENT: Mark Stanis
REPRESENTATIVE: Director, Project Services
GUESTS: Elsa Sherrill, HR Business Partner
 Dana Schroeder, CVC Campaign Coordinator
SAFETY REP: Joe Phillips, Safety Representative
DATE PREPARED: 8/30/18

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

June 2018 minutes stand as being approved.

Dana Schroeder: Dana reported UVa raised approximately \$1 million dollars last year; we contributed to 400+ charities. This year's campaign will run from October 1 – December 31, 2018. Employees can use the pledge form inside the RED envelope for cash, credit card, and payroll deduction purposes; you can also contribute online at <http://cvc.virginia.edu/>. You will be able to make a one-time donation or monthly deductions. Some suggestions for this coming year: Have charities come talk to FM and even invite some of them to the FM BBQ – provide highlights periodically on the FM videos around the buildings – schedule times to go thru different areas in FM to remind employees to return their pledge form – visit the FM safety meetings to talk about CVC. Additionally, provide a highlight on the video (for example) if an employee likes to contribute to CVC for a specific reason. Suggestions on ways to return the envelope were to return to zone managers/superintendents and/or the two Service Desks. Dana reported she would not be available in October to coordinate the cornhole tournament.

OLD BUSINESS:

- **Soda Pop Top Drive** – if you need a container for your soda pop tops, please see Molly. This is an ongoing drive.
- **FM Apparel:** Molly reported she had attended a recent Directors' meeting to discuss **the apparel for both academic & HSPP employees**. Effective September, June Bates' staff will go to HSPP once a month to take orders, etc. from employees to make sure all apparel is made available to both areas.
- **Staff/Senate:** July's meeting was held – we welcomed new members. Outgoing President Sullivan attended the meeting. We will meet again in September; no August meeting.

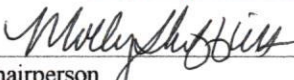
NEW BUSINESS:**1. Human Resources (Ms. Sherrill):**

- **UFirst Workday** to start January 2019. Please be alert to upcoming emails on this subject matter. The FM website will include Workday information in the near future.
- **FM Town Hall** – September 6 @ 1pm – Old Cabell Hall – Recognition of FM Educational Accomplishments.
- **Performance evaluations** will be done in WorkDay.
- **Pre-tax on insurance:** Elsa suggested calling 982.0123 for anyone who has questions. There will be a difference but each case will be different.

2. Project Services: (Mr. Stanis):

- a. **FM Yardwork:** Drawings have now been priced within budget to get the new truck wash installed later this fall. The salt spreader hangers will be put behind the salt shed; exact location to be determined. The lower two main entrance doors will have a 3'-4' wide plant area installed with a 6' wide walk path –and they will be stripped appropriately; no raised islands will be installed.
 - b. **Electric Car Charging Station** to be installed.
 - c. **Upper Level Crosswalk** – try to stay within the speed limit. Pay attention to pedestrians.
 - d. **West Grounds Zone (Maintenance Shop)** – completed.
 - e. **FM Lower Parking Lot** – we will reinforce that parking is not for personal use.
 - 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. **FM Upper Level Restroom Renovation** – Design in progress.
 - h. **Materials Staff Relocation (Bldg. 232 - Stores Warehouse)** - John Gerding and staff will relocate back into the building in early September.
 - i. **ReUse Store** – if there is a departmental need for furniture, etc., come to the store – it's free for official use; we only charge for moving it. The next public/private sale will be announced.
 - j. **Drainage Issues at the Warehouse** – work in progress.
3. **Iron Rail between O'Neil & the Beta Bridge-** JR asked about the sidewalk gate and they were not able to cut the grass due to the rail – Mark Stanis suggested he schedule a meeting with Rich Hopkins to discuss this issue. **Lambeth Dorms** – FM employees are driving over the rock/mulch. **Crosswalk by McCormick Road** – *contractors, etc. stop directly in the pedestrian sidewalk – is there a NO PARKING sign that be marked on these?*
4. **UVa has been ranked - #1 Most Beautiful College Campus (out of 100)...Congratulations!**
5. **P&T Survey:** P&T is asking for employee input for revamping parking in certain areas – trying out new strategies.
6. **Zehmer Hall Entrance:** The crosswalk (plant island) has a bad blind spot with traffic on Alderman Road. This is a City issue. **Brown College** – students continue to dart out at the intersection.

Our next regularly-scheduled meeting will be held **Thursday, October 25, 2018** in the upper level conference room @ 12:00 Noon. **Meetings occur bimonthly.**



 Chairperson
 (EC August 30 2018)

9/12/18

 (Date)



 (Scribe)

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

