

UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
DATE: **December 5, 2018**
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair (*absent*)
Jennifer Watson Mira Macakanja
Keona Loving Joe Gitz
Robert Bishop (*absent*) JR Richardson
AJ Young Todd Stroupe (*absent*)
Christine Alencar Paige Herndon
MANAGEMENT Mark Stanis, Director
REPRESENTATIVE: Project Services
GUESTS: Elsa Sherrill, HR Business Partner
Bree Knick, Associate Director, Project Services
DATE PREPARED: 12/5/18

The meeting convened shortly after 12:00 Noon.

October 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):**

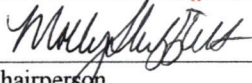
- **Workday** training sessions have begun; we are conducting up to five sessions per day. Supervisors are working with their non-exempt employees on time & attendance training in Workday. It will be mandatory each employee enter their own time. At the present time, be on the lookout for Workday emails and by accessing the WorkDay App - the application which can be used to access HR information & processes. SSTL users should utilize online training on the Workday website. Workday pays the employee's salary. Employees can log into Workday off Grounds – you just have to log into NetBadge and DUO (Dual Authentication). In the Workday system, your supervisor will not be entering your time. An Agency Closing will become PAY ONLY – no compensation time given. Holiday Pay will have options for employees – comp time – or pay – or a combination. In Sarah McComb's email dated 12/3/18 for the pay period ending January 6, 2019 (the last pay period in the current systems) all time MUST be submitted & approved by **3:30 pm on January 4th**, if you normally work the weekend, put down your scheduled hours. If the hours listed change, we will make the corrections in the Workday system once it goes live. A Workday Command Center will be available for those who need assistance with the Workday application. At this point, please visit the Workday website (workday.hr.virginia.edu) and review the training available. No one can do anything in Lead@ now. Over the holidays, Sarah/Elsa will be checking their emails/voicemails frequently and therefore relay any information to FM employees on updates in a timely fashion. As this holiday season results in multiple days of University closure, our HR Business Partners, Sarah McComb and Elsa Sherrill, will be checking email & voicemails over the break if there is an emergency. Employees can also contact the HR Solution Center at 434.243.3344.

2. Project Services: (Mr. Stanis):

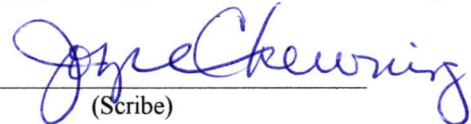
- a. **Salt Spreader Shed** – work has started; broke ground today. A request for a **new path** (with stairs behind the Landscape Shop toward the shed (up the hill from NRAO) was over budget; looking into another option in order to make it easier to fill the diesel tank. JR Richardson asked about the Wash Location – by the two dumpsters. There will not be a roof at the location but we've engineered the drain to allow for sanitary drainage – a vacuum will be included.
- b. **Stripping in the FM lower level continues** – the remaining yardwork is scheduled to be completed in Spring 2019.

- c. **REMINDER:** Since the days are shorter & darker sooner, please let everyone know that when you are leaving the FM area, to make sure **your auto headlights are on; Kubotas should have their lights flashing on top with the beeping mechanism activated.**
 - d. **FM Upper Level Restrooms** – work to start soon.
 - e. **ReUse Store** – **there will be a Public Sale every payday Friday.** Since April, we have diverted 800,000 lbs. from the landfills. It was asked if any other surplus locations @ UVa have statistics – would be interesting to know.
 - f. **Storage Unit by Observatory Hill (Housing Wood Shop):** We want to utilize that space but this is a long term plan; the heating/lighting issues discussed.
 - g. **FM Parking Spaces** – once the yardwork project is finalized we will have a net gain of 15-18 spots. Stripped Kubota spaces will be available; we will add some temporary stripping. If you happen to see someone not parking straight in a space, please remind them to do so.
 - h. **Electric Car Charging Station** – installed in the lower level (Leake) close to one of the entrance doors.
3. Bree Knick addressed the Council on the **Continuous Improvement Task Force** efforts. Since the last Town Hall meeting our committee was tasked with addressing the cultural values assessment. Mike Payne or I will attend EC meetings to update the Council. The committee has been meeting for the last few months. We will conduct mini town hall meetings with approximately 20 people for each session; everyone will be involved. This is tentatively planned to start in January 2019. Each town hall meeting will be rolled out via an Invite; if there is a schedule conflict we encourage folks to contact us to schedule another time. Mini Town Halls will take place in various locations to help accommodate those who may not have easy access to the Leake building.
 4. **E-Scooters:** Discussed due to the fact the Charlottesville City Council approved this usage on Grounds as a pilot program. Sustainability issues related to usage was discussed. It was questionable if P&T/UVa Police have regulations on E-Scooters. Skateboards are illegal on the sidewalks.
 5. **FM Fleet Tire Pressure Campaign:** FM Fleet is enrolled in a Sustainable Fleet Accreditation Program with a goal of reducing our environmental impact. As of 11/26/18 will implement a campaign to check the tire pressure of FM vehicles
 6. **Lighting of the Lawn: December 6, 2018** from 7 – 9pm. All students, faculty, and staff are welcome.

Our next regularly-scheduled meeting will be held Thursday, February 28, 2019 in the upper level conference room @ 12:00 Noon. *Meetings occur bimonthly.*


 Chairperson
 (EC December 5 2018)

12/12/18
 (Date)


 (Scribe)