



Facilities Management

UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
DATE: **February 28, 2018**
ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair
Jennifer Watson Mira Macakanja
Keona Loving Joe Gitz
Robert Bishop JR Richardson
AJ Young Todd Stroupe
Christine Alencar Paige Herndon
MANAGEMENT Mark Stanis, Director
REPRESENTATIVE: Project Services
GUESTS: Elsa Sherrill, HR Business Partner
Mike Payne, Associate Director, Maintenance
Rona Rose, Safety Representative
DATE PREPARED: 02/28/19

The meeting convened shortly after 12:00 Noon.

December 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** has been launched - as of 3/1/19 we have been using it for two months. 2018 Self Evaluations: Elsa reminded everyone to complete their self-evaluations, then send to your supervisor and then manager... we will then have a calibration meeting in mid-March. JR Richardson asked if the HoosWell gift card could be taken at Cavalier Computers and/or the Bookstore... *Elsa will check into this.* Elsa reminded everyone you can sign up for the March – May Spring Challenge. Keep your eyes out for the Fall Challenge... a Fitbit is not mandatory to have. If you have a Health Assessment performed HoosWell will give you \$100; if you see a doctor for your annual wellness check, you will receive \$200. No confirmed statements on salary increases have been issued. There are approximately 20% Classified employees @ UVa versus University Staff. For Workday purposes, JR Richardson asked what the difference is when it comes to spouses who work on the Medical Center side – Elsa explained Medical Center employees do not use Workday but Kronos for time tracking.
Career Path – this is still ‘on the table’ – looking to revamp the program. If a non-exempt, designated employee works on an Agency Closing the employee will get paid for time worked & the Agency Closing.
Employee Comments on Workday: ‘I like being able to schedule time off in advance.’
It was discussed how to change your Workday photo. At this time, you cannot make that change.
Mike Payne asked about the different icons for Time and Absence and the difference of how it shows up on a phone versus a desktop... *Cheat sheets would be helpful. We cannot change the titles of the applications at this time.*
Keona Loving reported it was confusing entering data when she used a Volunteer Day but used only specific hours of that day... When taking any time off, you can change the quantity of hours by choosing “Edit Quantity per Day” on the request absence page before submitting to your supervisor.
‘Why so many emails?’ Please click on your Picture from your homepage, choose My Account – Change Preferences. You will find the email notification changes at the bottom of the page.
Educational Benefits – this category can be found on the Request icon.
Accrued Time – can still be viewed by changing the Available Balance to whichever day you would like to see... it shows how much time you are earning.

Lead@ - if anyone has an employee on leave HR should be taking care of this automatically, but you can send Sarah/Elsa an email to advise them of this situation.

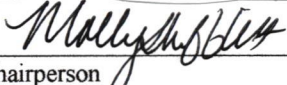
If an **employee's supervisor changes after the time** you make a leave request, Workday will make the changes automatically.

Supervisors/Managers can **post vacate positons** now – contact Elsa/Sarah if you need assistance.

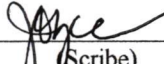
2. **Project Services: (Mr. Stanis):**

- a. **Salt Spreader Shed** – waiting for the overhead lines to be moved first.
 - b. **FM Upper Level Hallway/Restrooms** – work has started on refreshing the hallway and restrooms (east end).
 - c. **Work in the FM Yard continues** – from mid to late March remaining yardwork is scheduled. From the back to where the landscape shop is located, we will phase in paving & drainage work. Where the old Cabinet Shop used to be, a new truck wash pad with a vacuum & drainage will be installed. Starting in May, we will be working w/P&T to utilize the E1 lot at the top of the hill. Shrubs & poles to be relocated, etc. We will utilize the space of O'Hill for state vehicle usage during this temporary renovation. When all and done, there will be 15-25 more parking spaces – there will be pull-thru spaces where trailers are needed to park; zero-curb in the back lot – all stripped – scheduled completion is between mid to late Summer. Amber lights on Kubotas are also being utilized.
 - d. **FM Back Lot Parking** – this space is for Vendor usage up by the building and at the east end of Pratt North/South. Personal vehicles are allowed for 10-15 minutes only. Mike Payne asked if the FM Fleet would be managing the back parking lot; Yes. There will be better signage & markings as well as Kubota parking spaces.
 - e. **Construction** - ongoing or upcoming projects include the demolition of University Hall and The Cage this summer. Ivy Corridor is moving forward but will be months in the making. The Dynamics building is slated for demolition late Summer or Fall 2020. Work continues on Brandon Avenue.
3. Mike Payne addressed the Council on the **Continuous Improvement Task Force** efforts. Mr. Sundgren issued an email on 2/25/19 stating FM employee feedback sessions will be scheduled in the near future in Zehmer Hall. The key areas of concern are based on feedback received from the Cultural Values Assessment survey...the focus areas will include Accountability Coaching & Mentoring, Communication, and Teamwork. While these sessions are voluntary, each employee is strongly encouraged to attend and participate in the feedback. Sessions will last one hour. This compares to President Ryan's 'Ours to Shape' concept for UVa. We encourage a high participation percentage. Supervisors should accommodate these sessions where possible within their teams. If you are able to attend a session, comments related to the following questions can be sent to: fm-taskforce@virginia.edu. The questions are 1) What are obstacles to successful teamwork? 2) Regarding communication, where does FM have the most opportunity for improvement? 3) If career monitoring was available what area would you want to see guidance? and 4) What areas do we need to improve accountability?
4. **Uniform T-Shirts:** The question came up as to why can't we order t-shirts with front pockets now? *Jennifer Watson will discuss this with June Bates...details to follow.* Discussion was held on the issue of landscape employees having to order from a different source when it comes to the neon-type jackets. *Jennifer will also talk to Rich/June/Shelia on this issue.*
5. **No Smoking within 25' of a Building:** Paige Herndon expressed her concern over the fact employees are not adhering to the 25' clearance of buildings...this needs to be enforced. It was suggested anyone seeing a problem should reach out to a Safety or HR employee...Elsa will look into this issue. Numerous smoking stations are available between Lacy & Skipwith halls. *It was suggested since Mark Stanis is renovating the lower lot area maybe we should designate a space for smoking.*
6. **Corner of Rugby Road and University Avenue:** A safety problem exists in this area.
7. **E-Scooters:** Charlottesville City Council and the scooter's rental company approved this usage on Grounds as a pilot program. If you see a problem you are asked to contact UVa Police at 924-7166.
8. **Annual Fall B-B-Q:** It was requested to have an option of **veggie burgers** instead of an all meat menu.
9. **BUCA** – (Back-up Care 101): This is offered to benefits-eligible employees across the University. Call 243.2643 or contact seb2fd@hscmai.mcc.virginia.edu for further details. Seminar will be held March 7th at the Curry School Holloway Hall or the Education Resource Center (ERC). Your Bright Horizons Back-up Care benefit can help you take care of your children/elderly relatives when you need to be at work. Christine Alencar asked how to contact Bright Horizons since she cannot get a response...it was suggested to call the phone number or email the person above.
10. **FM Girls' Day:** To be held either June 13th or June 20th, 2019....confirmation forthcoming.
11. **Bereavement Time:** AJ Young asked if there was a policy for bereavement. Molly Shifflett reported the topic was brought up at the recent Staff/Senate meeting. *It was suggested using/transferring Volunteer time over to Bereavement time...Elsa will check into this.*

Our next regularly-scheduled meeting will be held **Thursday, April 25, 2019** in the upper level conference room @ 12:00 Noon. *Meetings occur bimonthly.*


Chairperson
(EC February 28 2019)

3/4/19
(Date)


(Scribe)