



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting  
DATE: April 25, 2019  
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 Paige Herndon  
MANAGEMENT Mark Stanis, Director  
REPRESENTATIVE: Project Services  
GUESTS: Elsa Sherrill, HR Business Partner  
Maggie Donohue, Landscape Guest  
Johnny Gooch, Safety Representative  
DATE PREPARED: 04/25/19

The meeting convened shortly after 12:00 Noon.

February 2019 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):

- Performance Management is all finalized now; first time we've completed the process since implementation of Workday. New Goals should be entered into the system by April 30<sup>th</sup>.  
No confirmed news about Salary Increases however communication should be forthcoming in the near future.  
Career Path – AJ Young asked if roofing could be attached to the Carpentry trade in FM's Career Path program. Elsa reported it's possible we can discuss this down the road. She also commented HR is launching new concepts when it comes to job titles; more details to follow.

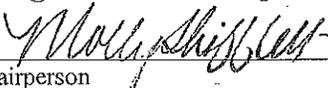
2. Project Services (Mr. Stanis):

- FM Upper Level Hallway/Restroom – Men's restroom is currently being renovated – should be complete by next Friday (May 3<sup>rd</sup>). The hallway is also being renovated; Jennifer Watson is working on the wall's design. This weekend, the main hallway will be closed due to floor grinding for the concrete to be polished.
- FM Lower Level Yard: *This renovation will impact everyone – will take approximately 3-1/2 months:* Phase 1 will include the Materials building, Landscape and Lacy Hall – Starting 4/29 we will fence off those areas for paving & drainage work; this includes where the Spray Booth is as well. The area by the T-Shed will be repaved. We need to control the water flow in this area. Starting May 20 (for about three months) we will be working w/P&T to utilize the E1 lot at the top of the hill by Observatory Dining Hall - we will utilize the space of O'Hill for state vehicle usage during this temporary renovation. Shrubs & poles to be relocated; no concrete curbs – parking with stripping. When all is done, there will be 15-20 more parking spaces – there will be pull-thru spaces where trailers are needed to park; zero-curb in the back lot – all stripped. Kubota parking will also be available. Another electric car charging station will be installed. A pedestrian walkway will have groundcover installed in front of the long windows behind the Leake building. Phase 3 - A new truck wash pad with a power washer and vacuum will be installed. Elsa asked if any additional signage will be placed in the upper level area to advise people that the construction parking alternative parking is located downstairs. Christine suggested providing a PDF map to put on the website advising every one of the construction, etc. *The project team will reach out individually to discuss impacts on specific groups, but feel free to contact Joe Gitz and/or Chris Bentley for details. This project has been three years in the making.*

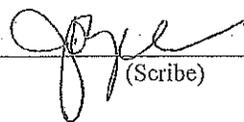
**PLEASE BE PATIENT DURING THIS PERIOD OF CONSTRUCTION**

- **FM Visitor/Vendor Parking** – these parking spaces behind the Leake building will be enforced. Personal vehicles are allowed for 10-15 minutes only. Visitors/Vendors can obtain a parking pass (can be found at Teresa Dillard's desk).
  - We are working on an alternative plan for the **Annual Ice Cream Social** in June.
3. **Uniforms:** Todd asked if anyone from HSPP could attend a uniform meeting. *Jennifer Watson will schedule a meeting.* Landscape employee issues with shirts were discussed where they cannot wear the logo on the back of their shirts – only on the jacket. Todd also asked if the current contract vendor is the only vendor FM can use. Jennifer will also talk to Rich/June/Shelia on this issue. Our guest from Landscape says she has to go out and pay for her pants - women simply cannot wear men's pants comfortably! *Jennifer will discuss these issues with Shelia Jones.*
  4. **Sidewalk to Alderman Road:** A stripped walkway by the mailbox (loading dock area by Astronomy) is being planned.
  5. **Madison Hall:** JR reported problems with the area behind Madison Hall – dumpster truck is so large it runs over the shrubs. *Mark will look in this situation and find a solution.* Additionally, the drain at the back corner is an issue.
  6. **E-Scooters:** Charlottesville City Council and the scooter's rental company approved this usage on Grounds as a pilot program thru July 2019. If you see a problem you are asked to contact UVa Police at 924-7166. **BE AWARE AND CAREFUL.**
  7. **Monroe Hall Gates:** Class changing concerns was discussed. These gates are outdated by 30+ years. These are being looked into.
  8. **Clark Hall Crosswalk:** Christine asked if there was a solution to the congestion in this area. It was reported a study has been done – it was suggested that a police officer be placed in the area during the changing of classes.
  9. **FM Girls' Day:** To be held **June 13<sup>th</sup>** from 8am – 3pm for ages 10-16. Hands-on activities with trades staff, vendor giveaways, behind-the-scenes tours, and a catered lunch. Registration for FM staff opens 4/22/19. To learn more, visit [www.fm.virginia.edu/girlsday/2019](http://www.fm.virginia.edu/girlsday/2019).
  10. **FM Conference Rooms:** Christine questioned how to resolve the issue of FM conference rooms being booked well in advance for a year on Tuesdays, Wednesdays, and Thursdays. Jennifer and Christine will bring up this topic with Andrea & Chris for direction from the directors. Other alternative locations were discussed (i.e. Ern Commons should be considered when anyone needs to have a 3-4 hour meeting – not FM).
  11. **Aerosol Can Disposal:** Kevin inquired about the proper disposal of the cans. Other shops are collecting the cans in a 30-gallon barrel to collect the cans in and then taking the barrel to Environmental Health & Safety (EHS) or call them at 982.4911. Other ways of collection can be in a cardboard box or a clear plastic bag.

*Our next regularly-scheduled meeting will be held Thursday, June 20, 2019 (not June 27) in the upper level conference room @ 12:00 Noon. Meetings occur bimonthly.*

  
 Chairperson  
 (EC April 25 2019)

5/6/19  
 (Date)

  
 (Scribe)