

UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
 DATE: **June 21, 2019**
 ATTENDANCE: Molly Shifflett, Chair Kevin Lawrence, Vice-Chair
 John Quinn (*absent*) Mira Macakanja (*absent*)
 Keona Loving Joe Gitz (*absent*)
 Jon Tolbert JR Richardson
 AJ Young (*absent*) David Morgan
 Christine Alencar Paige Herndon
 MANAGEMENT **Mark Stanis**, Director
 REPRESENTATIVE: Project Services & FP&C
 GUESTS: **Elsa Sherrill**,
 HR Business Partner
 DATE PREPARED: **6/21/19**

The meeting convened shortly after 12:00 Noon.

April 2019 minutes stand as being approved.

Introduction of existing and new members.

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):

- **Merit Increases (University Staff)** will be effective July 8, 2019 - to be on the July 26th paycheck. Merit & Across the-Board (Classified Staff) up to 2.25% and an Across-the-Board 2.75%, effective June 10, 2019 to be on the June 28th paycheck.

<u>Employee Type</u>	<u>Effective Date</u>	<u>Check Date</u>
Classified Staff	June 10, 2019	June 28, 2019
University Staff	July 8, 2019	July 26, 2019

You may view the website for further clarification at <https://hr.virginia.edu/academic-merit-process>

- **Supervisor Changes** – if there are any supervisor or job changes which need to take place before July 8th, please discuss this with either Sarah/Elsa. Students are not merit-eligible.
- **July 5th** – this is NOT a University holiday – UVA has granted eight (8) hours of Comp Special Time Off to all benefitted University Staff/Classified Staff in the Academic Division. Leave for part-time staff will be pro-rated. Please see the email from May 31st below:



**July 5th Leave For
Benefitted University S**

- **WorkDay Training** – Ms. Loving asked about Workday training for employees. Ms. Sherrill shared that there are training materials such as videos and jobs aids available online at <https://hr.virginia.edu/workday-training-resources> or <https://workday.hr.virginia.edu>. If employees need in-person training, it was suggested to reach out to Occupational Health & Safety (OH&S – Academic Division - Linda Resco) to see if a class can be taught for FM.
- **Immunization Changes Coming** – Ms. Sherrill stated some FM employees (identified by FM leadership based on work locations) will be receiving an email by mid-July concerning **Immunize UVA**. Impacted employees have to be

compliant by June 2020. **Immunize UVa** will be checking State records – not health records only immunization records. Employees are responsible for obtaining their records if they are not available to be verified through state records. If you are not in compliance, you will be contacted. If you go thru WorkMed you will not be charged for the services; if you go thru your doctor, you will have to pay the copay. This applies to Medical Center employees now. FM employees who work in the Hospital areas will need to be compliant - Open Clinics will be made available in order to get immunized.

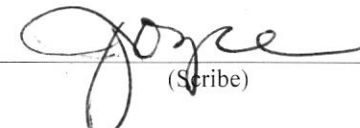
2. **Project & Construction Updates: (Mr. Stanis):**

- **FM Upper Level Women's Restroom** – Restroom is now complete – Appropriate signage has been installed. The hallway is still being worked on; Jennifer Watson is finalizing the wall's design.
 - **FM Lower Level Yard: On schedule –will take until the end of summer** – the landscape improvements (water flow, curbs & grading) have improved the area.
 - We are getting pricing to do the **walkway to Alderman Road**.
 - **UVa FM vehicles parking on the hill** seems to be working OK.
 - **Town Hall Meeting – August 1, 2019 (1:00 - 2:30pm) in Old Cabell Hall**. Looking into Livestreaming the event in the future.
 - **DAILY TIPS:** Think Safety – Hydrate - Take a break in the Shade – Watch Out for Each Other - and remember the Accident Rate Goes Up in the Summer.
 - **Salt Spreader Hangers** – Check with Chris Bentley/Tony Santana about the status of installation; probably after the Summer – we need to be able to store our snow plows.
 - **Wash Booth Update:** Phase II – to be built – Chris Bentley can be contacted on this.
3. **Uniforms:** Contact Bree Knick/June Bates concerning uniform issues.
 4. **Leadership Changes:** Derek Wilson is our new Director of Health System Physical Plant. Mr. Wilson's old position is being reposted as an Associate Director. Mark Stanis's status has changed to Director of Facilities Planning & Construction with a transitioning period from Project Services (PS); Bree Knick is now acting as leadership over all construction-related activities in PS. We have posted an Associate Director of Design Services position.
 5. **FM Girls' Day** was held **June 13th** - 100 registered – 88 attended. This was our fourth annual event; already working on next year's event. Discussed the Boys' Day concept and the history behind why we call it 'Girls Day.'
 6. **ADA Accessibility on Hospital Drive** – Ms. Alencar asked if there was wheelchair accessibility on Hospital Drive from Barringer 3 during large events (i.e. graduation) for the purpose of safety & accessibility. Mr. Stanis stated the Long Walk is currently the easiest path; an ADA golf cart was discussed. Rouss/Robertson is another alternative, and take the elevator, if you have card access. *Ms. Alencar will forward an email from Cecil Banks to Mr. Stanis and discuss with Sarita Herman.*
 7. **Bimonthly versus Quarterly Employee Council (EC) Meetings** – Ms. Shifflett discussed the history of the Staff/Senate (S/S) meetings which was formed about four years ago. Currently S/S meetings are not well attended. Discussed the pros and cons of the frequency of our EC meetings. Tradespeople are less likely to attend S/S or EC meetings – they are afraid to ask their supervisor (was one opinion).
 8. **Ice Cream Social and BBQ** – Suggestions have been made to leadership to host an 'Open House' upon completion of the FM Yard. Through the Feedback Sessions & Employee Council many have expressed they want something different; they are tired of having the same type of event each year. A committee is looking into options which could offer food trucks, entertainment & games; creating a more employee-appreciation focus. Event duration is also being discussed. It was reported some HSPP employees feel they are not welcome at the events. A neutral location may better support this in the future.
 9. **Apprenticeship Program** – Ms. Loving asked if there are any other 'titles/trades' other than the typical electricians, plumbers, etc. which can be offered in the Program? Mr. Stanis reported this issue has been discussed before; **will check into it.**
 10. **The Advocacy Committee** was suggested be contacted about the tuition issues (i.e. educational benefits). Currently employees are given \$4,000/year but this only covers the cost of the class.
 11. **Election of New Chair / Co-Chair** – Elections were tabled until the August 29th meeting due to today's low attendance.

Our next regularly-scheduled meeting will be held **Thursday, August 29, 2019** in the upper level conference room @ 12:00 Noon. Meetings occur bimonthly.

 6/28/19

Chairperson (Date)
(EC June 21 2019)



(Scribe)