



UNIVERSITY OF VIRGINIA • FACILITIES MANAGEMENT

EMPLOYEE COUNCIL

MINUTES

SUBJECT: Employee Council Meeting
DATE: **October 31, 2019**
ATTENDANCE: J.R. Richardson, Chair Kevin Lawrence, Vice-Chair
John Quinn (*absent*) Mira Macakanja
Keona Loving Joe Gitz
Jon Tolbert (*absent*) Molly Shifflett
AJ Young (*absent*) David Morgan (*absent*)
Christine Alencar Paige Herndon
MANAGEMENT **Mark Stanis**, Director
REPRESENTATIVE: Facilities Planning & Construction and Project Services
GUESTS: **Elsa Burnette**,
Training & Development Senior Specialist
Brandi Van Ormer,
Finance Communications Manager **Blake Watson**,
FM Finance Director
James Gorman,
Managing Director, Finance Strategic Projects **Jason Davis**,
FM Financial Operations Manager
Dana Schroeder,
FM - CVC Coordinator **Mike Payne**,
Associate Director of Maintenance
Hugh McGhee,
Safety Representative
DATE PREPARED: **10/31/19**

The meeting convened shortly after 12:00 Noon. August 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.

Finance Transformation:

Both Ms. Van Ormer & Mr. Gorman displayed the PowerPoint presentation to the Committee. Finance Strategic Transformation (FST): Phase 1 was completed June 2019 (Assessment & Planning). Phase 2 – Readiness – is being planned from July 2019 – December 2019. This phase consists of Plan, Architect, Configure & Prototype, Test & Deploy. Phase 3 is the implementation stage from January 2020 – June 2021. Continuous Improvement Post Go-Live – July 2021. Jason Davis also mentioned FM is also working at ways FM can make our processes better during this transition period. Workday Financials will take the place of Oracle. Training will be forthcoming – to be specific to the employee’s processes. Blake Watson stated that systems like ChromeRiver are being considered for replacement with Workday, as well as Procurement procedures and AiM/PTAOs will change. Elsa Burnette asked if historical data is being planned to be kept. Mr. Gorman stated storage of historical data is being worked on at this point...a data conversion will need to be performed. FST’s Journey – www.financaetransformation@virginia.edu – financetransformation@virginia.edu or UVAFinanceBlog. Please feel free to reach out to either of the presenters today if anyone has questions/concerns.

Commonwealth of Virginia Campaign (CVC) Update:

Dana Schroder reported the CVC is a Charitable Donation Drive @ UVa. The RED envelopes can be easily used to submit your paycheck donation or one-time pledge. Online pledging is also a good source and is being very popular. This year, there are no paper directories of the various charities in order to save on paper printing....you can go to cvc@Virginia.edu to look at the numerous charities. Another change this year is that a tiny portion of your donation will be included in the administrative processing. The Campaign will go thru December 2019. The deadline for submitting your Red envelope is **Friday, December 13, 2019**. Suggested ways to get the message out to employees – include the CVC information in the ‘bathroom’ monthly Core update and add the information to the TV monitors @ FM. The Change Management Committee is another source of advertising the CVC. Your exact overhead costs can be seen if you pledge online. Emails (to be sent to employees) will be geared toward specific themes. Typically (for various ‘drives’ throughout the year) a point of contact is generally (routinely) determined. Mike Payne stated (in the past) he has felt intimidated by the Red envelopes and thinks this type of drive should be kept anonymous. Envelopes can be returned to two locations – Leake Building/Lower Level/Service Desk or the HSPP Service Desk location. Mr. Richardson asked if P&T transit buses could put the CVC information in them. **Dana will check into this.**

NEW BUSINESS:

1. Human Resources (Mrs. Burnette):

- If anyone is trying to contact me, my name is now: **Elsa Burnette**.
- **Hoos Well** – employees must cash out their rewards by no later than November 30, 2019.
- **Immunization Changes** – The Employee & Manager will be responsible to comply with the policy... medical & religious exemptions may be requested as appropriate. Impacted employees have to be compliant by June 2020. **Immunize UVa** will be checking State records – not health records only immunization records. Ms. Alencar asked the validity of the UVa ID ‘year’ sticker if you get the shot other than UVa; **Elsa will report back with her findings**. FM employees who work in the Hospital areas will need to be compliant. *Discussion was held on how the FM group list was determined of who is required for immunization; FM Directors made the decision.*
- **Agency Closings:** Employees get paid – time-off can be granted if an employee works on a holiday. If there is an agency closing, and an employee is required to work, this will be considered 8 hours of Holiday Closing. Comp time can only be earned when an employee works on a holiday.
- No future **retirement ‘buy-outs’** have been announced.
- **University Human Resources (HR)** previously located in Michie North & South buildings will be moving to 2420 Old Ivy Road effective **November 11, 2019**. Sarah and Elsa will be staying @ FM.

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

- **Shorts Policy Update / Pockets on T-shirts:** Mark Stanis reported a subcommittee met recently on the subject and reported shorts will ‘not’ be allowed. However, the subcommittee approved –t-shirts with pockets – pockets will no longer be an option – it is standard. **This is a new policy starting with all new orders.**
- **FM Lower Level Yard: Phase 2** is complete. The Truck Wash is being worked on – to be complete by late November. Landscape & Spray Booth area will be then be paved. The Salt Spread hangers should be ready for the winter at this point. The side trailer parking spaces will be forthcoming.
 - i. The tree in front of the FM building was removed due to ash borers. Christine Alencar suggested connecting with the local Department of Forestry / Tree Services to explore Emerald Ash Borer control options.
- The **pedestrian walkway to Alderman Road** proposal has been put into a GIF; to be updated within 2-3 weeks.
- **Upcoming Construction Projects:** Emmet/Ivy Corridor and Registrar’s Office are being renovated between now and the next six months. The Dynamics building on Ivy Road will be demolished Summer 2020. Occupants of both Michie North & South buildings have vacated the buildings and relocated to Old Ivy Road.
- **Administrative Location Changes:** **Teresa Dillard** and **Glenda Walton** are now located in Room 115 (upstairs) of the Leake building whereas **Molly Shifflett** and **Betty Bowman** will be located downstairs within the Project Services area. **Kim Breeden** will remain in the upper level portion of the FP&C area.
- **ReUse Store / On-Site Sale:** Either Saturday December 7th or 14th, the ReUse Store will have an on-site public sale at the Alderman Road location. Glenn Shifflett will advise everyone of the date’s sale.

Our next regularly-scheduled meeting will be held **Friday, December 6, 2019** in the upper level conference room @ 12:00 Noon. Meetings occur bimonthly.


Chairperson

(EC October 31 2019)

11/7/19
(Date)


(Scribe)