# Facilities Management Employee Council Meeting Minutes

Thursday, Nov. 18, 2021

## Agenda:

1. Leadership/HR updates
2. New procedures and guidelines
3. Council business

## Leadership/HR updates

**Mark Stanis**

* Masks: We don't know whether next semester masks will be required. Will depend on moderate to low transmission of the virus, determined by CDC. Mask wearing is most likely needed through the second semester.
* Leake Building: leaks are the reason for the work that’s going on there. There will be furniture reconfigurations downstairs in the center of Leake to accommodate the Contract Administration team moving in from leased space. Small renovations on lower east end of Leake and Skipwith.

**Elsa Burnette**

* Flu shots are required by Nov. 30 for UVA Health team members or FM employees who fall under the OCH-002 requirements. Academic employees can request medical and religious exemptions for the Covid vaccination, deadline for that is Jan. 4.
* Performance Management for 2021 year-end will be hitting inboxes soon. Please check Workday inbox in early January for the self-evaluation task. Mid-January employees will be required to submit their self-evaluation. This year it is the narrative process again.
* End of year for leave is Sunday, Dec. 19. Any leave over normal carry-over limit (plus additional 40 hr.) will be cashed out at 50%. As long as employees have used 80 hours of leave during the 2021 leave year, they will be eligible for the cash out.
* Question regarding renegotiation of health care for next year (AJ Young): A benefit survey will be sent to all employees starting on Dec. 6 to provide feedback on current and future healthcare plans. The survey results in the past have directly impacted, and will again impact with the upcoming survey, what choices the Benefits team make for UVA staff benefit offerings.
* While we are in Skipwith occasionally, it is difficult to be physically available to FM employees daily due to meeting schedules, but any employee can reach out to Sarah and I. We are available and if we need to be in for something we can make that happen. I want to see your faces! Please don't hesitate to reach out.

**Jill Simpson**

* Once Covid and mask requirements are figured out, we can plan a retreat.

## New procedures and guidelines

**Christine Alencar**

* Review of procedures and guidelines and delegation of the responsibilities for administration of the duties.
* Jill Simpson to help with some of the tasks including contacting Directors, the other duties to be delegated among the council.
* The Employee Council retreat will help with a smooth election transition from year to year. Christine to email the council this guideline and a Qualtrics survey.
* Question about what happens to folks who have to step in for others who have stepped down (John Quinn): tabled discussion for the retreat.

**Council business**

**Randy Campbell**

* Climate Survey: what kinds of questions should we be asking? Onboarding and Exit surveys? Diversity and Inclusion? Performance questions? Employee review? Well-being, such as Hoos Well surveys?
* Part of that is trying to go back and get goals from other programs and surveys. What was the outcome of the survey? What did we implement? Did we hit our goals and benchmarks? Covid had an extreme effect on a lot of the Continuous Improvement programs.
* I think we have a lot of things that we could measure. One thing I hit on is trying to meet constituents, let them see a face of the representative. Hit the toolbox meetings and be engaged with folks. That's what I see happening with surveys.

**Christine Alencar**

* Two things important to me - if Employee Council members are actually doing surveys in the field would need approval from Don for the time that would take up. Want to make sure the surveys are accessible as well, language is easy to understand.

**Jill Simpson**

* I have access to a previous climate survey that we could use to see if we reached our goals. There’s many different areas that we could touch on. Use the template as well.

**Randy Campbell**

* I'd like to do that. Would be great to see. Before we really set out to create a survey, some of the questions we could be asking is "How well did we do?" from the last survey. Did we accomplish some of the goals we are trying to meet. The folks would like to know what happened. What were the highlights? Did we meet our goal? Did we start some programs, did the leadership follow through.

**Christine Alencar**

* Let’s make a point to get the ball rolling. Do we reach out to OHS to see what we can do? Do we invite them to December meeting? Invite folks from OHS to present their findings from past survey efforts. Not with the C-suite. Just a special meeting in December to take care of internal business.

**Randy Campbell**

* Christine and I can get together to decide who is in the meeting - who has data from past surveys?