

FM-Employee Council Meeting Minutes

Friday February 5th, 2021

Agenda:

1. Elections
 - a. Who are our current members?
 - b. What are their terms?
 - c. Do we have bylaws?
 - d. Updating web page (with Jeremy Katras)
2. Vaccinations
 - a. Providing support and resources for employees through vaccine signup process? Potential resources with FM-IT helpdesk, Employee Health, signage in lunchroom (connect with Cynthia Douglass in HR)
3. Upcoming invited guests?
 - a. FM Inclusive Excellence
 - b. FM Sustainability

Attendance:

Molly Shifflett, Christine Alencar, AJ Young, Paige Herndon, John Quinn, Mark Stanis, Joe Gitz, JR Richardson, Elsa Burnette

Discussion:

- Elections:
 - Staff Senate preparing for upcoming elections and discussing how to handle potential loss of institutional knowledge as 2020 elections were postponed and there is a current backlog of members who will be rolling off this year. Senate exploring different ways to retain some members but senators who have served the maximum number of years / terms will not be eligible to stay on.
 - Molly and JR not eligible to serve on Staff Senate after coming election
 - Joyce has most up-to-date information on Employee Council membership.
 - Current guidelines and procedures posted on website. Likely drafted years ago, per Molly. May have extra information in Sharepoint. Molly to investigate.

Copied from Website:

Procedures

Employees in each represented area will elect their Council representative. Members will serve on the Council for a period of three years. In order to stagger the terms on an annual basis, approximately 1/3 of the council will be elected each year. If a Council vacancy occurs with more than three months remaining in the terms, a new member will be elected to complete the term.

1. *The elected Council will elect its Chair and Vice-Chair annually in June which is the first meeting of each newly elected Council.*
2. *Council members are responsible for soliciting ideas and general concerns from those employees they represent and for reporting Council meeting information back to those employees on a timely basis.*
3. *The Council has no administrative authority. Its responsibility is to act only in an advisory capacity to the Chief Facilities Officer.*
4. *Administrative action the Council feels should be taken will be recommended to the Chief Facilities Officer. Such recommended actions may be, but are not limited to, implementation of new policies or programs, modification of existing policies or programs, solutions to problems perceived by the members, etc.*

The FM Employee Council will meet annually with the CFO at an Employee Council meeting to engage in an open dialogue.

From <<https://www.fm.virginia.edu/employees/employeecouncil/guidelines.html>>

- *Employee Council members serve three year term to align with Senate*
- *Christine to connect with Joyce to see which seats are up for reelection, communicate with Council members via email Feb-March to plan for coming elections*

- Vaccinations
 - Supervisors and managers to work with employees to get them signed up for vaccinations. Everyone is supposed to go through BRHD portal to get vaccinations.
 - <https://www.vdh.virginia.gov/blue-ridge/covid-19-vaccination/>
 - Updates on testing:
 - four saliva testing sites on grounds (Scott stadium east gate, central grounds garage, health sciences library, The Park on North Grounds)
 - HR encourages managers and supervisors to support and promote 1x / week asymptomatic testing
 - Quarantine guidelines changing almost weekly (per Mark Stanis)
 - <https://besafe.virginia.edu/>
 - One day delay for test results

- From JR Richardson: updates on landscaping career paths? Still a pause? Elsa to check with Cheryl.

Current members:

Christine Alencar, cda4k (Employ Council, Staff Senate)
 Joseph Gitz, jwg3p (Employee Council, Staff Senate)
 Paige Herndon, pkh5v (Employee Council)
 Kevin Lawrence, kll3h (Employee Council, Staff Senate)
 Keona Loving, knl5u (Employee Council)
 Mira Macakanja, mm3hg (Employee Council)
 David Morgan, dlm4r (Employee Council)
 John Quinn, jmq7h (Employee Council)
 J.R. Richardson, jmr5kb (Employee Council, Staff Senate)
 Molly Shifflett, mjs9de (Employee Council, Staff Senate)
 Mark Stanis, mss5s (Employee Council)
 Jon Tolbert, jgt3z (Employee Council)
 A.J. Young, ajy8n (Employee Council, Staff Senate)

Recorder:

Joyce Chewning, jbc62 (Employee Council)

HR:

Elsa Burnette, ekl9j