

Facilities Management Employee Council Meeting Minutes

Wednesday, March 23, 2022

Attendance

Council members: Christine Alencar, Randy Campbell, AJ Young, John Quinn, Joe Gitz and John Bruneau. Guests: Stuart Munson, Elsa Burnette, Mark Stanis, Jill Simpson and Jane Centofante.

Agenda:

1. Updates from Leadership, HR, etc.
2. Guest speaker Stuart Munson, FEAP
3. Climate Survey Updates
4. Preparing for May elections retreat
5. Electing new reps for Keona Loving and Larry Carroll

1. Leadership/HR updates

Elsa Burnette, UVA HR

- Apprenticeship Program job posting is now live – please share widely, deadline is April 29: https://uva.wd1.myworkdayjobs.com/UVAJobs/job/Charlottesville-VA/University-of-Virginia-Apprenticeship-Program_R0034204
- Occupational Programs Weekly Wrap-up email newsletter includes links to all current open positions at FM. There are a lot of options out there if people are looking for a change. You can also type “Find Jobs” into Workday.
- Apprenticeship qualifications are only high school diploma or GED. We are willing to take anyone with interest; no experience required.

Randy Campbell

- I’ve served on hiring committees for Apprenticeship openings. Things we are looking for include complete applications, resume that notes any experience, cover letter that refers to a commitment to the job. These three things mean a lot. We are looking for commitment toward a career. We do often look for some mechanical background – don’t want to set up someone for failure. We have hired everyone from those who have helped their relative with home improvement to a few years in the trades.

Elsa Burnette

- The program was redesigned last year to a 2+2 program. This means each apprentices sign a 2-year contract where they get an opportunity to explore all of the trades and at the end of the second year they narrow down to where they will focus their training. General trades training is provided initially. The program has also moved to more in-house training now.

Christine Alencar

- FM is now offering clothing that is specifically designed for women from Dovetail Workwear. Some women were previously wearing men’s uniform options, which did not fit well. This is a great example of better accessibility for women. (More information in [FM news story](#)).

Elsa Burnette

- Question about retention of trades workers (Gitz): The job market has caused some changes. COVID has made a lot of changes as to how people stay at work or do their work. We are seeing lots of companies offering sign-on bonuses. We know that some outside companies offer big bonuses but when business is slow, they let employees go.
- In our current postings at FM, there are some positions that include a sign-on bonus for new to UVA employees.
- Employees leaving UVA is not just an issue in the trades, we are seeing it at all levels at the organization. Leadership is always reviewing and looking into ways to support retention.

Randy Campbell

- Part of this is a natural ebb and flow of the job market.
- We have partnered with companies that are on both state contract and UVA contract – such as Colonial Webb, RE Lee, MWP – to ensure continuity with folks that are leaving. We know that people are going to go where the money is but it is better that they go to companies that are working on UVA property. We are trying to make that transition as easy as possible. Even if they are going to an outside company, they are still providing us with great service.

Elsa Burnette

- Question about merit raises (Young): There is nothing official at this time. There is no formal merit amount being provided by the state or the board of visitors yet.

Mark Stanis

- No update to share, except the Apprenticeship application period. We need help spreading the word.

2. Guest speaker Stuart Munson, FEAP

- Stuart Munson serves as the Community Resource Specialist for the [Faculty & Employee Assistance Program](#). Helps employees meet their basic needs – which includes childcare, affordable housing, debt management, basic budgeting, etc.
- FEAP: provides free counseling, completely confidential (nothing shared with managers, subordinates, etc.). Counseling can address anxiety, grief, splitting up with someone, kids, career goals. Counselors of all backgrounds, speak multiple languages and can be available both in-person, over the phone or on Zoom.
- Can also connect with free tutoring available from UVA students in almost any K-12 subject, including SAT prep, ESL.
- [UVA Community Resource Service webpage](#) lists details of all offerings.
- The [Employee Assistance Fund](#) was started to help address gap in services and assistance for individuals who do not qualify for Social Services programs.
- The fund provides grants up to \$1,500 every 12 months for one-time, unexpected expenses, such as transportation, childcare and some medical expenses (i.e., unexpected ER visit). Cannot pay for deductible, rent or utilities – expected and recurring.

- Fund is meant to be a last resort, so assistance is provided to explore all funding opportunities first.
- Applications submitted through Workday – confidential process, application comes to Stuart Munson who sees identifying information and reviews the application. Twice a month sends an email to the review committee summarizing details but does not include name.
- Seventy-five percent of applications fulfilled. One hundred percent that go to review committee have been approved, but Munson has received some that cannot be considered if incomplete or an employee of the Medical Center.
- At this time, only Academic division employees are eligible (includes all Facilities Management employees). Medical Center not currently participating in program but working on getting them involved. Current Medical Center participates in a Virginia State Assistance Fund funded by the CDC.
- FM is a big beneficiary of the fund, 30% of all grants awarded to FM, 38 employees received a total of \$46,000.
- Donations accepted through Workday if UVA employee and through the UVA Advancement website if non-employee. Munson is exploring what is needed to be considered a non-profit and participate in the Commonwealth of Virginia Campaign.
- Initially the fund received seed money from UVA, only have about a year left in the fund so working on fundraising opportunities. One UVA department is hosting a softball event.
- Campbell suggests tabling at FM event, such as ice cream social or fall barbecue, or organizing a walk around a golf course.
- Young suggests partnering with other local nonprofits such as the Haven.
- Alencar suggests plugging the fund in the upcoming survey and continuing discussions about fundraising opportunities.

3. Climate Survey Updates

Randy Campbell

- Met with Inclusive Excellence and Continuous Improvement teams including June Bates, Rollie Zumbrunn, Chris Smeds and Emily Douglas. They are looking to put together another survey because it's been three years since last one.
- The survey will not be an Employee Council survey but we will assist with developing questions and be the vehicle for the survey.
- Employee Council has expressed interest in getting out to see constituents and see the folks who we represent.
- We want to know if frontline staff has felt improvement or changes based on what they shared in previous surveys, we want to take a temperature of employees.
- We need to get the survey in a form that employees will respond to, even if that means the first 15 minutes of a toolbox meeting. Not everyone reads emails. Lot of last mile issues getting it the last person.
- Campbell will be meeting with June Bates again to discuss further.

Christine Alencar

- I want an excuse for us to be out in the field out from a computer, especially to meet with folks who are doing boots-on-the-ground work and don't have access to a computer.

- Request for a list of all constituents (Quinn): that information should be accessible in Tableau, need to look into further.

4. Preparing for May elections retreat

Christine Alencar

- We need to have a retreat every May to do things like review numbers of constituents for each member and prepare to communicate with Directors how we are ensuring fair elections.
- It is supposed to be 1 representative for every 100 people, but we need to look at the numbers each year in Tableau. John Quinn and/or Joey Tombs to provide data. For example, there's been a significant change with move from FP&C and Project Services to CC&R.
- Ensure the retreat is accessible by having it in Skipwith Hall, future years may host off-site such as Boar's Head or Morven.
- Retreat to take place late May. Two weeks of voting after retreat and then turnover to new council members in June.

5. Electing new reps for Keona Loving and Larry Carroll

- Council members Keona Loving and Larry Carroll have stepped down, need to replace them.
- Council members may serve two consecutive terms of three years each, then required to roll off for at least one year and then can come back.
- J.R. Richardson has expressed interest in Larry Carroll's seat.

Next Employee Council meeting set for noon-1:30 p.m. Thursday, April 21 in the large upstairs conference room of Skipwith Hall.

FEAP

Faculty & Employee Assistance Program

Community
Resource
Service



STUART MUNSON
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434.326.6206

HUMAN RESOURCES

WHAT IS FEAP?

FREE and CONFIDENTIAL counseling resource for you and your family

Help with

- Anxiety
- Grief
- Problem solving
- Crisis intervention
- Depression
- Parenting
- Relationships



THE COMMUNITY RESOURCE SERVICE

CONNECTING UVA EMPLOYEES IN NEED WITH COMMUNITY RESOURCES

- Connect you with community and UVA resources
- To help you meet basic needs like –
 - Finding a place to live
 - Budgeting and credit repair
 - Finding childcare
 - Finding a tutor
- Free, confidential assistance



HUMAN RESOURCES

EMPLOYEE ASSISTANCE FUND



PROVIDES - grants for one-time, unexpected expenses for basic needs
OF up to \$1,500 every rolling 12 months
TO benefits eligible, ACD employees with at least 6 months service
WITH no UVA Standards of Conduct violations

Over 100 of our colleagues assisted

- Apply through Workday
- Provide documentation of expense
- Request approved by Review Committee
- Grant paid in paycheck (less taxes)

“My son passed away from a heart attack out of nowhere and I hit my bottom. Due to having no life insurance, I had to take all the money I had to bury him as well as money I didn't have. Since then I have not been able to bounce back. I'm working hard trying and paying the debts off one by one. I've recently been taken to court for not paying bills that I couldn't pay at the time because of funeral expenses. I'm embarrassed, this is so not who I am, and something I don't feel great about.”

“I had to leave my rental house after 36 years because it is being sold. I am homeless and need a security deposit and first month's rent for my new room rental. I can pay monthly rent, just not the security deposit and the rent at once”

FM IS A MAJOR BENEFICIARY

30% of all grants have been awarded to employees in FM

38 FM employees have received assistance totaling \$46,420

HOW YOU CAN HELP



Raise fund awareness



Fundraising

- Donate through Workday
- Host a fundraising event