Facilities Management Employee Council Minutes
Thursday, January 12, 2023

Attendance:
Council members: Christine Alencar, Jon Bruneau, Randy Campbell, Eric Cline, Les Givens, Michael Minor, Corey Poole, Chelsea Reynolds, Ashley Scruggs and A.J. Young.
Absent: J.R. Richardson and Bonita White.
Guests: Elsa Burnette, Jane Centofante, Lori Pedersen and Dana Schroeder.

Agenda:
1. Introduction of Lori Pedersen
2. Updates from HR – Elsa Burnette
3. Updates from Special Guest – Dana Schroeder, Office for Sustainability
   a. FM Sustainability Plan
4. Council and Senate work
   a. Uniform committee updates
   b. Paul Zmick of E&U at Feb. meeting

Attachments (at end of document):
- (YOU)VA Sustainability presentation

1. Introduction of Lori Pedersen
- Lori Mohr Pedersen is the new executive assistant to AVP/CFO Don Sundgren.
- She previously worked at the UVA School of Engineering.
- Her contact email is lamp@virginia.edu.

2. Updates from HR – Elsa Burnette
- **Question about when money in HSA accounts will be transferred from Chard Snyder to Fidelity (Young):** Information about this process is on the [HSA/FSA transition website](#). If an employee signed the consent form agreeing to the transfer, the money will be transferred between Feb. 12-March 2. The Chard Snyder account will be unavailable during that time frame, but the new Fidelity account will be accessible. An employee who has chosen to continue to have their funds in Chard Snyder will be charged a $4 monthly fee.
- **Performance management:** January 13 was the deadline to submit your self-evaluation in a narrative review format with a place to comment about goals for 2023 (not applicable to those in a probationary period of employment). This is your opportunity to tell your boss what you’ve done and brag about yourself. In terms of goals for 2023, some goals
may stay the same each year, others may change. Goals can be edited and changed any
time throughout the year. If you were to change jobs mid-year, you can always edit your
goals.

- **Designated/non-designated status:** An employee’s supervisor determines whether an
  employee is considered designated or non-designated. The section in Workday that lists
  this info may or may not be up to date, so an employee should always defer to their
  supervisor for the most accurate information regarding their status.

- **Question about how UVA is implementing Virginia Governor’s Executive Order
  banning the use of TikTok and other apps (Bruneau):** That is a question best directed
to IT. Answer submitted following the meeting by UVA Information Technology Services
(ITS): UVA was informed by Deputy Secretary Sarah Spota that this Executive Order
does not apply to public institutions of higher education.

- **Question about Service Awards (Young):** Milestones for 10, 15 and 20 years are
  celebrated locally within the department by Facilities Management; those with 25 years
  and above are celebrated on the UVA-wide level. Eligibility is based on a fiscal year,
  July 1-June 30.

- **Question about issue managing Short-Term Disability, unclear of best contact in
  UVA HR; question about HR Business Partners role at FM and when are they best
  to contact (Givens):** Reed Group is the vendor for Short-Term Disability (STD), Unum
  is the vendor for FMLA and Parental Leave. Typically, the employee will be told to call
  Reed Group and follow their instructions. There is also information on the UVA HR
  website and AskHR is a resource. As for HR Business Partners, I am a conduit, a
  strategic partner and here for information. I will absolutely answer questions when asked,
  but I am not doing the hiring, I am not a benefits counselor, etc. We do telework a large
  portion of the time. Sarah McComb is 100 percent serving FM, I am 50 percent with FM.
  Thursdays is normally the day I’m on Grounds, but if someone wants to meet another
day, I can do it. We are always available even if we’re not physically here. Give us a call
  or send an email and we will get back to you.

- **Question about the standby pay rate and when it was last increased (Givens):** The
  rate is $3.51 per hour if an employee is waiting at home for a call to come into work in
  case of an emergency.

**Randy Campbell:**

- I was on a committee to determine that rate and it has been the rate for a long time. We
did a study five years ago and again in 2022, and that amount is spot on with our peer
institutions.

- There are a lot of factors involved and the supervisor determines how many hours an
  employee is paid standby time. Also, if you do come in and work and it’s outside your
  shift, it is premium pay.

- Supervisors do a good job at compensating our people and protecting our assets, but we
  really need to get them better training.

**Elsa Burnette:**

- We are working with Occupational Training on training opportunities.
• In terms of compensation, we do the best that we can and FM wants to make sure that people are paid for their work. We are trying to come up with different ways to achieve that.

Randy Campbell:
• There is always the Rewards & Recognition program to reward people who go above and beyond.

3. Updates from Special Guest – Dana Schroeder, UVA Office for Sustainability
• I’m Dana Schroeder, outreach & engagement manager for the Office for Sustainability.
• The FM Sustainability Plan is almost finalized. Our leadership team sees sustainability as the most efficient way to do our work, otherwise we’re leaving money on the table and wasting resources.
• Once the draft plan is finalized, we will be getting with individual units to see what we can be doing on each team.
• (YOU)VA Sustainability means everybody is a part of the solution. (See PDF of the full presentation at the end of the document.)
• The “10 bold goals” refer to the overarching UVA-wide goals as part of the 2030 Sustainability Plan.
• Mike Duffy, transportation operations and fleet manager for Facilities Management, is a great example of an employee who was motivated to support sustainability from his first day on the job.
• He has learned and grown into the topic, pursued accreditations and got a mentor, he started working with others around him and helped purchase electric vehicles and bicycles to be used by these teams.
• By integrating sustainability into his goals, he helped create a robust program that is nationally recognized as a Green Fleet. Also, he has worked to advance equity through donations of old vehicles. Sustainability is not just about supporting the environment, but also the well-being of our community.
• Mike’s “superpower” is transportation, I encourage you all to find your own superpower.
• Examples of other people who have found their superpower: Alumni Association hosts a lot of events so focused on making those events zero waste; Plumber Marcus Klaton joined the FM Sustainability Council and is working to reduce the water footprint; Erick Gomez, an engineer with OFS, works to install LED lighting, which in turn reduces nitrogen footprint.
• The Office for Sustainability wants to be engaging with people at FM to go up this staircase of participation in sustainability efforts – learning and growing; taking individual action; bringing people with; and integrating goals, consider including in performance goals.
• My superpower is enthusiasm and I use my enthusiasm to come to meetings like this to talk to people about sustainability, and make it feel approachable.
• Your superpower may have nothing to do with your job. If you go to a lot of lunches, you can pay attention to labels to dispose of waste correctly. If you’re a purchaser, you can choose certain vendors in Marketplace with a green leaf logo, which indicates they have compostable materials.
• Our goal is to do what we can, when we can, where we can.
• What is kind of role can you play? How many of you interact with energy systems? Water systems? Not everyone at UVA has those interactions, so if you do, you can be the person to pursue how we can support sustainability in those areas.

**Randy Campbell**
- I have organized an HVAC supervisors cohort meeting to go over best practices. I’m also teaching a sustainability class at VAPPA in end of March.

**Dana Schroeder**
- We notice a lot of categories of sustainability efforts fit into specific FM jobs.
- We also want to think about training and awareness if anyone has any feedback.

**Randy Campbell**
- The Office for Sustainability could support technical training for the HVAC cohort.

**Christine Alencar**
- I would suggest training on proper waste disposal of certain items, maybe at weekly shop meetings.

**A.J. Young**
- In metering, I do see the usage and numbers and notice if there are changes in buildings or trends.

**Eric Cline**
- Working in the West Complex, so much of it is so old and that can affect [efficiency].

**Dana Schroeder**
- Is there a feeling that my individual action won’t make an impact in such an old building?

**Eric Cline**
- When we have repairs, we do try to get as much done as we can to support other improvements, like adding extra insulation.

**Christine Alencar**
- In MR4, we found a bunch of steam traps that were not working during an annual inspection in January.

**Randy Campbell**
- I think yearly inspections are best done every October versus January so there can be savings all winter.

**Dana Schroeder**
- This would be a question for the preventative maintenance team that schedules the PMs. This is a great example of something where if you are noticing something that could be
improved, you should act on it. We, in the Office for Sustainability, are here to guide and help, but we can’t do all of the work. We need folks to keep an eye on this stuff.

Christine Alencar
• Also, proper documentation is important. When entering data into AiM on work orders, it is very helpful if there is documentation on certain assets knowing that it could be looked at years later when considering a retrofit for the building.

4. Council and Senate work
• Next month’s guest at the Employee Council meeting will be Director of Energy & Utilities Paul Zmick.
• Uniform committee updates: none.
• Ashley Scruggs is working on a location for the council’s spring retreat.

Next Facilities Management Employee Council meeting is scheduled for Thursday, Feb. 9, 2023 from 11:30 a.m.-1 p.m. in the Leake Building, lower-level large conference room. The guest will be Energy & Utilities Director Paul Zmick.
UVA is working toward 10 bold goals for sustainability, and we will need every Hoo’s help to get there.
SUSTAINABILITY IS...

- a priority at UVA
- about more than just the environment
- a community of passionate individuals
- a journey, not a destination
UVA SUSTAINABILITY FRAMEWORK

**STEWARD** our resources on Grounds and beyond by living our values through our actions and operations

**ENGAGE** in our community, serve our community, and build sustainability awareness

**DISCOVER** new solutions to global challenges through research, curriculum, and using the Grounds as a learning tool
2030 UVA Sustainability Plan Goals

- Carbon Neutral + Fossil Fuel Free
- Reduce Waste to 30%
- Reduce Nitrogen by 30%
- Increase Sustainable Food to 30%
- Reduce Water by 30%
- Build Accountability
- Advance Equitable Places
- Enhance Sustainability Teaching
- Enhance Sustainability Research
- Grounds-Engaged Learning
I met Mike on his first day.

I thought he seemed confident and excited...but apparently, he was pretty nervous.

He wanted to stand out and really improve things at UVA.
LEARNING & GROWING

Mike with his self-described sustainability mentor, Tom Johnson, founder of the Green Fleet Awards.
“I am eager to find out more about the bicycle program. I will explore that opportunity for myself...”
INTEGRATING GOALS
WE COULDN'T DO IT WITHOUT MIKE

- Going electric to directly reduce vehicle emissions
- Donating outdated vehicles to local organizations
- Working with capstone class on eco-driving solutions
“When I was offered employment as the Fleet Manager at FM, I had a shallow understanding of sustainability...

...but with ENCOURAGEMENT, EDUCATION, ENGAGEMENT, & COLLABORATION,

I have started to develop sustainable fleet practices [and it] has been the highlight of my career.”
Mike’s superpower is transportation.
Dr. Vaish has integrated environment into her studies of early childhood development

Sav & Julia from the Alumni Association host zero waste events

Plumber apprentice Marcus joined the FM Sustainability Council

Dr. Vaish has integrated environment into her studies of early childhood development
Erick decreases electricity demand by installing LED lighting, cutting our N-footprint.

Chef David creates delicious plant-based meals in the dining halls.

Professor Perry developed a new class: “Black Environmental Thought.”
A TRANSFORMATIONAL APPROACH

• “Organizations don’t change, PEOPLE do.”
• Our team is facilitating unit-level sustainability planning.
• Think UVA’s Racial Equity goals & the Inclusive Excellence planning process.
• We need every Hoo’s help, and our job is to make helping as easy, fun, and fulfilling as possible.
INTERNATIONAL STUDIES OFFICE

Mission: Expand & sustain global education at the University of Virginia
WE OFFER RESOURCES TO HELP YOU “LEVEL UP” YOUR PARTICIPATION

LEARNING & GROWING

Bi-Weekly Newsletter
Webinars
Events

Inclusion in Annual Performance Goals
Integration into Your Team’s Strategy
Unit-Level Sustainability Planning for Your Department

Green Workplace Program
Department Sust. Council or “Green Team”
UVA Sust. Subcommittee or Working Group
Addressing Environmental Health Inequity (Jan 25)
As part of UVA's Martin Luther King Jr. Celebration, this event will explore how those in the health sector can help address environmental health inequity in Virginia. Free lunch for first 50 in-person attendees.

Decarbonizing the Global Economy
The 2022 Jefferson Innovation Summit hosted 25 business, industry, government, academia and non-profit leaders from diverse sectors to develop a decarbonization playbook.
LEARNING & GROWING

Bi-Weekly Newsletter
Webinars
Events

TAKING INDIVIDUAL ACTION

Reminder Signage
Trainings
Tip Sheets
Toolkits
Exploring Ideas 1-on-1

INCLUSION IN ANNUAL PERFORMANCE GOALS
Integration into Your Team’s Strategy
Unit-Level Sustainability Planning for Your Department
**LEARNING & GROWING**

- Reminder Signage
- Trainings
- Tip Sheets
- Toolkits
- Exploring Ideas 1-on-1

**TAking INDIVIDUAL ACTION**

- **BRINGING PEOPLE WITH**
  - Green Workplace Program
  - Department Sust. Council or “Green Team”
  - UVA Sust. Subcommittee or Working Group

**Inclusion in Annual Performance Goals**

- Integration into Your Team’s Strategy
- Unit-Level Sustainability Planning for Your Department
**Steps to Certification**

- Form a “green team” of interested employees
- Request a green workplace interest meeting
- Implement at least 20 recommended actions
- Host a walkthrough to confirm changes made
- Celebrate certification!
- Earn badges for special projects

**Summary of Actions**

**Awareness & Education**
- A-1 Public Leadership Commitment
- A-2 Sustainability 101 Presentation
- A-3 Green Workplace Survey
- A-4 New Employee Onboarding
- A-5 Green Purchaser Training
- A-6 Zero Waste Event Training

**Reminder Signage**
- S-1 Light Switch Reminders
- S-2 Thermostat Stickers
- S-3 Water Conservation Clings
- S-4 Paper Towel Prompts
- S-5 Public Transit Poster
- S-6 Earn Your Steps Sign

**Energy & Water**
- E-1 HVAC Check Up
- E-2 IT Sleep Settings
- E-3 Efficient Equipment & Appliances
- E-4 Appliance Census
- E-5 Leak Check
- E-6 Bottle-Free Workplace

**Waste Reduction**
- W-1 Recycling Check Up
- W-2 Desktop Recycling Bins
- W-3 Electronics Recycling
- W-4 Office Supply Reuse
- W-5 30%+ Recycled Content Paper
- W-6 Double-Sided Printing

**Ongoing Communications**
- C-1 Electronic Communications
- C-2 Print Communications
- C-3 Updates at Staff Meetings
- C-4 Sustainability Lunch & Learns
- C-5 Newsletter Subscribers
- C-6 Green Workplace Sharing

**We’re Here to Help!**

Ask questions or schedule a check-in: greenworkplace@virginia.edu
434-297-7964

Find resources that correspond to each action on our website.
WE’RE ASKING YOU TO:

Learn & Grow
Take Individual Action
Bring People With
Integrate Goals

WE’LL BE HERE TO:

Advise
Connect
Support
Amplify

DON’T BE SHY!

sustainability@virginia.edu and www.sustainability.virginia.edu