

Facilities Management Employee Council Retreat Minutes

Friday, May 5, 2023

Attendance:

Council members: Christine Alencar, Jon Bruneau, Randy Campbell, Les Givens, Ashley Grooms, Michael Minor, Corey Poole, Chelsea Reynolds, J.R. Richardson and A.J. Young.

Absent: Eric Cline, Bonita White and A.J. Young.

Guests: Jane Centofante, Emily McCafferty and Lori Pedersen.

Agenda:

1. A year in review
2. Organizational assessment
3. Elections outreach
4. 2023-2024 goals and planning

Attachments (at end of document):

- Employee Council Retreat presentation
- Employee Council constituent groups

1. A year in review

- Employee Council met with eight directors across Facilities Management.
- Topics explored: health benefits and mental health wellness; safety; what diversity, equity and inclusion (DEI) means to the UVA community; the new FM Sustainability Plan; traffic safety on Grounds; uniforms; education benefits; and other Staff Senate initiatives.
- Participated / volunteered with the Employee Appreciation Lunch with new Employee Council T-shirts.
- Continued thanks to Employee Council supporters: Lori Pedersen, Jane Centofante and Elsa Burnette/Sarah McComb.

2. Organizational assessment

- Council members reviewed the current FM organizational chart and any significant changes that have occurred in the past year that may require adjusting representation.
- Council members in discussion with members of leadership decided on the following adjustments:
 - The addition of the Office of the University Building Official (OUBO), which includes Environmental Resources, to be represented by Jon Bruneau's seat.
 - The transfer of Systems Control to be represented by Christine Alencar's seat (previously represented by A.J. Young's seat).

- Housing Custodial and Housing Maintenance will now be represented by Michael Minor's seat.
- E&G Custodial Services will be solely represented by Bonita White's seat.
- *All Council members' constituent groups are outlined at end of the document.*

3. Elections outreach

- Members up for election are: A.J. Young (Energy & Utilities) and Bonita White (E&G Custodial Services).
- Council contacted corresponding leadership teams informing them to conduct elections within each group by May 19.
- A concern was raised about better staggering council member terms. During the pandemic, adjustments were made to some term lengths resulting in a lot of terms ending at the same time in 2025. The issue will be considered in the future.

4. 2023-2024 goals and planning

- At the June 22 meeting, the council will welcome the two newly-elected members, vote on the next year's co-chairs and select replacements for Staff Senate seats held by A.J. Young, Christine Alencar and Michael Minor.
- Council will take a break in July and August with regular monthly meetings restarting in September.
- Items to consider for next year's council include remote work policies, concerns about inconsistent HR policies and the addition of an attendance policy to the FM Employee Council General Procedures & Guidelines based on a recently approved Staff Senate attendance policy.

The Facilities Management Employee Council's next meeting is Thursday, June 22, 2023, from 11:30 a.m.-1 p.m. in the Leake Building, upper-level conference room.

*Second Annual
FM - Employee Council Retreat*

FRIDAY MAY 5, 2023



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*To foster communication among
Facilities Management employees and provide
a forum for workplace-related concerns with
the intent of improving the working conditions
of UVA Facilities Management.*

FM – EMPLOYEE COUNCIL MISSION STATEMENT

A year in review...



- Met with eight Directors across FM
- Topics explored: health benefits and mental health wellness, safety, what DEI means to the UVA community, new FM Sustainability plan, traffic safety on grounds, uniforms, education benefits, and other Senate initiatives..
- Participated / volunteered for FM Barbeque with new Employee Council t-shirts!
- Welcomed Lori Pederson
- Continued thanks to our supporters! Jane, Lori, Elsa, and 434th Street Catering!

Organizational Assessment

For the next hour, we will...

- Review the current FM organizational chart and any significant changes that have occurred in the past year that may require adjusting representation
- Define and confirm represented shops / constituency groups, and their necessary representation
- Determine which Council and Senate seats are up for reelection
- Determine which key FM - stakeholders / Directors / information outlets need to be reached regarding elections

Elections Outreach

For the next hour, we will...

- Develop communications tools (i.e., email drafts) to send to key stakeholders / Directors / information outlets, including important details regarding elections bylaws and guidelines
- Send information to necessary outlets! (Break into groups? Determine who needs to be on each communication)

2023 – 2024 Council Goals & Planning

For the next hour, we will...

- Plan for onboarding new Council members and Senate elections
- Workshop ideas for what we envision over the course of the next year.
- Possible topics: Senate engagement goals, attendance policy (model after new Staff Senate policy?), DEI efforts, sustainability initiatives, outreach to constituency, issues brought forth by constituents, trouble with Fidelity FSA card, and more...

Thank you!



Constituent count

Council Member to Org

Employee Org Name

AJ Young

FM-Chiller Plants	19
FM-Heat Plants	36
FM-Metering	5
FM-Power & Light	18
FM-Utilities Distribution	24
FM-Utilities Management	4
Total	106

Ashley Grooms

CC0549 FM-Programs & Informatics	1
CC0557 FM-Technology & Innovation	1
FM-CFO Office	4
FM-Financial Operations	16
FM-Fleet	5
FM-Occupational Programs	16
FM-Programs & Informatics	34
FM-Technology & Innovation	28
Total	105

Bonita White

FM-Custodial	118
Total	118

Chelsea Reynolds

FM-UVA Health Zone 1 North	24
FM-UVA Health Zone 1 South	47
FM-UVA Health Zone 2	33
Total	104

Christine Alencar

CC0546 FM-Office for Sustainability	7
FM-Automation Services	27
FM-Energy Support	10
FM-Geospatial Engineering Services	11
FM-Office for Sustainability	23
FM-Operations Management	7

Constituent count

Council Member to Org

Employee Org Name

Christine Alencar

FM-Systems Control	15
Total	100

Corey Poole

FM-Elevators	13
FM-Fire Protection	27
FM-Lockshop	5
FM-Roofing	6
FM-West Grounds Zone	19
Total	70

Eric Cline

FM-UVA Health Administration	4
FM-UVA Health Renovations	24
FM-UVA Health Work Mgmt	10
FM-UVA Health Zone 3	23
FM-UVA Health Zone 4	27
Total	88

John Bruneau

FM-CCR Administration	15
FM-CCR Design Services	12
FM-CCR Project & Const Mgt Svcs	52
FM-Surplus Store	3
Total	82

Jon Bruneau

OP-Building Official	10
OP-Environmental Compliance	5
Total	15

JR Richardson

CC0551 FM-Recycling	1
FM-Landscape	66
FM-Recycling	16
Total	83

Les Givens

FM-CCR Architectural Trades	45
FM-CCR Construction and Renovation Serv..	29

Constituent count

Council Member to Org

Employee Org Name

Les Givens

FM-CCR Mechanical Trades	36
FM-CCR Speciality Trades	14
Total	124

Michael Minor

FM-Housing Custodial	44
FM-Housing Maintenance	33
Total	77

Randy Campbell

FM-Central Grounds Zone	37
FM-McCormick Road Zone	20
FM-N Grounds Custodial	33
FM-N Grounds Zone	16
FM-Newcomb Zone	18
Total	124