Facilities Management Employee Council Minutes
Thursday, Sept. 14, 2023

Attendance:
Council members: Christine Alencar, Eric Cline, Tabitha Ford, Les Givens, Ashley Grooms, Michael Minor, Corey Poole, Chelsea Reynolds, J.R. Richardson.
Absent: Jon Bruneau, Randy Campbell, George Dorman.
Guests: Jane Centofante, Emily Douglas, Ryan McCarthy, Lori Pedersen.

Agenda:
1. Special guests – Emily Douglas & Ryan McCarthy
2. HR Questions – Elsa Burnette, UVA HR
3. Council and Senate work
   - Fall BBQ volunteering and t-shirts
   - Uniform questions / input (survey)
   - Comments from constituents

Attachment (at end of document):
- Employee Council meeting presentation

1. Special guests: Emily Douglas & Ryan McCarthy
Emily Douglas, FM Diversity, Equity & Inclusion (DEI) Specialist
- The FM DEI specialist position became a full-time position in 2019, it came from the DEI Committee and was an employee ask to create this role.
- Not all UVA groups have a full-time DEI position. This shows what FM values and considers important.
- This role lives under Occupational Programs (OP) under Laura Duckworth, the “people business” of FM.
- Reviews list of completed projects, current projects and ongoing/upcoming projects. Projects labeled “IE” refers to Inclusive Excellence project that came out of the Inclusive Excellence Survey.
- Inclusive Excellence at FM includes a team of 19 people. To complete the survey this team led over 80 Zoom calls, because the survey took place during COVID when we couldn’t meet in person.
- The Cornerstone Program Language Collection was completed earlier this year.
  o 27% response rate; FM employees speak 34 different languages and 20% of FM employees are multilingual.
o We’re working on sharing the results of that survey more widely on the DEI website and with teams.

**Uniform Survey** – launches Sept. 18
**Rewards & Recognition** – IE team working on improving that process.
**Operations Communications** – IE team looking at how FM teams are communicating to each other, i.e., so Landscape doesn’t mulch an area that is about to be dug up due to construction.
**We’re working to improve usage of FEAP resources, setting up group sessions of FM groups; gratitude is the theme for fall, grief will be theme for next year.**
**Meeting with HR Employee Relations and Office for Equal Opportunity and Civil Rights to review issues.**
**Project Implicit is a grant funded program. This past April we convened 120 people who hire frequently at FM to work through how to be aware and mitigate bias in the recruitment and hiring process, and we’re looking at how we can be more aware of any biases in the recruitment process and how to address them.**
**Parking initiative – we’ve been in touch with Les Givens on Employee Council and facilitated some conversations about addressing parking concerns.**
**Recruitment & Hiring – looking at how to improve transparency on promotions.**
**Apprenticeship – we’ve met with the Boys & Girls Club and Abundant Life Ministries groups.**
**We support Employee Resource Groups including the FM Tradeswomen and e-Bike group.**
**Language program – FM continues to provide English classes for employees, but we have broadened that to a language program, any employee can use education benefit to pay for a language class that can support their job.**
  o There are two options for English classes.
  o Globo app – very soon we’ll all have access to a live interpreter via our phones.
**Accessibility app – working with Bethany Hurley in the SVP office on creating an app where anyone on Grounds can click on an area of a map to know the accessible routes in that area.**

**Ryan McCarthy, trades apprentice**

- We just launched the FM Snack Drawer in the OP Training Room (the old FM lunchroom) – free snacks are available for those facing food insecurity.
- Based on wages and the cost of living numbers for the area, we know that about a third of our department is at high risk for food insecurity. We know that numbers don’t tell the whole picture since you never know someone’s situation and what they are dealing with.
- A third of our department are either not getting enough to eat or they are taking some sort of trade off, maybe working a second job to make ends meet.
- We are working to normalize accessing the resources you need.
- The FM Snack Drawer also has info about food pantries on Grounds and community food pantries, such as Loaves and Fishes.
- Why do we have a responsibility to support this?
  o Safety – if you’re hungry, you may make mistakes or pass out on the job.
Equity – we have vending machines available, but snacks are priced higher.
Retention – if we do a good job of caring for people, they’ll stay.
Mission – this supports UVA’s overall mission to be “good and great.” What’s a better way to be good and great than to recognize that this may be something people are struggling with instead of just ignoring it.

- If you have access to get something extra or have extra food that isn’t needed, please donate it.

Christine Alencar
- Can we follow-up to identify a place at HSPP for an FM Snack Drawer there?

Ryan McCarthy
- In talks with folks at HSPP, in the short term we want to work closer with the existing food pantry at the School of Nursing to make that food pantry feel more accessible to those at HSPP, rather than establishing a separate new one.
- People can put donations directly into the FM Snack Drawer shelves or extras in drawers in the room nearby labeled “donations.”
- I’m also involved with the FM Tradeswomen group, which was originally just a group of women in the trades, first created at a time when there were very few tradeswomen at FM.
- Post-COVID the group has expanded to include women and non-binary folks in recycling and landscape positions as well, and more recently, project and construction management roles as well.
- Our goal for the fourth quarter of this year is to solidify the group’s mission/vision and set a calendar for 2024.
- We’re exploring the idea of creating a training or more of a conversational opportunity for FM folks about communicating with your team when it’s become more diverse – more women, queer people, etc. We’d like to help people get an understanding for what it feels like to be the new person in the group and let them know it doesn’t have to be perfect, but you do have to try.

Christine Alencar
- The Employee Council participated in the One Small Step activity last week, which is all about that process about supporting curiosity and open-mindedness, while also giving grace to others. This could be a useful tool for our teams at FM.

2. HR Questions – Elsa Burnette, UVA HR

Job posting question
- Question from a CC&R employee concerned about job qualifications.descriptions not asking for enough field or real-world experience and instead asked for degrees in higher education. Can we confirm with HR which positions only require high school diploma?

Elsa Burnette
- The trades assistant and senior trades assistant positions were adjusted and no longer require high school diploma or GED. We are in talks about updating other trades positions, but it comes down to the position and the manager requirements.
• A manager can adjust the position description; but they can prefer more experience or education than what is required.
• HR doesn’t write individual job descriptions; HR has job profiles but posting language is created/edited by a hiring manager. There are certain things that can be adjusted in a job posting but they can’t remove certain items that are required by the job profile.
• Most of the roles at FM (minus some roles in custodial, landscape, recycling, and now trades assistants) do require a high school diploma, and the some that require a bachelor’s degree may take experience in lieu of the degree.
• If there’s a concern about a specific position’s requirements, it’s best if a person reaches out to HR directly to discuss.

Comp time question
• Question from FM staff member about if HR can allow the option for overtime hours to be used for comp time?

Elsa Burnette
• That decision is not made by HR, it is made by FM Directors. The last time that it was universally addressed, FM leadership decided to pay people for overtime (1.5 rate) in real time versus allowing leave to be accrued. There is an ability for employees to earn leave for straight rate overtime and we recommend that employees speak with their leadership team.

Christine Alencar
• We have talked about having an individual or two from Employee Council attend the occasional FM Directors meeting to address the Directors as a group. I think to have more dialogue there would be beneficial.
• I’m putting it out to the council if we do have an opportunity to meet with the Directors, think about what top priorities are as a council and if there is an issue to bring up, that is unique to FM and affects a lot of people.
• *Info provided after the meeting*: The FM Directors team is open to having a representative or two from Employee Council join the CFO meeting to share feedback from the council.

Michael Minor
• Question about an employee who applied for a new position a few weeks ago and hasn’t heard anything.

Elsa Burnette
• There is not always a set timeline for each job posting, we recommend that the employee reach out to the recruiter listed on the job posting for more info about the status.

State raise question
• Question from an FM staff member about a rumor that the Governor mandated blanket 5% minimum merit raise for all state employees? Has this been confused with 5% raise for service employees (e.g. Teachers and First Responders - Police, Firefighters)?
Elsa Burnette
- The budget for this year was just approved. We have not heard anything about this for employees.
- Just to clarify, University Staff raise comes from the Board of Visitors, not from the state. But BOV takes into account what the state is providing to Classified staff.

New UVA daycare
- Question from an FM staff member about the planned new UVA daycare, will it prioritize Academic staff or the Health System staff?

Elsa Burnette
- UVA HR has a website about UVA Family Support Collab that has some background on the discussions surrounding the need for a new daycare.

Michael Minor
- Is there a subsidy or voucher offered at the UVA affiliated daycares?

Information supplied after the meeting from Christine Alencar:
- There are four local UVA-affiliated childcare centers that are managed by Bright Horizons and Kindercare for children aged infant through Pre-K.
- Tonya Henderson, director of the UVA Copeley Center operated by Kindercare stated via email: “There are vouchers/subsidy that some centers will take. Those include state subsidy, childcare aware (military) and a 10% benefit voucher that comes from your HR department. Our center in particular accepts CCA (childcare aware), and we are working on applying for subsidy status so that families who need assistance can apply through the state for help. We do not accept the 10% benefit voucher because tuition is already discounted. Families can use the 10% voucher at our local community KinderCare centers. For more specific information about using the voucher at one of the community centers they could contact Hillsdale and Riverbend. Unfortunately, I cannot speak to the policy at Malcom Cole and Sharon Hostler as they are operated by Bright Horizons.”

FM Blood Drives
- Question from an employee about whether there will be a return of the Blood Mobile onsite at FM?

Lori Pedersen
- I can work on pursuing bringing the Blood Mobile back to FM again, will discuss with Shelomith Gonzalez who is active with the Red Cross.

Video cameras on Fleet
- Suggestion from the General Services crew to install cameras on their box cars.

Les Givens
- This has come up at past meetings that there are so many cameras around Grounds, can’t we add them to our vehicles to assist in the event of an accident. There have been more incidents with students walking in front of FM vehicles.
Elsa Burnette
- This would be a decision made by the Fleet team and FM leadership. We might also consider connecting with the Dean of Students to help promote awareness about these incidents.

J.R. Richardson
- The Landscape team would like to adjust their restroom signage so that they are all unisex, versus being labeled male/female.

Elsa Burnette
- I will mention this to Rich Hopkins.

3. Council and Senate work
FM Employee Appreciation Event
Christine Alencar
- Council members are asked to sign-up for volunteer roles to help with the FM Employee Appreciation Event on Oct. 11. Please wear council T-shirts so easily identified by staff.

Meeting length
Christine Alencar
- It has been suggested that we should extend our meeting times since we seem to run out of time at monthly meetings. What are some thoughts from the Council on this topic?

Ideas discussed by council members:
- Discuss certain agenda items via Teams, email or text versus during the meeting to be more effective with time.
- Adjust the order of the agenda for the meetings.
- Start 30 minutes earlier.
- Council settled on continuing with the same meeting time length for the fall and considering extending by 30 minutes starting the spring based on conference room availability.

Miscellaneous
Les Givens
- Some of my constituents have been asking me about updated uniform offerings. I will tell them to provide feedback about the items in the uniform survey.

Emily Douglas
- A lot of the topics discussed by council during the meetings relate to my work in DEI, so I plan to start attending the council’s meetings on a monthly basis.

*The Facilities Management Employee Council’s next meeting is Thursday, Oct. 12, 2023, from 11:30 a.m.-1 p.m. in the Leake Building, upper-level conference room.*
Agenda

FM Employee Council Meeting
September 14, 2023

1. HR QUESTIONS FOR ELSA BURNETTE
2. SPECIAL GUESTS: RYAN MCCARTHY & EMILY DOUGLAS
   - FM TRADESWOMEN GROUP
3. COUNCIL AND SENATE WORK
   - FALL BBQ, VOLUNTEERING AND TSHIRTS
   - UNIFORM QUESTIONS / INPUT (SURVEY?)
   - COMMENTS FROM CONSTITUENTS

(NEXT SLIDE)
**HR Questions:**

- CC&R employee concerned about job qualifications / descriptions not asking for enough field or real-world experience and instead asked for degrees in higher education. Can we confirm with HR which positions only require high school diploma?
- Allow the option for overtime hours to be used for comp time
- Rumor that the Governor mandated blanket 5% minimum merit raise for all state employees? Has this been confused with 5% raise for service employees (e.g. Teachers and First Responders - Police, Firefighters)?
- New UVA daycare, will it prioritize Ustaff or the HS Staff?
- Return of Blood Mobile?
- General Services (Moving Crew) continue to argue the case for the utilization of go-pro cameras in box cars
Constituency questions & feedback:

- Council: Do we need more time at meetings?
- Council: CC&R employee concerned about job qualifications / descriptions not asking for enough field or real-world experience and instead asked for degrees in higher education. Can we confirm with HR which positions only require high school diploma?
- Council: Alternatives to fulfilling financial obligations to P&T without creating a financial burden on University employees?
- Council / Senate: Attendance policy?
- Council / Senate: Sharing the road with bikes, especially on McCormick Road (stories / anecdotes about incidents?).
- Senate: Employee dependent tuition discount programs possible? Use of employee education benefits to pay for certain childcare / dependent education programs?
Completed Projects:
- Cell Phones (IE)
- Tradeswomen Wear Test
- Onboarding (IE)
- Communication (IE)
- Cornerstone Language Collection

Current Projects:
- Uniform Survey
- Promotion Group (IE)
- R&R (IE)
- Trades Career Paths (IE)
- Operation Comms (IE)
- FEAP
- ER + EOCHR
- Project Implicit
- One Small Step
- Snack Drawer
- Parking

Ongoing Projects:
- Inclusive Excellence (IE)
- Recruitment & Hiring (IE)
- Community Workshops (AP)
- FM ERG:
  - Tradeswomen
  - E-Bike Group (JM)
- Appreciation Event (IE / DEI)
- Coffee & Pastry (IE / DEI)
- Diversity Council / WLC / Family Collab / UVA ERG / Chairs Summit
- Leadership support / Onboarding
- Language Program