

Facilities Management Employee Council Minutes

Thursday, Nov. 9, 2023

Attendance:

Council members: Christine Alencar, Randy Campbell, Eric Cline, Tabitha Ford, Les Givens, Ashley Grooms and Michael Minor.

Absent: Jon Bruneau, Corey Poole, Chelsea Reynolds and J.R. Richardson.

Guests: Elsa Burnette, Jane Centofante, Emily Douglas, Lori Mohr Pedersen and Ruth Schulman.

Agenda:

1. Special guest: Emily Douglas, DEI updates
2. Council and senate work
 - Blood drive: Thursday, January 25 (11am – 4 pm, Student Activities Building)
 - Refilling George Dorman's seat
 - Attendance policy
 - Parking working group
 - Comments from constituents
3. HR questions for Elsa Burnette

1. Special guest: Emily Douglas, DEI updates

Emily Douglas

- Introduction of Ruth Schulman, Occupational Programs community outreach coordinator. She will help with community workshops, Boys & Girls Club visits, Apprenticeship school visits and more.

Childcare offerings

- An update on a previous discussion about UVA childcare offerings: Nic Micelli, works in UVA HR as the program lead, family services. Her role is to oversee childcare/eldercare at UVA and support information sharing of those resources. She has convened the UVA Family Support Collab group to examine childcare needs and make recommendations for changes. She could be a good guest speaker for Employee Council.
- The [UVA Family Support Collab webpage](#) lists the group's goals, 2023 report and UVA leadership response to recommendations.

All-gender bathrooms

- At a previous Employee Council meeting, J.R. Richardson mentioned that Landscape staff members had requested a change to make their bathrooms all-gender. A similar request came from a Utilities team staff member.

- I brought it up to Don Sundgren and FM Leadership who are supportive of moving forward with any requested changes.
- Jennifer Watson and I have been working with different team members to confirm what changes would best in the FM area and we identified two areas where some adjustments will take place – the Landscape building and Pratt South trailer.
- The Landscape building will keep two gender-specific bathrooms that include showers and change two other bathrooms to all-gender. Changes to the Pratt South trailer are still in review and discussion with staff members in that area.

Uniform survey

- The Uniform Survey is complete and we had a 62% response rate.
- The team reviewed the data and developed some recommendations, which included requests for more seasonal options for pants and shirts, additional pant options with more pockets and the addition of a grey-colored shirt option.

Globo interpretation app

- We've been meeting with Custodial managers and supervisors in person to introduce the new Globo interpretation app – it is now available to be downloaded onto all FM work iPhones to be used for work purposes.
- We will be meeting soon about further communication beyond the Custodial teams to help spread the word about its availability.
- Globo is a paid service – they use trained interpreters around the globe that are available 24/7, so can even be used for those on night shift. A real human is interpreting for you either via audio or video.
- The Google Translate app is still a good tool, but it's not the best because it doesn't always get every word and isn't always accurate.
- UVA Hospital uses the Globo app as well. They paid to review all of the existing interpretation apps to see which app would work best and decided on Globo.
- The app can also be used to translate documents as well but it requires a few days to return the document.
- DEI has created an [FM Language Services Request Form](#) for FM employees who need some translation assistance, whether it's an interpreter for a training session or a translated document, we can assist with whatever is needed.

2. Council & Senate work

Blood Drive

Lori Mohr Pedersen

- The Blood Drive is set for Jan. 25, 2024, from 11 a.m.-4 p.m. at the Student Activities Building. An email to all FM employees did result in more sign-ups, we now have 23 but would like more. Interested donors can also reach out to me at 434-982-5835 or lamp@virginia.edu.
- In an effort to start hosting these on a quarterly basis like before, I will start scheduling the one to follow the January drive.

George Dorman's seat

Christine Alencar

- I have reached out to the Energy & Utilities leadership team to fill George Dorman's seat, they're working on hosting an election to fill his seat and plan to identify a new representative by Friday, Dec. 1.

Staff Senate Parking Working group

Christine Alencar

- There was some discussion at the last meeting that there is a new Staff Senate Parking Working group. If this is the case, I'd like to ensure that at least one FM Staff Senator serves on this group.

Les Givens

- It is not clear there is actually a Parking Working group, I will have to confirm there is a group and report back.

Emily Douglas

- There has been some separate discussion about identifying some people at FM to be involved in a conversation with Parking & Transportation to address some of the concerns raised about costs of parking and if there is a possibility of offsetting that cost in some way. This group has not yet met, but just had some initial email communication.

Attendance policy

Christine Alencar

- The Staff Senate attendance policy requires that members miss no more than 3 meetings out of 10 meetings for the year. I would suggest we adopt the same policy for the council.

Lori Mohr Pedersen

- I would suggest the council consider establishing alternates to avoid having to replace someone mid-year or so a council member could appoint someone to come in their place if they can't make it.

Christine Alencar

- It would be a lot of extra administrative work to have an alternate for each constituency group. I think it could just be up to each constituency group to decide if they need an alternate.
- Jon Bruneau recently changed positions; he is still in CC&R so he can remain a council member but asked to have an alternate serve in his place for the next 2-3 months while he gets up to speed in his new role. Chance Drummond will serve as his alternate.
- When we start council each year, we do want to have an expectation of attendance and participation. We don't want someone who just doesn't come, which has been a problem in common years.

Council members voted to adopt the new attendance policy.

3. HR questions

Elsa Burnette

- **Follow-up question about Employee Council meeting with FM leadership:** Lori Mohr Pedersen can help schedule that – I would suggest having 2-3 council members attend a weekly FM Directors meeting sometime after Jan. 1. Special guests usually get 10-15 min to present info.
- **Question about providing a box for anonymous suggestions/comments/concerns:** People can always put a note under my door in lower-level Skipwith Hall or if someone wants to place a note on the desk of Lori Mohr Pedersen in the CFO office. We would encourage constructive ideas, not just anonymous complaints.
- **Question about why it is policy to pay out time over the maximum carry forward allotment at 50% (Grooms):** I don't know the exact answer to why the policy was created but overall, I think there is a desire to support work-life balance and encourage the use of paid time off. I suggest someone speak to HR if they have concerns that their leadership is not allowing them to take time off. In my experience it is very rare for a supervisor to not approve an advanced time off request that doesn't conflict with a specific deadline or project.

Onboarding process

Les Givens

- I have a question about the onboarding process, I have heard some concerns that it is too complicated.

Elsa Burnette

- There are two separate processes – there is UVA onboarding by UVA HR and there is FM onboarding by Occupational Training. FM has recently improved its onboarding and we have heard good feedback about that but I'm sure the Occupational Training team would be happy to talk to someone about their experience. I know some people may have issues with the UVA Workday onboarding process because they are not familiar with computers in general.

Les Givens

- I would suggest we survey employees after the onboarding process to ask them how the process went.

Michael Minor

- I had an employee that just started recently and that process went as smooth as clockwork, it was the easiest that I've ever encountered. They covered everything.

Ruth Schulman

- I also recently went through it and felt it was well-organized and the instructors were great, however it is a lot of information all at once.

The Facilities Management Employee Council's next meeting is Thursday, Dec. 14, 2023, from 11:30 a.m.-1 p.m. in the Leake Building, upper-level conference room.