



Facilities Management Employee Council Minutes Thursday, February 8, 2024

Attendance

Council members: Christine Alencar, Eric Cline, Tabitha Ford, J.R. Richardson, Ashley Grooms, Corey Poole, Randy Campbell, Les Givens, Michael Minor, Chance Drummond, and Chelsea Reynolds
Guests: Elsa Burnette, and Lori Mohr Pedersen

Agenda

1. HR Questions for Elsa Burnette
2. Council and Senate Work
 - a. Preparing for March Meeting with Parking and Transportation with Scott Silsdorf, Director of Parking and Transportation. Also attending will be Jess Wenger, Environmental Projects Manager, Facilities Management and Mark Stanis, Director of Capital Construction and Renovation. Both Jess and Mark serve on Transportation and Parking Committee.
3. Spring Retreat Planning (Time Permitting).

Christine opened the meeting reminding members that this was a planning session to prepare for the meeting next month with Scott Silsdorf, Director of Parking and Transportation, and Jess Wenger, Environmental Projects Manager, and Mark Stanis, Director of Capital Construction and Renovation. Both Jess and Mark serve on the Transportation and Parking Committee representing FM.

Christine navigated through the P & T website viewing various areas for discussion or clarification in preparation for the March meeting.

- CAV Pool/Ride Share
- DART

HR Issues with Elsa Burnett

Michael asked about parking at JPJ. At times for events parkers are notified of the need to exit the lot at a pre-determined time, often the time is just prior or at the end of a shift. This situation can lead to not being able to exit the lot in time and has resulted in tickets.

- Elsa commented that this is a situation that should be worked out with managers. Employees could be released early; schedules could be adjusted, and arrangements made to make up the time at supervisors' discretion. Time should be accounted for in AIM, and Workday.

Christine noted the following:

- There is a supplemental benefit offered to employees making less than \$40,000/year, to be used at the employees' discretion for benefits and can be taken out of paychecks.
 - Since Workday was implemented, there has not been an increase in the supplemental benefit. Perhaps it's time to revisit the amount of benefit offered.
- Two paychecks a year receive no benefit deductions.

Christine asked Elsa if a new employee should enter goals during their first year of probationary employment.

- Elsa said FM is currently under a program of using a narrative style performance review; goals should be created within the narrative for current employees.
- New employees will get a probationary goal setting task to create goals for their first year.

JR asked:

- Why is it that employees' goals are not always honored; some managers set goals for their staff.
 - Elsa explained that there is a list of goals available to use and there are opportunities to add or edit goals. In addition, you can reuse your goals from year to year.
- Why aren't merit increases based on performance evaluations?
 - Elsa explained that several things are reviewed when merit increases are being considered. Performance evaluations/ratings don't always equal the amount of merit awarded.
- Why is the 360° evaluation no longer used in FM?
 - Elsa shared that she was not aware of 360 evaluations being used in FM. Formal 360 evaluations are available through the UVA HR Learning team as part of executive and leadership coaching.

Michael pointed out that a 360° review could be beneficial for the front-line staff and their supervisors. His team works well together and with him.

Randy added that he would not support a 360° review. Employees don't always know what a supervisor does. His employees know they can come speak to him when they need to.

Elsa mentioned the Start, Stop, and Continue method of feedback, and added that using that process makes sense, but it does need to be delicately balanced.

Elsa added that a supervisor training program has been developed by the FM OP team and supervisors have begun to participate in the training.

Additional discussion regarding Parking and Transportation

JR brought up concerns regarding staff who are designated for snow duty. When there is a 4 a.m. report time and a parking area is specified. It has happened that at some time during the day, parking tickets are written, due to cars being in a non-permitted lot because of the need to remove snow from other areas. Options were brought up and discussed.

- Perhaps FM management could notify P&T that there could be parking in lots that are not reflected in the hanging parking permit.
- A designated pass could be distributed to FM staff to display in the windshield showing they have parked for a designated snow event.
- Additional transportation options could be offered to assist staff getting to the locations they need to be during a snow event.

Michael asked if the P & T office is open or does everything need to be done through the website.

Respectfully submitted by:

Lori Mohr Pedersen