



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.



(YOU) VA SUSTAINABILITY

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



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

ENGAGE




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

DISCOVER



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**

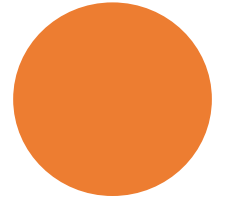


**Grounds-Engaged
Learning**

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.



***MEET MIKE,
FM FLEET MANAGER***



LEARNING & GROWING

Mike with his self-described sustainability mentor, Tom Johnson, founder of the Green Fleet Awards.



TAKING INDIVIDUAL ACTION

“I am eager to find out more about the bicycle program. I will explore that opportunity for myself...”





BRINGING PEOPLE WITH

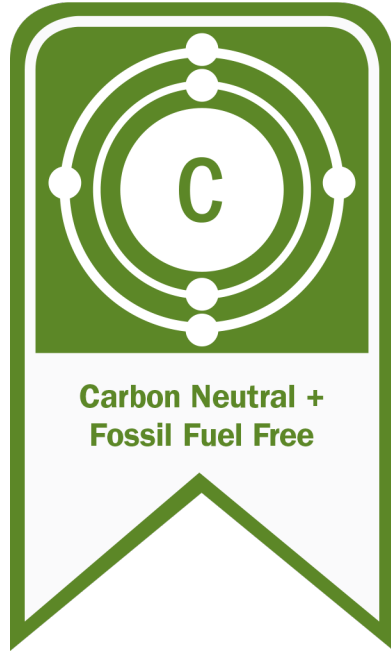


Photo taken pre-COVID

SUSTAINABLE FLEET
NAFA[®]
In collaboration with CALSTART
2019-2021
ACCREDITED

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...

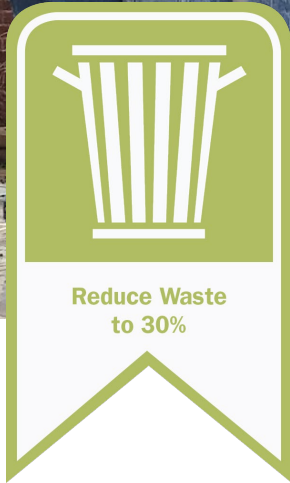
...but with

***ENCOURAGEMENT,
EDUCATION,
ENGAGEMENT, &
COLLABORATION,***

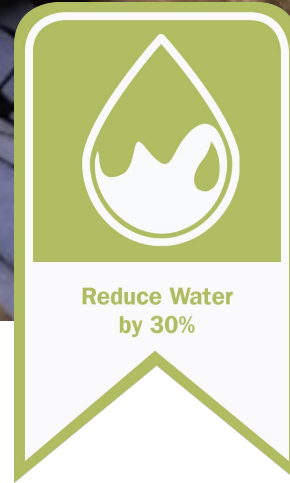
I have started to develop sustainable fleet practices [and it] has been the highlight of my career.”

Mike's
superpower is
transportation





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"

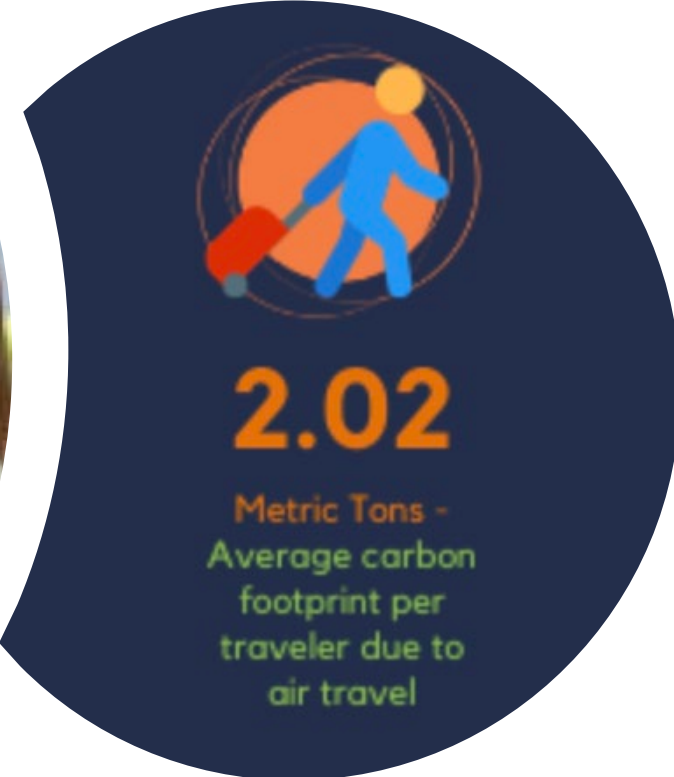


A TRANSFORMATIONAL APPROACH

- “Organizations don’t change, PEOPLE do.”
- Our team is facilitating unit-level sust. planning
- Think UVA’s Racial Equity goals & the Inclusive Excellence planning process
- We need every Hoo’s help, and our job is to making 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

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

UNIVERSITY OF VIRGINIA
SUSTAINABILITY
SUSTAINABILITY.VIRGINIA.EDU

January 11, 2023

ADDRESSING ENVIRONMENTAL HEALTH INEQUITY
January 25, Noon to 4PM
An MGA Community Event



DR. EBONY WILSON
DR. MÉNE MATHIEU



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.

Newsletter Sign Up



***TAKING
INDIVIDUAL
ACTION***

***LEARNING &
GROWING***

Bi-Weekly Newsletter

Webinars

Events

Reminder Signage

Trainings

Tip Sheets

Toolkits

Exploring Ideas 1-on-1

Co

Inclusion in Annual
Performance Goals

Integration into Your
Team's Strategy

Unit-Level Sustainability
Planning for Your
Department

GREEN PURCHASING

Training and Tips from UVA's
Green Workplace Program

Smarter & More
Sustainable
“Swag” at UVA



Zero-Waste Event Training Workshop

For UVA Faculty & Staff

**LEARNING &
GROWING**

**TAKING
INDIVIDUAL
ACTION**

**BRINGING
PEOPLE
WITH**

Reminder Signage

Trainings

Tip Sheets

Toolkits

Exploring Ideas 1-on-1

Green Workplace
Program

Department Sust.
Council or “Green Team”


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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

GREEN WORKPLACE SUMMARY OF ACTIONS

N/A
IN PROGRESS
COMPLETED

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

N/A
IN PROGRESS
COMPLETED

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

N/A
IN PROGRESS
COMPLETED

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

N/A
IN PROGRESS
COMPLETED

WASTE REDUCTION

- W-1 Recycling Check Up
- W-2 Deskside Recycling Boxes
- W-3 Electronics Recycling
- W-4 Office Supply Reuse
- W-5 30+% Recycled Content Paper
- W-6 Double-Sided Printing

N/A
IN PROGRESS
COMPLETED

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](#).

***INTEGRATING
GOALS***

***BRINGING
PEOPLE
WITH***

***TAKING
INDIVIDUAL
ACTION***

***LEARNING &
GROWING***

Inclusion in Annual
Performance Goals

Integration into Your
Team's Strategy

Unit-Level Sustainability
Planning for Your
Department

***WE'RE ASKING
YOU TO:***



***WE'LL BE
HERE TO:***



DON'T BE SHY!

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