

## 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.*

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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 434<sup>th</sup> 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
<b>Total</b>	<b>106</b>

## 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
<b>Total</b>	<b>105</b>

## Bonita White

FM-Custodial	118
<b>Total</b>	<b>118</b>

## Chelsea Reynolds

FM-UVA Health Zone 1 North	24
FM-UVA Health Zone 1 South	47
FM-UVA Health Zone 2	33
<b>Total</b>	<b>104</b>

## 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
<b>Total</b>	<b>100</b>

**Corey Poole**

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

**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
<b>Total</b>	<b>88</b>

**John Bruneau**

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

**Jon Bruneau**

OP-Building Official	10
OP-Environmental Compliance	5
<b>Total</b>	<b>15</b>

**JR Richardson**

CC0551 FM-Recycling	1
FM-Landscape	66
FM-Recycling	16
<b>Total</b>	<b>83</b>

**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
<b>Total</b>	<b>124</b>

**Michael Minor**

FM-Housing Custodial	44
FM-Housing Maintenance	33
<b>Total</b>	<b>77</b>

**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
<b>Total</b>	<b>124</b>