

Facilities Management Employee Council Minutes

Thursday, Oct. 12, 2023

Attendance:

Council members: Christine Alencar, Jon Bruneau, Randy Campbell, Eric Cline, George Dorman, Tabitha Ford, Les Givens, Ashley Grooms, Michael Minor, Corey Poole, Chelsea Reynolds, J.R. Richardson.

Guests: Elsa Burnette, Jane Centofante, Ben Hays, Lori Mohr Pedersen.

Agenda:

1. Special guest – Ben Hays, Office of the University Building Official
2. HR Questions – Elsa Burnette, UVA HR
3. Council and Senate work

1. Special guest: Ben Hays, Office of the University Building Official

Ben Hays

- The Office of the University Building Official works very closely with Facilities Management and we have been described as the “conscience of the building team at UVA.”
- Our team of 10 includes architects, engineers, inspectors and technicians.
- We work to the building code and ensure code compliance on all of the big construction projects and some smaller projects, not as much on maintenance projects. The building code is really triggered with new construction projects, or larger renovations.
- We sit outside of FM so there’s not a conflict of interest. In 2009 the state made a clear separation of the University Building Official and Facilities Management at UVA.
- The purpose of the building code is to protect the health, safety and welfare of the building users and anyone visiting UVA.
- Obtaining a building permit from a city government is a notoriously painful, slow process. Our vision is to be a creative partner, and not an adversary, for life safety here at UVA.
- A review of the numbers of what we accomplish year to year includes the following (all of these numbers shrunk a bit during COVID and then increased a lot in the years following):
 - i. Review about 1,200-1,400 design documents a year.
 - ii. Issue approximately 280 building permits.
 - iii. Perform about 1,000 inspections – construction inspections are to ensure what is being built in the field is what was intended in the design phase.
 - iv. We have about \$2.2 billion in ongoing design and construction work.

- There are four main stages to our process: document review, permit, inspection and occupancy. The Office of the Architect is involved with the initiation of a project and then FM is involved during these four stages of the OUBO process.
- We also issue permits for demolitions, including the one for University Hall a few years ago. We will have more demolition coming in the next few months along the Emmet-Ivy Corridor.
- We really strive to make sure our reviews and inspections are done in a timely manner because the University really strives to keep on their schedules. For example, the School of Data Science really wants to move into their building and start hosting classes there on time so we will work to keep to that schedule.
- Before 2006, all of the inspection and review work was done in Richmond and resulted in delayed timelines.
- In 2019, the University Hospital Expansion project finished on their contract date even though they had a significant challenge about nine months out of completion.
- They were missing critical fire dampers but during the three-month fit out phase they didn't need certain fire dampers for certain uses of the building. We were able to look at the building in a creative way to allow it to open on time.
- Bond House was what we called a "photo finish," we were there until 11 p.m. the night before students were moving in the next day finishing a fire panel. We don't always like doing that all the time, but we can if it's needed.
- Because we're on Grounds we can be highly responsive to customers – whether it's faculty/researchers in the Medical Center or you all in FM trouble-shooting a HVAC, electrical or plumbing problem.
- It's really enabled by us being on Grounds. It was a great enhancement when the function of our team came onto Grounds in 2006.
- There was a legislative shift in 2006 that allowed for certain universities to have their own building official and local HR team among other changes. The first building official was Rick Rice, former deputy chief facilities officer who retired a few years ago. Three years later, there was the move to separate the building official from FM.
- Being local to the University also helps us partner with UVA on things like our sustainability strategic goals.

Question about expanding parking or parking garages (Givens)

- There are two parking garages currently in design phase at Fontaine and North Grounds.
- There will be 1,200 parking spots at Fontaine, which will help supplement any parking lost but overall will add spaces. There will be a dedicated bus line to the health system.
- The other garage will be near John Paul Jones Arena near the softball stadium on Copeley Road. It will include approximately 1,000 spaces and I believe it will serve as a commuter lot, supplement spaces lost related to construction and the Emmet-Ivy Garage moving to be primarily used by the new hotel.
- It might be a good idea to invite the new Director of Parking & Transportation to speak in more detail about these projects.

2. HR Questions – Elsa Burnette, UVA HR

Open Enrollment

- Open Enrollment was from October 2-13. It's a good time to review all of your benefits choices. If you don't login to review and/or change anything, all of your choices roll over except your HSA and FSA contributions. Those contributions can be changed mid-year.
- The HSA contribution limit is increasing for this coming year. The limit is for the entire household including a spouse who has their own HSA account – as a household both HSA accounts cannot go over the annual limit.
- **Question about whether family member dropped during Open Enrollment can be re-added mid-year (Richardson):** Outside of Open Enrollment, you can only add someone if it qualifies as a mid-year qualifying event which includes marriage, birth or adoption (more information on the [UVA HR website](#)).
- **Question about change from Basic to Choice Plan, what happens to the HSA account (Alencar):** The HSA account just sits there and you are not able to contribute to it but it is your money, can be later accessed as a retirement account.

Miscellaneous questions

Elsa Burnette

- **Question about management's ability to adjust employees' work schedules:** This is something that management can do with planning and discussion with all those involved. Schedules have changed in the past and if there are concerns about your work schedule changing, we recommend a conversation with your management team or HR.
- **Follow-up question about installing cameras on cars:** This is not an HR issue but rather the Fleet team and FM leadership. *Mike Duffy has been contacted to discuss the issue with council.*
- **Question about Care Connection benefit that provided UVA employees a specific phone number to call to be able to see a doctor within three days (Reynolds):** Unfortunately, the Care Connection program went away, but a lot of doctors do keep emergency sick visits open so you can sometimes be seen quickly for an urgent visit.
- **Follow-up question about if HR can allow the option for overtime hours to be used for comp time (Givens):** FM leadership decided to pay out overtime at 1.5 times pay rate, they are not interested in changing to earning leave at this time. The issue arises if people have used all their leave time and then work overtime to earn more leave so can take more time off. Leadership has decided to pay for overtime versus earning leave. This switch occurred in 2018-2019, unsure of exact time frame. If someone works a holiday or during an "agency closing," they can still earn leave in those situations. Agency closing status has changed a bit because we don't ever fully close, rather we modify operations.
- **Question about new HR programs – Pipelines & Pathways and job family program (Bruneau):** Pipelines & Pathways is a program for those who wouldn't normally have access to UVA employment. The program helps them figure out what jobs are out there and how to apply to them. Hiring managers are not told if any of the candidates are in the program and the candidates are not given a particular preference for employment. There is separate work being done by HR, which will build out information available about job families and careers available at UVA. That project is still in process and more info will be coming out soon.

- **Request to restart in-person group trades continuing education training that was offered in the past for FM staff at Zehmer Hall (Cline):** That would be something provided by Occupational Programs, I will share the feedback with them and the desire to offer that in person as a group once again.

3. Council and Senate work

George Dorman's seat

- *As George Dorman will be leaving University, he nominates Forrest Ritchie to fill his seat. Energy & Utilities will have to run an election, Ritchie can be one of the nominees on the ballot.*

Extending time of council meetings

- *Council has decided to continue with 1.5 hour meetings for now, will continue to discuss the issue and how the format of meetings could be adjusted to keep within current time frame.*

Council/Staff Senate attendance policy

Chelsea Reynolds

- The new Staff Senate attendance was approved, which prohibits no more than 3 absences per year.
- *The policy will be shared with the council via email and they will vote on accepting it into the council's own policies.*

Parking/transportation issues and concerns

Ashley Grooms

- I had a constituent share with me that they have had issues with the Jaunt CONNECT service in Lovington being unreliable. They have complained directly to Jaunt about the issues, but they have continued.
- *The information will be forwarded to Patrick Clark, UVA Parking & Transportation Alternative Transportation and Micromobility Manager.*

Parking in E1 lot

- *Council members discussed some confusion surrounding the use of Park Mobile in the E1 parking lot used by many FM employees. The use of Park Mobile seems to be causing a lot of the congestion in the parking lot and permit holders are sometimes unable to find a space. The designated overflow lot is the Blue lot near JPJ, which is a significant distance from the E1 lot. Council members questioned why Park Mobile was allowed when there is a wait list for an E1 permit, and whether Park Mobile could be limited to employees only. Some employees rely on Park Mobile as they work remotely multiple days a week or because there are not permits available for the lots near their work locations.*

Information supplied after the meeting by Parking & Transportation Assistant Director Dana Miller in an email:

- The daily parking option via Park Mobile is the cause of the excessive amount of vehicles in the E1 lot. We have turned the functionality off temporarily. Employees can still go

online and purchase daily parking permits for the E1 lot via the Parking & Transportation website (via the [Online Parking Portal](#)), if they would like to continue purchasing parking only on the days they need it. If someone logs into their portal and the E1 daily option is not available, they will need to send an email to parking@virginia.edu as the E1 daily option will not automatically show up for everyone. Employees can also request an annual permit for the E1 lot or other nearby parking lots via the Online Parking Portal although there may be a waiting list. Our team is keeping a close eye on the lot and available occupancy while the Park Mobile functionality is turned off and we will make a determination on whether it is best to leave it off for that given the challenges it has presented or if we are able to turn it back on in the future.

FM Blood Drive

Lori Pedersen

- The American Red Cross no longer uses a blood mobile so we will need to host in a building that is large enough to accommodate the equipment needed to host a blood drive on site.
- We will start getting the word out to gauge interest as we will need at least 30 people committed to donating to confirm a date with the Red Cross. We have identified Jan. 25, 2024, from 11 a.m.-4 p.m. at the Student Activities Building as the date as long as we can get the donors signed up.
- I have provided sign-up sheets at various areas around FM buildings. Interested donors can also reach out to me at 434-982-5835 or lamp@virginia.edu.

The Facilities Management Employee Council's next meeting is Thursday, Nov. 9, 2023, from 11:30 a.m.-1 p.m. in the Leake Building, upper-level conference room.

Agenda

FM

*Employee
Council Meeting*

*October 12,
2023*

1. HR QUESTIONS FOR ELSA BURNETTE

2. SPECIAL GUEST: BEN HAYS, UBO

3. COUNCIL AND SENATE WORK

- BLOOD DRIVE?

- GEORGE DORMAN'S SEAT

- UNIFORM QUESTIONS / INPUT (SURVEY?)

- COMMENTS FROM CONSTITUENTS

(NEXT SLIDE)

HR Matters:

- Open Enrollment happening NOW!
- Unisex signage on certain bathrooms in FM? (Landscape shop)
- Standardizing / enforcing 12-hr shifts?
- The case for go-pro cameras in box cars:
 - Answer from last meeting: 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.
- Blood Drive planning?

Constituency questions & feedback:

- Council: Do we need more time at meetings? *This was discussed at the last meeting. We will continue with a 1.5hr time slot and revisit in the Spring Semester.*
- Council: Alternatives to fulfilling financial obligations to P&T without creating a financial burden on University employees?
- Council: Time allowed for appreciation lunch— Do employees have enough time to get to the lunch, wait in line, and eat? Do they need more than one hour?
- 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?