

## Minutes – September 13, 2017

The meeting was convened at approximately 2:30 p.m. by Stefanie Baxter, our Interim President.

Members present:

Member	District	Member	District
Mary Cleveland	#1	Cheryl Rodriguez	#7
Charles Garbini	#2	Chris Bakowski	#8
Robin Harbaugh	#4	Doris Miklitz	#11
Christy Mannering	#5	Stefanie Baxter	#13
Glen Loller	#6	Alex Keen	#14

**Members absent:** Madelyn Mickle #3, Vacant Seat #9, Susan Williams #10, Vacant Seat #12,

**Others Present:** Darcell Griffith, Michele Jones, Jared Aupperle and Scarlett Hamm from Human Resources

**Minutes from July were approved.**

### Old Business

- Need to follow up on the Student War Memorial and figure out where it should be placed on campus. Cheryl is going to forward this request over to Alex.
- Scarlett provided an example of possible redistricting. We tabled this discussion to come back next time hoping for additional members to be present and possibly seats to be filled. When the new districts are assigned to each member, if it is done by Colleges or defined units which exist it will then be easier for HR to provide us with constituent mailing lists. Scarlett shared that Kathy Wilson will run a new list before it is sent our way to make sure it is refreshed.
- Chris checked on the signage for District #5. The sign which says “Main Campus” near the Worrilow Hall entrance is faded and inaccurate. It should be revamped and is directing people away from South Campus. It should say something like Central Campus, because we are ALL main campus. As this is a facilities issue, the two responses Chris has received are as follows:
  - "Yes, the sign is in bad shape and should be removed or replaced. Mark estimated \$4,000 to replace it under the current standards. The Grounds department would be responsible to remove it as it is embedded in a concrete footing."
  - "Unfortunately, funding is limited. We are moving around campus based on priorities that Peter has laid out. We will add this to our list to be considered."
- At our last meeting Glenn opened a discussion about the council having an opportunity to redefine our purpose. Darcell asked us how connected we are to

our HR liaisons in our affiliated districts. She said she feels we really should utilize these employees as resources, in addition to bringing concerns to the council. She hopes the council can be an avenue to inform each other and keep each other on the same page, but to minimize existing separations that are unhealthy, between HR and staff. She expressed that we are all employees of the University and that the institution should work together cohesively. Glenn then suggested we write a mission statement.

## **New Business**

- Scarlett requested nominations for new officers. Three people were nominated and are eligible to fill the seats. Doris Miklitz was nominated for President, Alex Keen was nominated for Vice President and Christy Mannering was nominated for Secretary. The council voted on each officer position and the three nominees were accepted.

## **Constituent Concerns**

### **District #1**

- **What are the University's plans for the new Fair Labor Standards Act overtime rules that state exempt employees are not eligible for overtime? Will UD be reviewing positions?**
  - Darcell said that the University will not be doing anything until the Federal Department of Labor provides an update on their final ruling about overtime and exempt employees.
- **Are there updates anywhere about the new budget model for the University?**
  - Darcell stated that they are still working through the permutations of the model. The hope is to release it soon, but a definite date is not yet known. It is no longer an RBB model.
- **Two-Part Concern**
  - **A) A constituent would like ACES to look at the current maternity and paternity leave options for staff. Faculty are allowed a full semester off, but staff are allowed up to 12 weeks under the Family Medical Leave Act and they must use all of their vacation/sick time. Once their time has been used, they can continue taking off up to 12 weeks but it will be unpaid leave. (Current Policy link: <http://sites.udel.edu/generalcounsel/policies/parental-leave>)**
    - Darcell stated that maternity and paternity leave is definitely an area the University can work on with regard to updating the current policy and establishing a vendor who will be able to administer the leave.
  - **B) UD employees are not eligible for discounts at the Early Childhood Center on campus. Seeing as how for one child the cost is \$1,400/month, this means many people will not be able to afford sending their children to the center.**



- **Parking in lot 34c, gated by the library, a constituent left for lunch and upon returning was unable to find a parking spot. They were advised by a parking service agent to park elsewhere in a circular lot. The constituent feels the lot might be overbooked and that some of the cars seem to remain in the lot overnight. Is it true that after 5 p.m. you can park in any lot regardless of your permit? Are gated lot spots not guaranteed for permit holders?**
  - Michele suggests we invite Jenni Sparks and/or Richard Rind to our next meeting since there are several parking related concerns.
  - Lot 34C has the same permits sold as last year. Each semester is unique to parking peak periods. We believe that the grad student population in lot 34C has changed in schedule and number. This lot sold out in early fall semester instead of later in the academic year. We are actively working through waitlists in other lots to alleviate the congestion this lot is experiencing in early to late afternoon. Yes and no, after 5 PM and on weekends permit holders can park in any non-restricted lot. Lots 34C, 53C, and 37C permit holders can access between 5:45 PM - 2 AM. Gate lot permits do guarantee a space however during semester start-up we have congestion in some areas. These areas generally, work themselves out through a change in lot assignments or permit cancellations; as we expect to occur in lot 34C in the next week or so. – Jenni Sparks
- **When is the next lighting audit around campus? There is a light near a bench/handicap parking spot at the south end of the library which is out and at night the area is very dark.**
  - For any and all maintenance issues like this one it is encouraged to call x1141

#### **District #14**

- **The same concern about gated lot 34c as seen above in District #11 concerns, bullet #1.**
  - See response above from Jenni Sparks in parking.

#### **District #2**

- **The Patient Protection Affordable Care Act 2010 discusses flexible spending accounts and allowing \$500 rollover from year to year. Why does UD not allow this plan?**
  - Darcell explains the option UD offers is to allow rollover of the unused amount in your FSA through March 15 and you can pay out claims with that money through May 1. The University could go with the \$500 rule, but they would then have to change their current process, which is more advantageous. If you have \$2,500 in your FSA, you spend \$1,500 and have \$1,000 left, currently you can roll the entire amount over until March 15 and continue using it to pay off claims until May 1.

- **There is a concern about the current UD job listing for the VP and Chief HR Officer. Why is it that the minimum requirement for this Vice President position is only a Bachelor's Degree?**
  - Darcell said that all VP listings have a minimum requirement of a Bachelor's Degree, except for General Counsel. Steff asked how a VP for HR could only need a Bachelor's when an 18-month research associate needs a Master's. Darcell explained that the job requirements are based on the responsibilities of the job, so it might say Bachelor's Degree with 10 years' service required, as an example.
  - Jared added that we can, and we should, value higher degrees, but minimum requirements provide a better balance to the pool of candidates which will apply for the position.
  - Darcell mentioned potential changes regarding requiring search committees. If a unit is interested in working with a recruiter or has any questions, they should contact HR.

### **Announcements**

- Alex stated we still need to work on adjusting by-laws for the council.
- Bulk e-mail does not seem to be working for sending out e-mails to constituents. How should we proceed when contacting our groups if we can no longer BCC the list?
- Darcell asked if we are open to a future luncheon with HR managers from across the University.

The meeting was adjourned at 4:20 pm by Stefanie Baxter.