

## Minutes – January 25, 2018

The meeting was convened at approximately 2:05 p.m. by Darcell Griffiths.

Members present:

Member	District	Member	District
Christy Mannering #1		Cheryl Rodriguez #9	
Mary Cleveland #2		Alex Keen #10	
Jaime Tomlinson (in for Stefanie) #3		Glen Loller #11	
Christy Mannering #5		Chris Bakowski #12	
Doris Miklitz #7			
Susan Williams #8			

**Members absent:** Vacant Seat #6 College of Health Sciences, #4 Robin Harbaugh, #5 Charles Garbini

**Others Present:** HR representatives including: Darcell Griffith, Michelle Jones, Jen Bredemeier and Scarlett Hamm.

**Review of minutes. All members approved.**

### Old Business

- Redistricting vote based on spreadsheets from Scarlett Hamm. All members agreed to the new districting which is stated below. Scarlett let us know that she will run new distribution lists for us to use to communicate with constituents.

1	College of Agriculture and Natural Resources	Christy Mannering
2	College of Arts and Sciences	Mary Cleveland
3	College of Earth, Ocean and Environment, Office of the Provost	Stefanie Baxter
4	College of Education and Human Development	Robin Harbaugh
5	College of Engineering	Charles Garbini
6	College of Health Sciences	Vacant
7	Lerner College/Libraries & Museums	Doris Miklitz
8	Office of the President and Intercollegiate Athletics and Recreation Services	Susan Williams
9	Development and Alumni Relations	Cheryl Rodriguez
10	Student Life	Alex Keen
11	Executive Vice President and University Treasurer	Glen Loller
12	FREAS	Chris Bakowski

- UDeserve It! Report
  - 71 nominations since May 2016 as of the beginning of January 2018
  - 52 different nominators
  - Mostly exempt nominations

- Continue promoting program when emailing with constituents
- Alex Keen and Doris Miklitz went over edits and suggestions for the ACES Constitution and By-Laws. Some changes were made and voted on by the council for these documents, one was put on hold.
  - Constitution Review
    - Article 5 – Minutes of all Council proceedings will be distributed to exempt staff. Alex suggested we map out one consistent way to distribute to our constituents. He said Google Group is working well for him. Glenn said it would be nice to have a template email ready for consistency sake and to include more general information about ACES in the email.
  - By-Laws
    - Article 3.5 – Electing representatives, who is in charge of sending out ballots and figuring how votes within districts? Is it the responsibility of representatives or HR? This item has been tabled for now as research can be done on best practices.
    - Article 6.2.3 – Annual Report, responsibility of ACES President, the date the report is due was August, it is now September.
    - Articles 6.4.1 and 6.4.5 have both been removed from the By-Laws because they are not handled by the Secretary.
    - An attendance amendment should be added to the by-laws, the Council will create a shared policy Google Doc to form this statement.

## **New Business**

- Questions were asked about how to handle an exodus of employees leaving due to retirement. Chris brought up the new Succession Planning within FREAS and how employees are chosen to participate in training and experiences which will get them prepared for management positions. Darcell added that employees should ask their supervisors about pathways to career progression. She added that self-motivation is critical

## **Constituent Concerns**

### **District #12**

- **UD's parental leave policy doesn't include adoption, this is upsetting as parents should receive the same benefits whether they give birth or adopt.**
  - Scarlett explained that FMLA and Parental Care run concurrently and that UD is required to use FMLA, federal guidelines. There is currently pending legislation which speaks to this issue and UD is aware as they are looking over multiple policies right now. One thing to note is that as per current UD policy right now parents adopting are covered by 12 weeks of unpaid leave, which is the same whether one adopted or gave birth.  
[\(https://sites.udel.edu/generalcounsel/policies/parental-leave/\)](https://sites.udel.edu/generalcounsel/policies/parental-leave/) - An eligible employee is entitled to a total of 12 work weeks of unpaid parental leave during a 12- month period for the birth or placement of a child for adoption or foster care, or to address pregnancy-related health conditions. Employees requiring parental leave must use all eligible, accrued sick leave pursuant to the [Sick Leave Policy](#) if

they are physically unable to work. Employees on parental leave may use accrued vacation to remain in paid status during parental leave or can choose to go to unpaid status after leave is exhausted.

### District #10

- **Something came up that I thought could be an interesting discussion item at ACES. We recently had a staff member note the need for a service animal. The animal is currently training and the staff member who has the need is the one training the animal. I know all of the policies regarding the allowance of a service animal to be allowed to go wherever they are with the owner of need. What I'm curious about is if there are any policies regarding other's needs when it comes to allergies (medically documented) or a fear of the animal (not documented). While it doesn't appear to be a concern currently, I'm looking to gain information in case an issue arises. We've seen more of these issues in the residence halls and I know what to do with those, but was unsure what the policies are in the workplace. DSS notes that there is nothing on the books right now so I wanted to see if this is being considered as a policy anywhere else in the university.**
  - Alex Keen followed up with Betsy Reed, Accommodation Coordinator, Office of Disability Support Services, regarding this concern in addition to the response below, feel free to contact me should you have any other questions or need help on a specific case.
    - There is a policy specific to employee's that is in the development stage and not available to us at this point. In any event, allergies and fear of dogs are not valid reasons for denying access, or refusing people using service animals. The examples you noted in your email would be addressed on a case by case basis.
    - Some examples of how we could address them include:
      - Allow employees to work in different areas of building.
      - Establish different paths of travel for each employee.
      - Provide one of the employees with a private and/or enclosed workspace.
      - Use portable air purifier at work station.
      - Allow flexible scheduling so employees do not work at same time.
    - There are two questions that we are allowed to ask in reference to the service animal.
      - Is the dog a service animal required for a disability?
      - What work or task has the dog been trained to perform?

### District #3

- **Can HR request Highmark to itemize billing statements?**
  - Christy suggests checking the Highmark website for additional details on claims. Darcell added that she will speak to statewide administrators of the plan.
- **Vision insurance does not cover prescription safety glasses. They are required in labs, who should cover this cost if they are not covered by insurance?**
  - Darcell is going to check on this.

## District #2

- **How do changes to retirement and benefits in the new rule of 80 impact exempt staff?**
  - Darcell states that the new retirement criteria, which goes into effect July 1, 2021 will be communicated in March.
- **Why are we not being told about the 5% instead of 4% with retirement matching?**
  - It has been communicated online and via email several times. The change isn't happening until July and it will continue to be communicated even more as we get closer to that month.

## District #11

- **Why did we go with TIAA when Fidelity seemed to be a better performing investment plan? What is happening now that TIAA is involved in a law suit?**
  - This was an 18-month process which included research with two internal committees established, two formal interviews between the service providers and a third party consultant made recommendations. TIAA was chosen as being the service that will be in the best interest of employees.
  - The University is aware and keeping tabs on the TIAA investigation. The University is looking closely as this and will continue to do what is best for their employees.

## District #9

- **There was a Weight Watchers group on campus which has been discontinued. Are we allowed to continue having meetings on campus anyway?**
  - It is suggested that this constituent reach out to Beth Finkle to see if a program can be created here for employees. It cost UD to have Weight Watchers come to campus.
- **I need HR help in looking for the percentage I am putting towards my investment benefits, I asked HR and received a general response to a specific question. The transfer from Fidelity to TIAA has been challenging and no one seems to be helpful in answering questions. I've emailed to get confirmation on my percentage and received no help.**
  - Darcell said they have gotten calls from people who have said the process is difficult and calls from people who have said things went smoothly. This constituent can contact Darcell for assistance. She said the retirement –savings view in web views is no longer available as it is not needed. TIAA has all of the information employees need and is a modernized plan to be more of a self-service process.

## District #1

- **A concern regarding inclement weather policy.**
  - This constituent can reach out to Scarlett Hamm.
- **Can we have a detailed description of any IT Policies pertaining to permissions (on personal devices) which are required to access UD email? The expectation of accessibility the University now has with most exempt employees now comes with an additional invasion of privacy?**

- Yes, exempt employees working on a project are expected to work on it until it is complete, which at times can mean working off hours and checking email away from the desk. Since you are accessing University information and data in emails then the University legally needs to make sure the information is secure. This means needing access to the device to be able to erase data, lock it, turn off the camera, disable access to WiFi, etc.
- **It is our understanding that faculty, by way of their union contract, are exempt from mandatory completion of sexual harassment training required by every other employee here at the University. How is it that the employees that have the most power, influence and direct contact with the student body do not have to complete this training? To follow up this question, what exactly are the repercussions for employees who refuse to partake in the training due to this exemption for the faculty?**
  - The union contract through AAUP is a national contract as the AAUP is a national organization. The Faculty Senate does have sexual harassment training on their docket for an upcoming meeting:
    - Response received from Susan Groff, Director, Office of Equity & Inclusion and University Title IX Coordinator: “The University is asking all employees to take online training for sexual misconduct every other year to ensure they are up-to-date on university policies as well as state and federal regulations. To date, 86% of the full-time faculty have completed the training and 92% of the full-time staff have completed the training. I do not determine discipline for not completing the training – managers do.”

## **Announcements**

- Darcell mentioned that the FYI section in HR e-newsletters we receive includes helpful information on lesser known services, options and policies. This includes things like life recognition programs, engagement opportunities and even a work like page.
- Doris provided an update to bicycle racks and lighting near the library. There is now a forward moving plan to upgrade and grow bicycle parking. The big lights out front have been repaired, other posts are on the docket to be fixed.

The meeting was adjourned at 4:15 p.m by Doris.