

# **Non-Exempt Staff Advisory Council Meeting Minutes**

Meeting Minutes from February 18, 2015

NEAC Members Present:

Kathy Murphy – District 2  
Derrick Allen – District 5  
Susan Zarebicki – District 6  
Eunice Wellons – District 7  
Ladonna Miller – District 8  
Cathy Corsi – District 10

Members Excused:

Dawn Byrd – District 1  
Staci Truitt – District 3  
Sandi Bradford – District 11  
Lisa Collins – District 13

Others Present:

Tom LaPenta – CHRO, Human Resources  
Scarlett Hamm – Human Resources

Minutes from December 2014 Meeting were approved.

## **Old Business**

None

## **New Business**

Discussed having Kathy Corbitt and Jean Neff give us a demonstration of the new Learning Management System, which is a modern, corporate way to project employee learning.

It is part of Employee Education and Development and is a new way to see what is available for employee training, while letting the supervisor see what training an employee may still need. It will be a good way for supervisors to track Title IX training for every employee, which will become mandatory.

- Time and Attendance should be completed within 4 to 5 months. Some of the issues have already been resolved since the new project manager has become involved. Employees are told to contact Amanda Snuffer if their leave balances are still off.
- Performances Appraisals are out and due by April 1st to Human Resources.
- Service awards luncheon for 5, 10 & 5 years is being held March 26th.
- There is a new Cyber Security Initiative on campus now that is available for Graduate Students only. Starnes Walker is heading up the course and UD feels he will bring in grant and research dollars toward this initiative.
- New Pro-cards are being issued with a new chip in them. There will also be a new version of Works to go along with the cards.
- New UD ID Cards – the One-Card – are being issued through the ID Office.
- Chris Cook is chairing a committee regarding streamlining the HR processes.

## **Constituent Concerns**

- Concerns about time and attendance – why wasn't there any input from employees, staff, faculty, etc.?  
There was a 50-person committee with broad representation involved from the beginning.
- Who makes the decision regarding delays or late openings when it snows?  
There are a few people involved in making that call, but UD will not close with only 4 inches of light, fluffy snow. It is up to you to use your discretion if you want to come into work or not. Employees are free to use a vacation day if they don't want to drive in the snow.
- Why is there not a system in place to get your W-2 online by January 1st?  
That is something that is being worked on now.
- The sidewalk along Amstel Avenue is never salted in front of the KA house and it can be dangerous walking there. Also, the sidewalk never seems to be shoveled there.  
We can speak with Sylvester Johnson or Mike Loftus regarding this issue.
- The Home Assistance Program is not a benefit for non-exempt personnel. Why?  
Tom stated that the program was originally designed for new faculty who needed to move here to work. Non-exempt personnel don't generally need to move for their job. Exempt and Faculty tend to come from further away. It is \$5,000.00 assistance towards closing costs, but it is something that UD is looking to do away with.