

Non-Exempt Staff Advisory Council Meeting Minutes

Meeting Minutes from February 17, 2016

NSAC Members Present:

Dawn Byrd – District 1
Kathy Murphy – District 2
Derrick Allen – District 5
Eunice Wellons – District 7
Ladonna Miller – District 8
Cathy Corsi – District 10
Susan Biddle – District 12
Lisa Collins – District 13

Members Excused:

Staci Truitt – District 3
Linda Blake – District 4
Susan Zarebicki – District 6
Sandi Bradford – District 11

Others Present:

Tom LaPenta – CHRO, Human Resources
Jennifer Daniels – Associate Director/Diversity and Inclusion, Office of Equity and Inclusion
Dave Heckman – Senior Buyer, Procurement

Jennifer Daniels, the Associate Director of Diversity and Inclusion in the Office of Equity and Inclusion (OEI), spoke to the NSAC group about the various educational diversity and inclusion programs for the year. Currently, their educational programming titled, *Creating an Inclusive Campus Climate*, includes five workshops: Unintentional Bias, Sexual Misconduct Training, Understanding Harassment, ABC's of Diversity, and Respect and Courtesy in the Workplace. All programs can be accessed through ConnectingU. In addition to registering independently, units and departments can request the workshops as departmental trainings. Departmental training requests can be any of the *Creating an Inclusive Campus Climate* workshops or customized workshops. Since workplace bullying has been a pervasive issue here on campus, OEI is suggesting departments utilize the Respect and Courtesy Workshop as a way to encourage positive and cohesive interactions in our workplace.

OEI maintains that they have an open door policy. Staff or faculty can utilize their office as a place to have private and informal conversations about any types of discriminatory harassment

prior to formalizing any complaints. OEI also encourages faculty and staff to utilize the 9 diversity caucuses (that OEI oversees) for specific identity support. They are as follows: Women's Caucus, African Heritage Caucus, Latino/a Caucus, Asian Caucus, International Caucus, Muslim Caucus, LGBTQ Caucus, Disabilities Caucus and the Religious Caucus.

Lastly, OEI will be adding additional support to their office. They are currently hiring for their program coordinator position.

Dave Heckman spoke to us about procurement procedures and how the department was re-organized in January. George Walueff is the manager of Procurement Services now. They have been shorthanded over the years, so they will be adding some accounts payable positions and some senior buyer positions.

The reason he came to the meeting was to explain how a vendor becomes approved to work on campus. Once their information is uploaded into the PeopleSoft database, any department on campus can use that vendor. Procurement is looking into creating a report in PeopleSoft that would have vendor information that would be in a "read only" format so departments can see the vendors that are approved.

Minutes from the December 2015 meeting were approved.

Old Business

Was Mike Loftus contacted about the bricks around the fountain by the library?

Yes, he was contacted and he responded, "As I mentioned this area was repaired several times by others, only to fail again. I wanted to have someone investigate the underlying problems – probably drainage and soil – before making additional repairs. I contacted a geo-technical engineer to work with our civil engineer to resolve the recurring problem and we are currently in the process of reviewing the site to determine the underlying problem."

New Business

The university is in the process of reviewing the current 403 plan, which is voluntary for non-exempt employees. An investment committee will select highly rated investment plans for employees and they will become available January, 2017. One of the initial tasks of the established Committees was to determine the administrative service provider structure. Based on administrative efficiencies including compliance, reduced participant fee structure, and an enhanced participant enrollment experience, it was determined that TIAA-CREF will be the single administrative service provider for the University of Delaware.

Constituent Concerns

1. Why were non-exempt staff not included on the search for the Vice Provost of Libraries and Museums since the library has a large amount of non-exempt staff? Also, while students, faculty, alumni and exempt staff were included on the presidential search, no

non-exempt staff were. An employee from Student Life was selected to represent the non-faculty workforce.

2. There was no mention in UDaily's weather alert about start time for shuttle service. Can a special report about bus schedule changes be included with UD Alerts? **[Rind, Richard]** Typically, Transportation is consulted in advance when a closing is anticipated and information about schedule changes are included in UD communications. Due to the unexpected nature of the delayed opening, Transportation found out we were having a delayed opening at the same time everyone else did. However, Transportation included alerts about the schedule changes on our bus tracking app and our Twitter feed (@GetAroundUD). On February 16, 2016, around 300 students were waiting in heavy rain at the Delaware Field House, since only about 20 could fit under the bus stop enclosure and busses can accept only so many before it is full. At 9:05 am the first bus arrived, loaded, left, as did a second and third bus. With so many on board the bus, people had to stand like sardines for the trip up 896. **[Rind, Richard]** I'm glad you were able to board as I'm sure others weren't as fortunate.

3. A constituent is concerned about how the university opened late on February 16th due to walkways being hazardous and not the night before. The conditions were much worse on the 15th. At that time, several library staff members had difficulty leaving and one fell outside the library going to the parking lot. The constituent was told there was only 4 grounds people clearing walkways that night. An email was sent on the 16th, letting people know that "Safety is UD's highest priority" and it would be opening late at 9:30 to allow staff from Facilities to clear the walkways. Why weren't there more people clearing the walkways that night or why didn't UD close at 4:30 before conditions became unsafe? Is UD only concerned with the safety of the "daytime" people who work normal shifts Monday through Friday?

Mike Loftus responded, "I appreciate your constituent bring(ing) their concern to the forefront. We take these concerns seriously and include them in planning responses to future storms. This was a difficult storm in that it did not handle anywhere close to any of the forecasts provided by the meteorologists. Members from my grounds team worked campus-wide throughout the day and evening on the 15th making treatments to roads, parking lots and sidewalks. In spite of their efforts, and as the result of temperatures not rising and extended periods of heavy rain, the effectiveness of the deicer was greatly reduced.

Your constituent expressed concern with only 4 staff being onsite to respond to the storm. My entire staff was onsite applying deicers and clearing snow until 7pm. We did have 4 staff volunteer to stay until 10pm to continue salting operations. Unfortunately, the continued rain and the fact that temperatures did not rise as predicted created icing on pavers throughout campus.

Do you know if the concern was called in to either UDPD or the Maintenance Call Center to be relayed to the Grounds Team? Please let me know – I would like to follow up."

4. How early do they post a late opening on the UD website?
Tom said it is posted around 5:30am or so.

