

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

Meeting Minutes from August 16, 2017

NSAC Members Present:

Susan Biddle – District 1  
Cheri Jones – District 2  
Jane Keeper – District 3  
Derrick Allen – District 5  
Theresa Clark – District 6  
Sally Warren – District 7  
Susan Zarebecki – District 9  
Cathy Corsi – District 10  
Jodi Drake – District 12  
Ladonna Miller – District 13  
Sandi Bradford – District 14

NSAC Members Excused:

Joanne Merritt – District 4  
Lisa Collins – District 8

Others Present:

Darcell Griffith – Interim CHRO  
Jared Aupperle – Recruitment Manager  
Michelle Jones – Work-Life Coordinator

Darcell Griffith introduced herself as the interim Chief Human Resources Officer, replacing Tom LaPenta.

Minutes from June 2017 meeting were not approved. The minutes brought to the meeting did not match the minutes that were initially submitted, so we are waiting on approving them.

The Minutes from June 14, 2017 have been approved. Tom LaPenta asked to have the tables inserted into the Minutes with regard to the 403(b) percentage contributions as opposed to a running sentence. This did not change the substance of anything contained in the Minutes.

### **Old Business**

We went through everyone's new district. Of the 14 districts, only 5 members are actually in their correct areas. Most were assigned districts that have nothing to do with their department, area or college. Darcell suggested we may have to re-do the districts again, but

will look into it. She was also thinking that the email lists may be re-done to include the Human Resources manager within the group just so they are aware of what is going on within their assigned area. The HR managers are managers within the colleges and different departments. Some are referred to as Business Managers or Senior Business Administrators. They are responsible for all things related to HR within their department or college at various levels. HR Liaisons are different, they handle the Web Forms and things of that nature.

The Human Resources Assessment was completed and there are some areas they did well in and some that they did not do as well. Generally, it was recognized that HR is decentralized and the service delivery and communications from them are good, but they are looking at ways to improve both areas and provide more resources. Onboarding is going to move from the second floor to the first, where most people go to find them, so that should improve that process. There is a need to promote benefits more. The big topic was leave management and who is responsible for that. That is one area that may need to be decentralized. Also looking at providing more resources for compensation and benefits and career development.

### **New Business**

The Double State Share – where both spouses work for the state and receive benefits – is now \$25.00 per pay period for their benefits, whereas it used to be no cost to either spouse. As of 1/1/18, it will be 50% of whatever the employee share is for the benefit package they choose. If the monthly amount is \$200.00, the employee will pay \$100.00. If the employees want to change their plan come January because the cost is too high, they will be able to because it is considered a “change of life” reason. There may also be a chance that co-pays are going to change come January, so there may be another open enrollment for all employees at that time.

The 90-day probationary period policy has changed. The new policy, Evaluation Period: Exempt and Non-Exempt Staff, is now 180 days for the “evaluation” period, doing away with the “probationary” period language. Some policies are changing to include both groups so we are not so separate.

Question was asked about why we had to now fill out time sheets on a monthly basis. Jared Aupperle explained it was because we don't clock in and out so it is used to keep track of regular time and overtime. It started when FSLA was enacted and it's to make sure everyone is paid properly. It is an area where accurate recording is a must.

### **Constituent Concerns**

1. This regards a Misc. Wage Person: When they applied for a parking pass, they were told they had to pay the entire cost up front. It's a lot of up front money for a Misc. wage person, so can this be broken up into 2 payments?

Answer: Cathy Corsi checked with parking and was told no, they can't. Being able to pay for parking in installments or through payroll deduction is a perk for full time employees only.

2. Dependent Sick: Does dependent sick care run for a 12 month period from January through December, from July 1<sup>st</sup> through June 30<sup>th</sup>, or does it start from the first time you use a dependent sick day?

Answer: Dependent sick care runs for a 12 month period, but it starts from the day you take your first day. It's not yearly or fiscally like normal sick or vacation time.

3. The women's restroom down at the stadium needs a handle on the door so people can get out or better signage directing people to the door with the handle to get out. It's a safety issue.
4. The electrical/mechanical room at the stadium has no lock on it. It is also a safety issue.

Answer: Jared Aupperle said he would get in contact with someone from facilities or EHS to have these two issues addressed.

The meeting was adjourned at 3:30 pm. The next meeting is scheduled for October 18, 2017.

Respectfully submitted,

Cathy Corsi