

## Advisory Council for Exempt Staff (ACES)

### July 11, 2018 Meeting Minutes

Room 261, 413 Academy Street

The meeting was convened at approximately 2:30 p.m. by Doris Miklitz, council president.

#### Members present:

Member	District	Member	District
Stefanie Baxter	#3	Doris Miklitz	#7
Robin Harbaugh	#4	Susan Williams	#8
Crystal Maccari	#5	Cheryl Rodriguez	#9

**Members absent:** Christy Mannering #1, Mary Cleveland #2, Vacant #6, Cathy Corsi (excused) #10, Glen Loller #11, Chris Bakowski #12

**Others Present:** Jen Bredemeier and Scarlett Hamm from Human Resources

Welcome and introduction of Ann Woodall from Environmental Health & Safety who spoke to the group on UD's Ergonomic Program Services. EHS offers computer workstation ergonomic evaluation and training as well as a chair and ergonomic equipment loan program. Contact information and additional resources can be found at <http://www1.udel.edu/ehs/generalhs/indhygiene/ergonomics.html>

**The minutes from the May meeting were approved as submitted.**

#### Old Business

There was a District 11 question regarding the status of the TIAA lawsuit. Jenn Bredemeier said that some of the suits were dropped, but she would check on any follow-up and outstanding suits.

- HR response: There have been no other updates on the TIAA litigation regarding the whistleblowers suit last fall. We will continue to follow up.

Old Business pertaining to the new ACES Mission Statement and the Constitution vote was tabled due to lack of a quorum.

#### New Business

- Welcome Crystal Maccari, newly elected council representative for District #5!
- Stefanie Baxter said she can no longer continue as representative for District #3 but that Denise Helderfer has agreed to take over until the end of Stefanie's term.
- Since the May meeting, Cathy Corsi has replaced Alex Keen as council representative for District #10 after his resignation. Christy Mannering also resigned, leaving a representative vacancy for District #1, as well as the need for a council Secretary.
- Christy Mannering expressed her interest in remaining on the UDeserve It! Committee despite her resignation from ACES as she was a founding member of the group and is passionate about its mission and continuance. Members in attendance were grateful for Christy's service and contributions to the UDeserve It! program and will propose she continue on the committee and vote to make it official at the next meeting when there is a quorum.

## Constituent Concerns

### **District #3 – Stefanie Baxter**

- “In the ACES meeting minutes on May 9th, I have a question concerning pet insurance, do you know when or if the University will offer this as an option to employees? I’d like to know of any updates on this benefit.”
  - Jenn Bredemeier responded that HR is currently researching the pet insurance that was proposed and, if approved, would go into effect in the next plan year.
- “Also I have a constituent concern about campus parking lot/s during snow events. On several occasions during the winter months a few parking spaces are filled with mounds of snow from the lots being cleared which blocks the space/s. Usually the space is not available for parking until the snow melts, sometimes sitting there for weeks, [see this link for example](#). I understand clearing all the snow is a massive undertaking for the University, but parking is at a premium especially when other lots on campus will soon be eliminated. Is there anything that can be done, in a reasonable amount of time after a snow event, to remove the blocking snow to free up the parking spaces?”
  - Email response from Mike Loftus, Assistant Director, Facilities – Grounds Services: Large snow piles are removed from lots as soon as possible following a storm and we follow-up to do small clean-up of small accumulation when access is available. In the image displayed, it appears that the parked car may have blocked access to the pile.
- “Another parking concern, I’ve seen many motorcycles in regular car parking spaces when the lot has designated areas for them. What is the parking policy for a motorcycle?”
  - Response from Richard Rind; Director, Auxiliary Services: If the motorcycle is an additional vehicle on a regular car permit, as most are these days, they are free to park in a regular car space in the lot that they belong. If the only permit they have is a motorcycle permit, which is significantly less expensive than a car permit, then they must use designated motorcycle spaces only.

### **District #4 – Robin Harbaugh**

- When submitting a research proposal, F&A revenue distribution of 0.5% is allocated to revenue F&A federal or state research unemployment. What does this pay for?
  - Response from Susan Bledsoe, Manager of Cost Accounting in Controller’s Office: This expense is the Research Office allowance for Uncollectable Accounts. At one point research unemployment was paid for by the Research Office but is now a central HR cost.
- Can we confirm that we can start withdrawing funds from our 403B retirement plan if 55 years old and have over 30 years of service?
  - HR response: The IRS allows someone who **separates** from an employer to withdraw from their plan the year in which they turn 55 without a 10% penalty. It is not applicable to those who are still employed. This is an IRS rule not a University of Delaware rule. As discussed, our plan does allow for the age 59.5 in-service withdrawal.

## **District #9 – Cheryl Rodriguez**

- Constituent questioned the equity of the UD salary structure increase of 3% put into effect on 7/1/18 making it possible that a new employee could come in and make more money than a current employee in that same position for over a year even with the 2% merit increase.
  - HR Response: The salary structure movement does not dictate a new employee's salary. The salary structure provides guidance for salary offers but we operate within a grade range not a specific reference point for each offer. We review each offer to ensure equity as part of our management of the structure as well as management of existing employee and new hire salaries. In addition to the candidate's background and experience, HR considers internal equity and external market competitiveness. The salary structure movement also assists employees who have salaries over the maximum of their assigned grade to fall back into the structure.

### **Announcements:**

Doris advised that the 34C Library parking lot next to Robinson Drive will not be closed this summer as was previously believed. There may be some disruption due to construction but the lot will remain open.

Nominations are being accepted for the vacancy in District #8 and in District #4 where Robin is currently representative but nearing the end of her term. Elections are expected to occur and new members to be in place before the September meeting.

The meeting was adjourned at 3:30 pm by Doris Miklitz, council president.