

Minutes – March 18, 2015

The meeting was convened at approximately 2:30 p.m. by Charles Garbini.

Members present:

Member	District	Member	District
Mary Cleveland	1	Susan Williams	10
Charles Garbini	2	Doris Miklitz	11
Anne DeCaire	3	Stefanie Baxter	13
Christy Mannering	5	Alex Keen	14
Michael Parisi	8		

Members absent: Robin Harbaugh #4, Glen Loller #6, District #7, Anthony DiPilla #9, Krista Urbaniak #12

Others Present: Karen Greco as an interested member from the College of Engineering, Jenni Sparks (Manager of Parking Services), Richard Rind (Director, Auxiliary Services), Earl Davis (Systems Analyst), Jean Neff (Associate Director of Employee Education and Development) Darcell Griffith, Thomas LaPenta and Scarlett Hamm (Human Resources)

Minutes

Darcell Griffith, Associate Director of Compensation and Benefits in Human Resources introduced herself and explained she was at the meeting to answer any questions pertaining to the **Classification and Compensation System**.

- Charles Garbini brought up a constituent concern pertaining to a position which had been downgraded when the new titles were released and how the salary for this person is high on the scale now due to the downgrade.
 - Darcell explained in 2012 the system benchmarked positions comparable to the market at that time. If there is truly a downgrade, please let HR know about the situation so they can evaluate the job classification. She explained there had been an independent study which compared college systems and how market-based compensation works. UD put into place for someone who hits the maximum of a classification is a supplement for that person. This system is common along higher education institutions.
- Charles asked where job descriptions are posted online as the compensation and classification web pages do not have links to descriptions as promised in March 2013.

- Darcell said it is true this process has taken longer than anticipated, but it is being worked on overtime. The difficulty in getting this done is that many of the jobs across the University may have the same title, but have responsibilities that have been customized for their position. This makes creating a true job description tough to do considering one description may not fit all those in that job.
- A constituent of Charles brought up a current job description which was published in a job opening. He said the position was the same as his and included information from his work appraisal on his own responsibilities. The jobs were classified the same, but he feels it was not done correctly because they do not have the same amount of responsibilities and they are working with two different sized groups of people.
 - Tom LaPenta spoke to this and explains that volume does not matter in terms of classification of a job title. An example, whether you manager 2 people or 15 people you are still titled a Manager. Volume is irrelevant to classification. Alex adds that he is wondering what Charles is looking for in terms of a description. Would it be linking the classification title to a PDF or something like that? Darcell says it would be to be a link to a more generic description that is open to customization.
- Mary Cleveland mentioned it would be helpful to have documentation on how one can move up a level in multi-level classifications. So managers could let their staff know the appropriate steps to take to be considered from a bump up in the classification system.
 - Darcell explained that with multi-level positions each level up includes additional responsibilities and experience, in some cases additional education. She adds that HR can always be asked or notified when a classification is in need of re-evaluation.
 - Karen Greco
- Susan Williams asks what happens when a department head gives staff all new titles and re-organizes the department is HR involved and will it impact the person who moved from Title A to Title B and will that impact benchmarking.
 - Darcell says that HR looks at the job description and their responsibilities over the title name and therefore this type of re-organization would not impact the employee in terms of compensation.
 - Stefanie Baxter suggests in some cases it might be easier to move an employee higher on the pay scale instead of being reclassified if responsibilities haven't changed, but job experience and amount of time in the position is increasing.
 - Darcell adds that salary adjustments can be reviewed on a case-by-case basis off-cycle.

Jean Neff, Associate Director of Employee Education and Development, went straight into the new learning management tool for employees. The system is called **Connecting U**. It is not Sakai, it is not Canvas and it is not replacing either of those systems. It is strictly being used for professional development for employees.

- Connecting U allows you to view courses and classes. The difference is that courses include every type of professional development offered by the University of Delaware even if it is not currently scheduled. Classes are all of the courses currently on the schedule for employees to register.
- Supervisors who have direct reports can login to the system and have access to their team transcripts. They can assign courses to their direct reports as either required or elective and their direct reports will be notified via email.
 - Susan Williams asks what if an employee takes a class about addiction in their family? Will their supervisor be notified?
 - Jean explains classes offered for wellness remain confidential and are not shown on the transcript. You cannot sign up for those classes through the Connecting U system either.
 - Stefanie Baxter asks if supervisors are required to set this up.
 - Jean explains the information is all queried and filtered through PeopleSoft so supervisors do not need to set it up. As soon as they sign in their direct reports will appear for them to access.
- Employees who sign in will have access to enroll in classes available through the system even if they were not directly assigned the classes. These items will be saved into their professional development transcript. It will show all classes enrolled, completed and dropped.
- Karen Greco asked if supervisors get notified when their direct report registers for something.
 - Jean explained that they received feedback that too many notifications were being sent from the system and they decided to turn this off. It is a global value so it turned off this notification for all supervisors.
 - Karen explained that she had an employee sign up for a class and the email the employee received said the supervisor would be notified. That email will need to be corrected since the notification is not happening/
 - Karen expressed interest in wanting that notification turned on and Jean said she would look to see if there can be an opt-out so that some supervisors can have it turned on while others do not.

- Anne DeCaire asked if old professional development classes can be added to the transcripts. Jean said yes, they can, but it is a manual process and would need to be done on a case-by-case basis.
- As a final thought, Jean Neff stated, there is an effort into adding a new course bundle feature in the future. Where a supervisor could assign a bundle of courses to their team at once and the classes could be taken over time.

Earl Davis briefly discussed the new **ONEcard ID cards** for employees and students. The process for obtaining a new card has been going smoothly. It takes about a minute to turn in old ID cards and get the new one. The cards have a "tap-to-go" ability which is faster than the swipe and they work on garage gates, too.

- Alex Keen asked about the material of the cards and they are a similar material to the old ones.
- Spouses cannot yet get the ONEcard only student and employees are able to get them thus far.
- The printed names on the cards come straight out of HR data and cannot be changed at this time unless HR changes them in their system. So if you go by another name it may not necessarily be reflected on your new card.
- Mike Parisi reemphasizes to please go get a new card if you have not done so yet. Everyone received an email with an appointment slot, but you can go to the ONEcard Distribution Center, located in the lobby of the Student Services Building, through Friday March 27, 2015 to get your card.

Richard Rind and Jenni Sparks spoke about the new **license plate registration (LPR) system** that is being tested around campus.

- They ask that you do remember to register your vehicle license plates into their system.
- If you need to delete a vehicle already in the system follow the prompts and scroll down to the bottom of the page to find the delete button.
- This is a 45-day pilot targeting east campus and large lots like at Townsend. There is a camera on a vehicle that drives through the lots and picks-up license plate numbers. This system is not attached to anything except for the UD parking database. The database alerts the system as to whether or not the scanned license plate is registered and in the appropriate lot.
- This pilot is testing the accuracy rates of the cameras and the quantity of registered cars, the issues they have found thus far is that it doesn't read stacked letters properly all the time and if you do not have a license plate on both the front and back of the car your card could be missed in the scan.

- They hope to have the system up and running in full by Fall 2015 and in a perfect world would be able to eliminate the hanging tags within a year but this time frame is open to change.
- This LPR system does not auto-ticket people, if a car is flagged as being in a lot in which it does not belong the officer in the vehicle will need to get out and intervene at that time.
- In the future for garages the goal is to remove the gates and have a “pay by plate/spot” kiosk where you would need to punch in your number to the kiosk before leaving the garage and then pay upon returning OR have the appropriate permit for that garage.
- Alex Keen asks a question unrelated to LPR but related to parking regarding what someone should do if they see a vehicle parked in more than one spot or in a manner which makes parking near or driving around them difficult to do. Jenni says to call parking and they will deal with it on a case-by-case issue; immediately if it is a safety hazard.
- Jenni says to let everyone know that parking services are fully aware there are potholes on campus. The worse ones are being temporarily filled and the hope is to have them permanently fixed by the Summer. Some of the streets have to be fixed by the city of Newark ie. Academy Street.

Old Minutes Approved

Old Business –

- Grievance Board positions have been filled
- Many thanks to Stefanie Baxter for the helps question and answer document from Parking and Transportation. The document will be made available online along with the minutes. There were two items brought up during the council meeting to further clarify with regard to this document.
 - #2 I’ve always wondered why they send us a letter each year adding in all of the benefits that the University pays for so that it looks like we earn more than we do, but they don’t subtract OUT the parking. They should take that away from the total.
 - **A – We are guessing that it isn’t included because parking is not considered a benefit, nor is it mandatory.**
 - Council agreed, parking is an optional expense and that is why it is not subtracted from our total compensation as an employee.

- Regarding pedestrian crossing at the intersection of Amstel & South Main students routinely cross against the signal in both directions, most frequently crossing South Main, where they stop at the median.
 - This concern was sent on further to Patrick Ogden, University of Delaware Chief of Police, his response is as follows, "I appreciate your note and bringing this concern to my attention. We post an officer Monday through Friday on Delaware Avenue at The Green during class change time to assist with pedestrian traffic control because there are no physical traffic control devices (signs or stop and go signals) at that location. As you know, Amstel at South Main is controlled by a traffic signal and Amstel at Orchard is controlled by a four way stop, as well as crosswalks. As a result, we generally do not post an officer at either of those intersections. I understand the concerns, however; and we will assign some random directed patrols at both intersections for the remainder of the semester. In addition, we will inform our students about pedestrian related safety concerns through social media. The good news is that Rodney and Dickinson are scheduled to close, so I'm hopeful that will resolve the issue for us in the future. Please don't hesitate to follow up if you do not see an improvement in the future. Sincerely, Patrick"

Constituent Concerns

District #5

- Is there a policy for an employee to go from full-time to part-time and then back to full-time when a change of family/life has occurred like having a new baby?
 - This concern was brought to Tom LaPenta who says that UD is currently working on a policy which will address this, making it possible on a case by-case basis, but the department has to agree that it is operationally feasible. He suggested the constituent contact him for additional information.
- Is it possible to get either exercise classes or a fitness center on south campus. We just lost weight training here and have no convenient options.
 - This concern was forward to Linda Smith, Manager, Employee Wellness, who responded as such, "As you are aware we have been bringing employee-only group fitness activities to south campus for some time now. This spring, because of athletic schedules and construction projects, we temporarily lost access to the weight room in the Field House for women's weight training and to the Bob Carpenter Club in the BCC due to

basketball schedules. Finally, venues in the ice arena and the STAR campus proved to be insufficient for our needs, in spite of our efforts to make these spaces work. Our intention is to continue to work with athletics to bring back weight training for women, as we've been told that once the construction project is completed, we can resume using the space. We recognize the challenge that travel from south campus to CSB presents at rush hour and are always looking for departments with large spaces to host classes. Ryan Keenan, who leads our fitness programs will continue to proactively work with our campus partners to schedule these classes on a space-available basis. Thanks for bringing this concern to my attention. Please feel free to reach out with any additional questions or concerns."

- I'm curious about the status of turning a section of Academy Street into a pedestrian mall. The possibility was raised a few years ago, but I understand the City of Newark had some concerns about emergency access. When the new Academy Street dorms are completed, there will be additional students crossing the street so am wondering if it is still a possibility and was placed on the back burner. I for one would love to see it happen.
 - This concern was fielded to Peter Krawchyk, University Architect and Campus Planner who said, "About everything noted below is accurate. Newark did have some concerns, it is a possibility, but there is not an impetus (or funding) to resurrect the plan at the moment. "

District #3

- The northern entrance on Christiana Drive could benefit from a connecting sidewalk near Lot #6 and New London to ease pedestrian traffic and make it safer.
 - This concern will be sent to Peter Krawchyk.

District #13

- A colleague mentioned that 22 solar panel trash compactors will be installed along Main Street in Newark and thought it was a good idea to bring up to UD as an idea for the campus.
 - Richard Rind was in attendance at the meeting and he agreed it sounds like a promising idea.

Announcements

- We still need to continue brainstorming a way to boost morale in lieu of a merit system.

- Mary Cleveland suggested looking into the University of Florida's plan in which they give out awards based on groups like IT, Secretarial, etc. Then in the end all levels are put in for one bigger award.
- Susan Williams suggested the ACES council have a sub-committee, which can take a pool of money and put it into a reward bank. If an employee goes above and beyond the call of duty and their supervisor wishes to recognize them they can bring the suggestion to the committee and given money for something like a gift card.
 - Mary Cleveland, Susan Williams, Charlie Garbini, Alex Keen and Christy Mannering will form a merit system sub-committee to meet separately and discuss further implementation and ideas.
- Alex let us know that he saw Paul off-campus and he's doing very well. He also said the meeting minutes have been very well done.

The meeting was adjourned at 4:15 pm by Charles Garbini.

Additional Meeting Related Information:

[Parking & Transportation Services Response to Constituent Concerns](#)