

## Minutes – July 20, 2016

The meeting was convened at approximately 2:30 p.m. by Stefanie Baxter.

Members present:

| <b>Member</b>        | <b>District</b> | <b>Member</b>       | <b>District</b> |
|----------------------|-----------------|---------------------|-----------------|
| Mary Cleveland #1    |                 |                     |                 |
| Anne Decaire #3      |                 | Susan Williams #10  |                 |
| Robin Harbaugh #4    |                 | Doris Miklitz #11   |                 |
| Christy Mannering #5 |                 | Stefanie Baxter #13 |                 |
| Traci Peterson #7    |                 | Alex Keen #14       |                 |

**Members absent:** Glenn Loller #7, Vacant Seat #9, Krista Urbaniak #12, Charles Garbini #2, Chris Bakowski #8

**Others Present:** Greg Oler, Augie Maurelli, and Thomas LaPenta

### Minutes

Greg Oler, Vice President of Finance and Augie Maurelli Assistant Vice President of Finance attended the meeting to discuss what their office is responsible for and address some of the most frequently asked questions.

The Finance department supports executive management, safeguards the institution and their resources, supports colleges (meaningful reporting, efficient transaction processing) and works on developing and enhancing people assets amongst other things (Gallup survey employee engagement).

The University of Delaware is a flagship land grant institution and considered a small university compared to the full-time equivalency (FTE) of other ranked schools. In short, UD punches above its weight. With regards to NSF Research UD is ranked 111 out of 632 institutions. UD has a \$1.3 billion endowment.

Key issues currently confronting UD are: 1) Net tuition & fees, 2) salaries & benefits, 3) capital (there is currently deferred maintenance backlog of \$572 million), 4) state appropriations and 5) financial resources (debt, liquidity, endowment)

With regard to the operating budget, 57% of UD expenses go to salaries and benefits, while 59% of our revenues comes from tuition and fees. Minus paid out salaries there is \$430 million paid out in business activity annually. Annually there is \$102 million spent on pro cards across the University. Compared to other largely ranked universities our operating revenue is the 2<sup>nd</sup> smallest to Oregon. (Source: Moody's: US higher education report)

12% of our budget is paid by the state – this is taken into consideration when thinking about health benefits rising. Being lumped into the state of Delaware health benefits packages as a non-agency meant a 24% increase in health benefit costs in 2015 and 7% increase in 2016. When pondering steps to take to try and level health benefit increases we should still consider that the state does finance part of our budget.

There is a Procurement Advisory Committee looking at people, processes and platforms. We need to review contracts pertaining to technology platforms, like PeopleSoft for example. The committee will review, benchmark, consider and recommend operational changes. For example, the current Table of Authority on who approves purchases is ambiguous, there are no names on the table of approval and that will be recommended. There is a need for technology upgrades, they will be demoing software. Platforms need to be more fully functional, for example, instead of sending an invoice to one place to then be scanned and sent somewhere else into a roundabout workflow.

### **Questions to Finance from the Council**

**Who determines the % increase in salary each year?** Finance, Budget, HR, Provost and the President are all onboard to make % wage increase decisions.

**Can wage increases be adjusted for those who lose money when benefits go up and % increase for salaries does not cover the additional costs?** UD already picks up 90% of our benefits cost and are working to manage that expense, there are no plans for UD to cover more of the cost. 90% is unheard of in most large companies.

**Why does UD cap salaries?** There is a very wide min to max range for salaries and for the employee where you fall on that range is dependent on experience and performance.

**Is UD looking to acquire any of the DuPont locations?** This is unknown, UD does take comprehensive looks to meaningful assets which can be obtained for low to no price.

### **Old Minutes Approved**

#### **Old Business**

- Smoking on campus. Tom LaPenta says he has met with several people to discuss a plan to better raise awareness that this is a tobacco-free campus. CPA will be creating larger banners for areas like the library where smoking is still frequent. There will be a new social media campaign and public safety will more heavily patrol the library area.
- The district #9 vacancy in this council still needs to be filled.

## New Business

- UD Deserve It! Was a success for the Spring but we need to remind people this is a year round program and drum up new nominations.
- We need updated mailing lists for our council emails.
- Plan on inviting April Doughty and her team to the next meeting to discuss the new website.

## Constituent Concerns

### District #14

- **On the UD jobs site you cannot upload your cover letter and resume as two separate items. This has caused trouble for some applicants who do not realize they need to save the documents into one file.**
  - CPA is working with HR on updating their web presence.
- **Can co-workers gift vacation time to each other?**
  - No. Sick leave hardship cases can and have been approved between supervisors and HR in the past should a situation arise in which an employee needs extra time away from work.
- **The current UD policy on tuition waivers has \$5,200 capped before it becomes taxable, is this something we can change?**
  - After careful review of the IRS code, UD business practice, and a discussion with Ron Taxin from Finance, it was concluded the University continue with graduate taxation even if considered a “working condition fringe under IRC §132. Although some institutions will exempt the taxation, there is no requirement under IRS that mandates this procedure. It has been the University’s business practice to tax on amounts in excess of \$5250.

### District #4

- **A paint job should be considered for the Perkins hallway to Ewing it is not making a good impression.**
  - This concern will be forwarded to Alex.
- **“I have several District #4 constituents who do not like the fact they have to pull into a parking space rather than back in. These individuals do not park in the garages or in areas where an officer cannot see the front and back of their vehicle if he/she drives around the lot. If an individual has a front and back license plate (ex: MD) do they still have to pull into the parking space? What is the reason behind this new system that will be in effect this Fall?**
  - [Rind, Richard] The new rule is that the license plate must face the drive lane, not that the vehicle must be pulled in. If the vehicle license plate faces the drive lane it does not matter if it's the front or rear plate of the vehicle. Parking Services implemented license plate recognition to improve the efficiency of the enforcement staff, to help us reduce expenses by eliminating most printed/mailed permits and to allow us to implement auto-renewal for benefited UD employees, which is requested

frequently. For those that drive multiple vehicles to campus, it also eliminates the need to remember to transfer the hang tag from one to vehicle to another. In addition, the cost savings will help us keep permit prices low and this system will also provide occupancy data that will help us fine-tune policies, permit sales counts, etc. to aid decision making.

#### **District #11**

- **I would like an update on how the Smoking Policy is going to be enforced and publicized better.**
  - Refer to discussion in Old Business further up in these minutes.
- **The new website is loading very slow for me both in the office and at home and I was wondering if anyone else is having the same problem.**
  - Suggested the CPA web team attend our next meeting.

#### **District #2 (presented on behalf of Stefanie Baxter)**

- **With FLSA changes coming will we be receiving communication about what is happening?**
  - Tom LaPenta says that FLSA is so unusual that Alan Brangman has formed committee that is University-wide, to discuss and deal with the issues. Right now Principal Investigators are the most concerned as it will be impacting post-doc researchers, for example. HR will be sending information out to explain that UD is working on it and looking for resolutions. On July 29 an email was sent to all employees with additional information.
    - Information about the FLSA changes and how they affect higher education institutions is available in two PDFs from the U.S. Department of Labor at <http://www.udel.edu/003211> and <http://www.udel.edu/003212>.
- **When calling HR to discuss health benefit issues, HR shouldn't refer employees to Blue Cross/Highmark, they should be able to answer the questions.**
  - No. There are so many plans and intricacies depending on the question asked it is best for the employee to go straight to the source.
- **I wish UD would revisit the tuition remission benefit. Instead of allowing two tuition remission requests per semester, where the students must be either a spouse or a dependent child, it would be nice if they would allow any family member to utilize this benefit (since they are allowing the employee, spouse, or dependent child to use it, if none of them are utilizing the benefit, why can't an older child (non-dependent) use it for either an UG or graduate degree? With raises down the last few years and our benefit costs and parking costs always increasing this would be a nice benefit that wouldn't really cost the University if they are running classes anyway.**
  - Further clarification needed from Tom LaPenta but this is not something the University is looking into at this time.

- **Regarding the new two-step authentication: I need to log into CAS from different computers multiple times per day in multiple different rooms as a basic function of my job. I have been using my office phone for the log in code, which is fine when I am at my desk; however, in practicality, I am being forced to use my personal cell phone to perform the basic functions of my job. I am not happy about this. Is there a way for UD to provide me with a phone since I must use it for my job?**
  - Try getting a key fob from IT as long as you have it plugged in to whatever machine you are on you will not need to manually type in your 2-factor code.
    - To receive authentication codes with a fob, approval is required from a person that may authorize chargebacks to a department-- there is a \$18.60 one-time charge for the initial fob and a \$18.60 charge for each replacement. Most fobs have a 3 to 5 year life, do not have replaceable batteries, and are tamper-resistant. To request a fob, send email to [consult@udel.edu](mailto:consult@udel.edu) providing user information (full name, UDeINetID, campus location) and department information (purpose code and department contact information). Requests without purpose code information will be rejected. Each fob is linked to one and only one person. They are not shareable.
- Will folks be ticketed if their license plate is not visible from the aisle?
  - [Rind, Richard] Yes, they will be ticketed for ‘failure to display their permit’; a \$0.00 warning for the first offense and then a real ticket for subsequent offenses. This rule goes into effect at the start of the new semester 8/27, thanks.

### District #13

- **An employee is wondering if there is a chance to add benefits for hearing aides?**
  - This will be forwarded to Tom LaPenta, since this is not a frequent ask there really isn’t a plan for it, but on a case-by-case basis HR has been able to research good deals for employees.
- **A few of us in the office are concerned about the changes in permitted parking in that many of us “pull through” and thus can pull out of the space, a less hazardous option than backing out. Aside from the extra cost of purchasing a second tag, some of our cars would require an additional modification in order to mount the second tag in front, again, an additional expense. Would Parking Services consider issuing hang tags, or is this a “done deal?”**
  - [Rind, Richard] The vehicle's plate needs to face the drive lane since the plate is now the parking credential. How the employee chooses to comply (multiple plates, parallel spaces, etc.) is up to the individual. This will be the requirement on campus moving forward at all locations; currently, the only exception is single-space parking meters which will continue to be enforced visually instead of via the license plates. We are hoping that the license plate technology will eventually be expanded to the meters.

- **After reading the new policy for digital parking permits, I see that every person with DE or PA ( probably a strong majority of employees ) license plates needs to head in park for the new system. Was there any safety or environmental impact research done on the impact that a such a significant increase of vehicles backing out of spaces vs. pulling through the spots? Reversing is the most dangerous way of getting out of a parking lot space and it wastes gas. I wouldn't have written to ask, but when I mentioned this to colleagues they had the same concerns about the prospects of backing out of spaces at rush hour, especially when everyone seems to be in a hurry.**
  - [Rind, Richard] No, Parking Services did not have safety or environmental impact research done. The majority of vehicles already park with their license plate facing the drive lane so this won't be a change for most parkers. Certainly, caution should always be used when driving in reverse regardless of the reason. Individuals may also choose to park in parallel or diagonal spaces where available, which may be less concerning to them.

### **Announcements**

- Anne DeCaire will be resigning from her District #3 seat but has a replacement in mind. Good luck to Anne on her future endeavors!

The meeting was adjourned at 4:15 pm by Stefanie Baxter.