

Minutes – January 18, 2017

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

Members present:

Member	District	Member	District
Mary Cleveland	#1	Glen Loller	#6
Charles Garbini	#2	Cheryl Rodriguez	#7
Madelyn Mickle	#3	Chris Bakowski	#8
Robin Harbaugh	#4	Doris Miklitz	
Christy Mannering	#5	Stefanie Baxter	#13
		Alex Keen	#14

Members absent: Vacant Seat #9, Krista Urbaniak #12, Susan Williams #10

Others Present: Anna Bloch, Director Payroll, Thomas LaPenta, Chief Human Resources Officer

Anna Bloch took time to discuss intricacies of UD Time

(<https://www1.udel.edu/prm/udtime.html>) and answer questions from our group. She explained that UD Time is connected to leave requests so if UD Time is down for any reason, which would not be a Payroll issue, then leave request forms will be down, too. They have been using the IT ticket system, Footprints, to track technical issues.

Since 2013, UD Time is the official time keeper for sick and vacation balances of exempt employees. She noted that not all units or departments turned in their balances back in 2013 so there may be discrepancies in those cases. If a balance in UD Time seems wrong you can submit an inquiry to ud-time@udel.edu. Separate books of balances are not required by the University for exempt employees. Please note that UD Time is not the official record system for non-exempt employees.

Information on generating reports and amending timesheets is available online. There are resources and training opportunities available for timekeepers using the system. This information can be found here: <https://www1.udel.edu/prm/udtime-resources.html>

Alex Keen (District #14) commented to say that when you have student workers in UD Time and full-time workers in UD Time to be very careful before checking “approve all” because once a time sheet is approved it affects vacation forms/timesheets for active users - like non-exempt staff.

Robin Harbaugh asked about a cap on hours earned. Anna said that you can accrue over the max amount of approved hours until the end of a calendar year. Extra hours accrued are banked throughout the calendar year, but are lost if not used. However, if you leave

the University you will not get a pay out of anything over the approved max amount earned.

Minutes from November were approved.

Old Business

- Doris Miklitz is working on a library visit for a future meeting, possibly in May.
- Thank you to Susan Williams for arranging a tour of the Bob Carpenter Center for our last meeting.
- Thank you to Michael Popovich for agreeing to attend the faculty senate meetings on our behalf as a representative of exempt employees. We appreciate your insight.
- UD Public Safety are looking into the parking along Academy Street as this is a huge concern for safety.
- Doris Miklitz is looking into additional bike parking, like a U-Shaped bike rack near the library where there is often lack of space for bikes to be locked up.
- Charles received an email from Jenny Sparks c/o Darcell Griffith with information about the number of accidents in parking lots over the last couple of years. In 2015 there were 67 accidents, in 2016 there were 45 accidents. Charlie was wondering if the new parking rules about needing to have your license plate showing would end up having an impact on safety in parking lots.
- District #9 is still vacant seat.
- UDeserve IT Employee Recognition needs to be freshly marketed to drum up nominations. Mary Cleveland will send out information.
- HR will be running a new constituent list for representatives, Tom let us know that this will get done shortly because a job position that has been vacant for a while, which takes care of the constituent lists, amongst other responsibilities, has now been filled.

New Business

- Tom LaPenta said he emailed Susan Williams to find a time during which both exempt and non-exempt employee councils can have a meeting with President Assanis.

Constituent Concerns

District #7

- **There is a student war memorial in a location near Deer Park where there is currently construction happening. The memorial is currently in a work yard, not accessible to students, can this be moved.**
 - Concern will be sent to Sylvester Johnson.

District #14

- **Safety on Robinson Drive, it is a blind spot for cyclists. The road is one-way but due to parking lots in that area there are entrances which allow for traffic from both directions and folks are ignoring the one-way signs.**
 - This will be sent to Richard Rind.
- **The 3rd floor of the Perkins Parking Garage is unsafe, people are driving the wrong way so that they do not get hit due to the taped off areas and orange cones. When will construction be complete?**
 - This will be sent to Richard Rind.

District #5

- **Can someone turn off the lights in buildings at night to save energy? Are they best practices on this issue?**
 - This was sent to Mike McGuinness with facilities and he said, “It is definitely something we should look into. It’s not as easy as just turning off the lights from an emergency egress standpoint, but with a combination of motion sensors and egress lighting we should be able to significantly reduce the amount of lights left on 24/7. I will forward to our Energy Manager.”

District #13

- **There is the need for a stop sign from Perkins 3rd floor to the 2nd floor.**
 - This concern will go to Richard Rind.
- **Regarding the kiosk in Perkins. What will keep someone from going into the lot, when it says it is full, and parking in a permit holder spot? How is this handled?**
 - This concern will go to Richard Rind.
- **Lot 37C is a gated lot, the spaces are 8 feet and 4 inches wide from outside to outside, so they are legally too small.**
 - This concern will go to Richard Rind.

District #11

- **Bike racks, as mentioned earlier in the minutes, are needed near the green side of the library. Doris is looking into this further.**

District #4

- **Is there any way we can get a light controlled crosswalk from Perkins across Academy?**
 - This will go to Jeff Garland as it is a city of Newark question.

Announcements

- Physical Therapy at UD is ranked #1 in the Nation by US News & World Report.
- Perhaps request Peter Krawchyk for our next meeting.

The meeting was adjourned at 3:40 pm by Charles Garbini.