Non- Exempt Staff Advisory Council Meeting Minutes

Wednesday, June 13, 2018

NSAC Members Present
District #1 Susan Biddle
District #4 JoAnn Merritt
District #5 Derrick Allen
District #7 Sally Warren
District #13 Ladonna Miller

Members Excused
District #2 Cheri Jones
District #3 Jane Keeper
District #6 Jodi Drake
District #8 Jen Clem
District #9 Susan Zarebicki
District #10 Jodi Drake
District #11 Stephanie Bassette
District #12 Teresa Clark
District #14 Vacant

Others Present
Darcell Griffith, Interim Chief Human Resources Officer
Jennifer Bredemeier, Sr. Benefits Analyst
Scarlett Hamm- Employee Relations Specialist

Minutes were approved from the April 11, 2018 meeting.

Presentation by Sylvester Johnson, Director
Facilities, Real Estate and Auxiliary Services (FREAS)
University & Custodial Services

How should employees contact Facilities about building issues?

Call: 831-1141
Email: fixit@udel.edu
Webform: http://web.facilities.udel.edu/MaximoFixit/

Dept. heads and leadership should encourage their employees to call in any issues that they notice
Multiple calls about the same issue are not a problem. Calls/issues are recognized in the system as soon as they are reported. Multiple calls are better than no call.
831-1141 is not just for emergencies. Non-emergency calls are also encouraged

Mold
EHS responds to all reports of mold and take those reported occurrences very seriously. EHS will dispatch custodians depending on the results of their analyzation of the severity of the mold situation. Some mold issues are caused by larger building HVAC issues and may take a larger, more involved, project in order to remedy them, such as the installation of dehumidifiers in buildings.

**Following up on reported facilities issues:**

- Calling 1141 is a different system than the web form
- Status of Fixit web forms are searchable/trackable online by the person who initially filed it
- Status of 1141 calls can be verified by making a follow up call to 1141
- Custodial Department is currently pushing to become more efficient/green
- Employees can call in issues, no matter how small they think they are. Don’t assume others have called in any issue.

**Old Business**

The Library lot construction project is on hold. Permit holders may or may not have been officially notified that they can move back to the Library lot. The announcement about the Main Street construction project can be found on the following UDaily link:


**New Business**

- NSAC will reach out to FP&C to see if they can come to a meeting and give us a presentation on all of the construction currently happening on campus
- NSAC will revisit the idea of crafting a charter or purpose/mission statement
- HR is trying to not only focus on distributing new benefits information, but is also trying to reinforce communicating information about older benefits which some employees may not be aware of.
- Employees are welcome to attend a new employee orientation to become familiar with other benefits the University offers they may not be aware of.
- New employee orientation is held every other Wednesday. Please call HR at x2171 if you would like to attend.
- NSAC discussed how information about the city of Newark is communicated to the UD community. Currently information about city events/happenings can be found on UDaily. Some information may be available via social media, Facebook, Twitter, etc.
Constituent Concerns

1. A constituent was having issues contacting HR to find out information about retirement benefits.
   Answer - Employee is to contact Teresa Doggett at x2171. Teresa is the Retirement Specialist for the University in the Office of Human Resources. Information is also available on the HR website, as well as the State of Delaware Pension Office.

2. One constituent suggested that, much like the UDon’t Need It program for recycling old furniture, household goods, electronics, etc., UD should have a drive for non-perishable foods at the end of the year.
   Answer - NSAC will reach out to Deborah McCredie – Assoc. University Secretary to see if a program already exists or can be implemented.

3. One Constituent asked about whether cost of living increases were possible and about the current policy where nonexempt employee increases are tied to the faculty negotiated yearly increases.
   Answer - Darcell Griffith explained that the University does not have a policy of giving “cost of living” salary increases. Compensation is calculated as a total package of salary and benefits. She expressed the hope that employees recognize that there is a real value and a cost to providing superior health benefits. UD currently pays 91% of health benefits costs. The current salary structure will increase by 3% this year.

The meeting was adjourned at 4:06 pm. The next meeting is scheduled for August 8, 2018 at 2:30 pm in Room 261, 413 Academy Street.

Respectfully submitted,

Derrick Allen