

## **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](mailto: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:

[http://www.udel.edu/udaily/2018/april/main-street-construction/?utm\\_source=UDaily+Subscribers&utm\\_campaign=b01d7f2b14-UDaily\\_News\\_Email&utm\\_medium=email&utm\\_term=0\\_0b5034716d-b01d7f2b14-177488393](http://www.udel.edu/udaily/2018/april/main-street-construction/?utm_source=UDaily+Subscribers&utm_campaign=b01d7f2b14-UDaily_News_Email&utm_medium=email&utm_term=0_0b5034716d-b01d7f2b14-177488393)

## **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 on average 91% of health benefits costs. The current salary structure will increase by 3% this year.

4. The visitors center lot will be going cashless soon. This constituent regularly uses cash and would like for it to remain a feature. If it is already set up to take cash, why can't they keep it?

**Answer** - [Rind, Richard] The kiosks cash acceptors jam especially in high humidity. Beginning this fall cash will only be accepted at kiosks in garage lobbies; campus wide. Our statistics indicate that only 7% of total sales at the Visitors Center lot were cash during the fall semester. This amount does not warrant the maintenance and labor needed to support the cash operation. As a side note, we are working on accepting the UD1-Flex card as payment beginning this fall. Since UD1-Flex is an internal UD payment method, this may be a compromising option for your constituents who do not want to swipe credit or debit cards.

5. Once the Biden Center is built on part of the library lot, where are those people going to park? Will they be encouraged to park down in red lots? Space is at a premium in this area already. If they DO have to park at the Bob or other red parking, how much will they be expected to pay, will rates change? Also, what are they to do if they have an emergency or an appointment. For instance, summer buses are so rare that if you have an appointment, you really need to leave MUCH earlier than necessary to make sure you get

to your car in time. Will bus service improve if more people are to park away from Central campus?

**Answer - [Rind, Richard]** Parking has not been notified that the Biden building will be built on the parking lot south of the library. In fact, the South College Residence Hall that was slated to be built in that area has been delayed. We consistently advocate for parking in all campus projects. I do not anticipate requiring red parking. Currently, employees have multiple parking options, there are no plans to change that. Parking Services will work with any parking customer who is displaced by construction, though each project will have its own unique solutions.

We are always striving to improve the bus service within the confines of our geographic and infrastructure limitations (narrow, two-lane roads, tight intersections, heavy pedestrian & vehicular traffic, tight class schedules) and our limited resources (budget dollars, facilities, vehicles). Please address any specific bus comments/concerns to [bus@udel.edu](mailto:bus@udel.edu).

6. A constituent noted that parking rates have increased. They feel that parking is already charging more than enough. Wants to see a halt in increased charges.

**Answer - [Rind, Richard]** Yes, rates have increased as have expenses. The average increase is .61 per pay. I encourage your constituents to view our annual report which contains our financial summary; <https://cpb-us-w2.wpmucdn.com/sites.udel.edu/dist/6/6370/files/2017/11/ParkingTranspAnnRep2017-v80uia.pdf>

**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