

Non- Exempt Staff Advisory Council Meeting Minutes

Wednesday, August 8, 2018

NSAC Members Present

District #2 Cheri Jones
District #5 Derrick Allen
District #8 Jen Clem
District #9 Susan Zarebicki
District #12 Teresa Clark
District #13 Ladonna Miller

Members Excused

District #1 Susan Biddle
District #3 Jane Keeper
District #4 JoAnn Merritt
District #6 Jodi Drake
District #7 Vacant
District #10 Jodi Drake
District #11 Stephanie Bassette
District #14 Vacant

Others Present

Darcell Griffith, Chief Human Resources Officer
Scarlett Hamm, Employee Relations Specialist
Ann Woodall, Environmental Health and Safety
Marci Hutton, Facilities, Real Estate & Auxiliary Services

Minutes were approved from the Wednesday, June 13, 2018 meeting.

Presentation by Ann Woodall, Environmental Health and Safety Technician Environmental Health and Safety

Ann discussed the University's Ergonomics Program and ways that they work with the staff to insure the comfort and well-being of employees. Resources include, but are not limited to:

- * One-on-one workstation evaluations. There is no charge for this evaluation.
- * Presentations are given monthly in GSB 130 or departments can request that a presentation is given at the department for all staff.
- * Chair/Equipment loan program.
 - * Free to borrow

- * Three week loan period
- * Thirteen chairs in loan program
- * Equipment includes: Varidesk, Quickstand, document holders, laptop riser, Rollermouse.

To schedule evaluations/presentations/loans, contact Ann Woodall at woodall@udel.edu.

**Presentation by Marci Hutton, Director
Planning & Project Delivery**

Marci attended the meeting to discuss new construction projects on campus. Projects include, but are not limited to:

- * STAR tower is now inhabited by the College of Health Sciences Dean's office on the 7th floor, and other UD staff are moving on to the 5th floor, as well. The first floor will have an atrium with a capacity for 250 people. It will be free to UD departments for events, and scheduling will be through Conference Services.
- * Worrilow is being gutted to create open and modern lab space for classes. During the renovations, labs will take place in trailers located across the street. This move will take place December 2-019 and they will be able to move back the winter of 2020.
- * Biopharmaceutical Innovation Building is the six-story building behind STAR tower. DBI and Bio Med will be moving into the building, some space remains unassigned at this time. It will open January 2020.
- * Plans for the residence hall that was to be built where the parking lot is currently behind Robinson is on pause at this time with no plans to proceed.
- * Robinson Hall is having construction done in the basement to create lab space. It is a \$1 million project.
- * \$18 million has been approved in the budget for renovations. Planning is 5 years out at this time.
- * Utility work will be taking place between Academy to the South Green.
- * Whitney Athletic Center will be developed by our stadium and will be used, among other purposes, as academic space to help keep athletes in good standing academically.
- * \$5 million has been allocated for renovations to McKinley. The renovations and use of space will double how many students will be able to be accommodated in this labs.
- * Heather Saing, University Space Manager, will be sending out space surveys. They will be under Facilities in future and more user friendly.
- * A new air system will be added to Drake.
- * Train station site work is completed, and now the building will be constructed.

Old Business

No old business was discussed.

New Business

- * Parking fees are now post-tax only.
- * Workplace Perspectives- the next presentation will be by Christopher Haggerty, a former Navy SEAL, on Tuesday August 28th from 10-11:15 a.m. He will talk about team development and breaking through personal, professional and performance barriers. You can register by going on the HR website.
- * Commuter benefits may be available through ASIFlex to set aside up to \$260 per month on a pre-tax basis for mass transit expenses incurred traveling to and from work, and the same amount to cover expenses for off-campus parking. Check out Commuter Benefits through ASIFlex at <https://www.udel.edu/faculty-staff/human-resources/benefits/mass-transit-parking/> for more details.

Constituent Concerns:

- * A constituent expressed concern that there are no cost of living increases. The rising cost of parking and other costs associated with work are not commiserate with the increase given in salary.
Response: 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.
- * There is interest in crosswalks in three areas: One is near the gray lot next to the railroad tracks so that people can get across the street there. The second is from STAR to the other side of South College. The last one is at the Visitors Center due to the large number of visitors and staff who park at the Library lot, or walk in from South Campus.
Response: These concerns were shared with the Office of Government Relations. The roadways in question fall under the purview of the City of Newark.

Parking Post Tax:

May I please have an explanation as to why permit parking deductions will be withheld on a **post-tax** basis rather than a **pre-tax** basis from the first two pays per month effective with the first pay received after September 1, 2018? This is approximately an additional 20% increase, in addition to the increase from \$747 to \$770 for a permit to the gated 34C lot – With a pre-tax I believe the cost is \$770. With a post-tax, I believe the cost is \$924 as follows:

\$ 770 (parking fee)
+ 154 (post-tax)
\$ 924 (total to park for 34C)

What exactly has changed with the federal tax law for UD to not have a pre-tax for employees?

Is there a link to refer to about the recent Federal Tax laws that caused this change?

Response: Under the Tax Cuts and Job Act, continuing to provide the pre-tax payment option would have significantly increased the costs to provide parking to the UD community. To be equitable to everyone who parks on campus and avoid large rate increases, the University has eliminated the pre-tax parking payment option. The commuter fringe benefit was not impacted by this law. Employees may still utilize the commuter benefit program to set aside up to \$260 per month on a pre-tax basis by enrolling through [ASI Flex](#).

Lot 34C Increase

The cost to park in the gated lot (34C) near the Library is very expensive. The cost of parking has increased again - \$41. The parking lot is not maintained, such as no repair of pot holes for a long time. It causes one to question why is there little or no maintenance? Or why the lot is not salted when needed causing unexpected, painful falls. Please provide an explanation as to where all of the income from parking fees are applied.

Response – the cost to park in lot 34C rose \$23 for the upcoming year (\$747 to \$770) and that lot is diligently maintained, salted, plowed, etc. similarly to all other UD parking facilities (over 9,000 parking spaces). For details on how parking revenues are used, please refer to our Annual Report which is posted each year on Parking's website. This document provides operational and financial information for the parking & transportation systems.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Teresa Clark