

Non-Exempt Staff Advisory Council Meeting Minutes

Meeting Minutes: December 10, 2014

NEAC Members Present:

Kathy Murphy – District 2
Eunice Wellons – District 7
Ladonna Miller – District 8
Cathy Corsi – District 10
Sandi Bradford – District 11

Members Excused:

Dawn Byrd – District 1
Staci Truitt – District 3
Derrick Allen – District 5
Susan Zarebicki – District 6
Lisa Collins – District 12

Others Present:

Tom LaPenta - CHRO, Human Resources
Darcell Griffith – Compensation & Classification
Jean Neff – Employee Education and Training

Review of Minutes and approved

Darcell Griffith from Compensation & Classification talked about how certain job titles have been changed since the comp/class adjustments were done back in 2012. Some positions were pulled from the Administrative Assistant category which is the largest category. There are about 50 different job descriptions online and they are working to put more up. Darcell stated that the Performance Appraisal system is not connected to job descriptions, so if you would like to update your job description, you need to send the new description to comp & class via your supervisor. You need to work with your supervisor to update your job description.

Some of the job descriptions are being updated to allow for flexibility. In most exempt positions, you were required to have a Bachelor's degree but that is changing. They are allowing for some flexibility between degrees and experience so there is a better chance of a person getting into an applicant pool. They are using different combinations to see if an applicant is qualified for a position based on experience if

there is no degree.

A new long-term care benefit has been added that is not age-driven, but it is expensive. There was limited underwriting when it was first introduced, but that is gone now.

Jean Neff spoke about employee education and training and what training is being offered to employees. There is a new program being offered called Connecting U through LMS (Learning Management System). It is a new professional development tool that can help create specific training and certificate programs for departments. It will also list information for employee development opportunities. There will be a "My Learning Tab" that will allow you to see what programs/training you have taken, what you may be interested in taking and your learning history.

They are hoping to have the system available by the end of January/early February. The Learn IT webpage server will be disconnected in April.

OLD BUSINESS

UDTime is still not working right. IT and HR are working on the failure of the system and working on the vacation/sick time balance problem. May actually wind up building our own system to get it up and running. Question was raised about departments being made aware of when the system goes down as no one knew when it happened the last time.

NEW BUSINESS

Grievance Board – Cathy Corsi has been moved to the Grievance Hearing Board for a three-year term. There will be an election held to determine who will take her place on the Grievance Advisory Committee. Representatives need to send an email out to their constituents to see if anyone is interested in serving. The committee needs 4 people.

There is an extra day off for the break this year, as the University did not think it was necessary to open all the buildings for one day on Friday, January 2nd.

CONSTITUENT CONCERNS

- Parking in the garage is always full – especially in Perkins. It is hard to get a spot sometimes. Advised the representatives that if a person has a permit for the garage, there is always a spot for that person. You are never guaranteed a spot on the first floor, but you will get a spot even if it is on the third floor. Permit holders can get into the garages even if the full sign is lit.
- Concern about pedestrians in the walkways because of the bicycles. The bicyclists come up behind you and don't pay attention. Was wondering if there have been any reported bike/pedestrian issues

and are there any bike safety instructions given to students who ride bikes. Same thing with the skateboarders and students walking while texting.

ELECTIONS

The board unanimously agreed to extend terms from 2 years to 4 years. Those elected in 2012 will remain until 2016 and those elected in 2014 will remain until 2018.

The next meeting will be February 18, 2015 in Pearson Hall.

Respectfully Submitted,

Cathy Corsi