

## Non-Exempt Staff Advisory Council Meeting Minutes

Meeting Minutes from October 14, 2015

NSAC Members Present:

Dawn Byrd - District 1  
Kathy Murphy – District 2  
Linda Blake – District 4  
Derrick Allen – District 5  
Ladonna Miller – District 8  
Cathy Corsi – District 10  
Susan Biddle – District 12  
Lisa Collins – District 13

Members Excused:

Staci Truitt – District 3  
Susan Zarebicki – District 6  
Eunice Wellons – District 7  
Sandi Bradford – District 11

Others Present:

Jared Aupperle – Manager of Recruitment  
Scarlett Hamm – Human Resources  
Michael Kelly – Title IX Investigator, Office of Equity and Inclusion  
Kathy Corbitt – Director, Employee Development and Well-Being

Michael Kelly spoke to us about Title IX. Sexual Misconduct Policy 4-115 (found in personnel policies) is effective July 1, 2015. Applies to all students. All complaints go through Sue Groff, Title IX Program Director.

- Program is an outreach program which is victim-driven. The privacy of the victim is respected.
- Will remain confidential if possible. Exceptions would be if a weapon is involved, if the victim is a juvenile, if there seems to be an obvious trend or if UD has any other information such as surveillance, etc.
- No action is taken if the victim is not willing to come forward, but there is no statute of limitations.
- Federal Government guidelines allow 30 days to complete an investigation with an additional 30 days for the sanctioning process. Once the investigator's report goes to the Office of Student Conduct, the Sanctioning Panel decides the appropriate action to take. The panel consists of one staff member, one faculty member and one student. After the Sanctioning Panel makes their decision,

each party then has 5 days to appeal their decision, if they feel that some new evidence has come up or something was left out. Once the Appellate Board makes a decision regarding the case, that decision is final.

- As of right now, faculty are not mandated to take the Sexual Misconduct Training Module, but discussions are ongoing to have 100% participation.

Kathy Corbitt talked to us about the Employee Assistance Program, which is a counseling and referral work/life program provided exclusively for State of Delaware members via HMS (A health advocate company.) This is part of our benefits package and is free to members. It covers employee, spouses/partners, dependent children, parents and in-laws. There is no cost and services are completely confidential. You are entitled to 5 visits for counseling for free but it has to be topic-specific. Can use the program more than once a year if the topic changes. There are 24 hour counseling services, management consulting, employee well-being, critical stress management services available.

Child care, elder care, legal services and financial services are all available through HMS and they will do the research for you to find out what the best available resources for you are. Representatives from HMS will come to your location to discuss the program with your department if you want them to. HMS can be reached at [Hms.HealthAdvocate.com](http://Hms.HealthAdvocate.com) or 1-800-343-2186. When visiting the website, you must put "State of Delaware" in the user ID field.

The minutes from June were approved.

### **Old Business**

Smoke free signs for the campus turned out to be more expensive than originally expected, but they are still working on getting some signage up.

### **New Business**

No new business.

### **Constituent Concerns**

Considering the recent news regarding violence on campuses, is there any training for staff and students on how to react in the event of a shooting or other threat on campus?

Response: Public Safety will come to your department to show a video called "Shots Fired" and review the film with you. The video is also available online and can be found on the Public Safety website: <http://www.udel.edu/police/shotsfired/>

When will the next retirement meeting be held for non-exempt staff?

Response: Individual meetings can be set up for one-on-one meetings with a retirement consultant at any time. Contact Teresa Doggett, Retirement Specialist, at [Doggett@udel.edu](mailto:Doggett@udel.edu)

Is UD email an acceptable form of communication between a supervisor and employee for illness?

Response: That would be something to discuss with your supervisor to determine the best way to let them know you will be out due to illness or other issue. Each department should set up their own preferred method.

Is it acceptable to access social media sites during work hours?

Response: There is no policy in place regarding that. It should be your manager's decision.

Will the issue regarding the "tree/noose" event be an ongoing issue or will it be swept under the rug in a few months? Will discussions be ongoing?

Response: Full diversity plans for the future, from all the colleges, is due soon to Carol Henderson, Vice-Provost.

Is UD still a smoke-free campus? It is very hard to tell most times.

Response: Yes, signs are being posted slowly due to the high cost of getting them done.

Does UD still provide one vacation day if you miss zero days for sickness in a calendar year?

It seems that exempt employees come and go as they please without putting in a form for time off, whereas non-exempt staff are expected to claim all time away from the office.

Additionally, UD Time does not automatically load the extra time to employee balances so the department manually submits information to payroll when the magic date rolls around, but it is hard to tell if the time gets added to the balance. Wondering if the value of this benefit is inspiring abuse and not discouraging it. The spirit of the rule should be "stay healthy and show up for work."

Response: Your supervisor does need to manually add the extra day if it is earned. The policy for time off can be found in the Vacation/Sick policy.

Is there any way we could require the resident students to park at the STAR campus and leave the spaces up here open for commuting staff and students? Walking by cars that haven't moved for weeks in the rain and snow is very frustrating. They would still be able to park near their buildings at night to drop off supplies as long as they were out in the morning.

Response: Will check with parking regarding that.

Love the parking garage, which is so convenient, except for encountering cars driving too fast or going the wrong way, which is a bit scary.

Response: Will let parking services know about this.

Meeting was adjourned at 3:45 pm.

Respectfully Submitted,

Cathy Corsi

