

Non-Exempt Staff Advisory Council Meeting Minutes

Meeting Minutes from June 15, 2016

NSAC Members Present:

Dawn Byrd – District 1
Kathy Murphy & JoAnn Merritt – District 2
Linda Blake – District 4
Derrick Allen – District 5
Susan Zarebicki – District 6
Eunice Wellons – District 7
Ladonna Miller – District 8
Sandi Bradford – District 11
Susan Biddle – District 12

Members Excused:

Cathi Corsi – District 10
Lisa Collins – District 13
District 3 and District 9 are vacant

Others Present:

Tom LaPenta – CHRO, Human Resources
Scarlett Hamm – Human Resources
Jared Aupperle, Recruitment, Human Resources
Darcell Griffith, Benefits, Comp. & Class, Human Resources

Welcome/Introduction

Kathy Murphy introduced her replacement for District 2, JoAnn Merritt. Kathy will be retiring at the end of June. Welcome to NSAC JoAnn, and Kathy, congratulations on your retirement and thank you for your service to the NSAC advisory council and for your years of service to the University of Delaware. We wish you all the best!

Jared Aupperle discussed the different facets of recruitment, i.e. hiring and compliance. The unit is actively recruiting more now than ever, and they are also responsible for New Employee Orientation (NEO), Criminal Background Checks (CBC) and I-9 eligibility. A major economic driver for the State of Delaware, they attend major job fairs and have received over 25,000 applications from those fairs. The University of Delaware is recognized as one of the best places to work in the State.

Jared explained how classified jobs are reviewed on a continuing basis. In particular at present there is a heavy review of positions in light of the latest FLSA ruling. Compensation and classification are reviewing groups of employees, possibly creating some career paths for certain positions. At this point in time, there are 3,000 non-faculty jobs at the University. The compensation system was modernized three years ago and is more in line with other outside

private institutions. If employees feel their jobs need to be reclassified, it is very important for them to work with their supervisors. It is up to the managers/directors in the departments to stay on top of their positions and keep them updated.

When a position becomes available in a department, they generally need to be posted and advertised. The University has a federally mandated Affirmative Action Plan that makes it necessary to do a search, especially for similar positions in similar job groups. If one particular job group has been under-represented, the University takes an affirmative action to recruit for minorities in under-represented employee pools.

A question was asked about how search committees are devised. Jared stated that beginning August 1st, there will be mandatory search committee training for anyone who is asked to serve on a search committee. The training will be available for 45 minutes in person, or 15-20 minutes on-line, and will be required on an annual rolling year basis. The make-up of a search committee should always be an odd number, diverse gender and ethnicity, outside of departmental areas for other points of view, and a good faith effort for affirmative action. There are approximately 350 search committees in a year and we work collegially with campus.

Tom stated we are moving toward mandatory training by fall in order to give employees and supervisors the tools they need to do their jobs (excluding faculty). The Learning Management System (LMS) is now in place and on-line for employees to register for upcoming training sessions.

Darcell Griffith of Benefits, Compensation & Classification, spoke in further detail with regard to the reclassification process. She noted the importance of working together with your supervisor and involving them in the process. She also talked about the compensation system that was instituted approximately 3 years ago, and how important it was to move away from the delineation of exempt and non-exempt. All positions are based on market data and primary job duties, and some salaries overlap between the exempt and non-exempt categories. There is a select market structure for IT specific and Development fundraiser positions. The salaries are based on data and usually pays more due to the select market structure. Darcell explained there are no other positions on campus that are select market. She also reiterated that when organizational changes occur within your department, it is always a good idea to assess your position.

Minutes from the April meeting were approved.

Old Business

None.

New Business

Tom LaPenta asked the Council for ideas for next year's meetings, offering the following suggestions:

- Lewes/Georgetown Tour
- Mineral Museum Tour, Penny Hall
- Possible speakers could be Alan Brangman, Interim Executive Vice President; Dawn Thompson or Jose Riera of Student Life; Peter Krawchyk, Interim Vice President Facilities; and Dean George Watson of the College of Arts & Sciences.
- ACES/NSAC session with new President Dennis Assanis.

Please email scarlett@udel.edu with your ideas for next year's meetings.

Constituent Concerns

1. District 8 – concern about the brick walls at the Library exit/entrance being highly dangerous. The brick walls prohibit a safe view to oncoming vehicles, especially oncoming bike riders, joggers and walking pedestrians. The lanes are too narrow for two vehicles to enter and exit at the same time.

Tom will meet with Peter Krawchyk, Mike Gladle and someone from Public Safety to assess.

2. District 8 – Entrance at Morris Library needs cleaned up/repaired. Bronze plaque outside needs cleaned, as well as cigarette butts, gum, and black residue outside of main entrance. The winter salt stains, cracks and buckles the pavement by entrance and patio. The corners of steps to entrance are always full of leaves.

Scarlett will contact Mike Loftus, Grounds and Sylvester Johnson, Custodial for clean-up.

Scarlett spoke with Sylvester. He was going to look into the problem and have his staff work on cleaning up the space. I have not heard back from Mike yet.

Meeting was adjourned at 4:00 pm. The next meeting is scheduled for August 17th at 2:30 pm. It was discussed possibly canceling this August meeting and scheduling a September meeting for a tour of Georgetown. Please let Scarlett know by July 15th if you are interested in doing this.

Respectfully submitted,
Scarlett Hamm