

Non-Exempt Staff Advisory Council Meeting Minutes

Meeting Minutes from October 18, 2017

NSAC Members Present:

Joann Merritt – District 2
Cheri Jones – District 3
Jodi Drake – District 4
Teresa Clark – District 7
Ladonna Miller – District 8
Jane Keeper – District 9
Cathy Corsi – District 10
Sandi Bradford – District 11
Stephanie Bassette – District 11
Susan Biddle – District 12
Jen Clem – District 13

Members Excused:

Sally Warren – District 1
Derrick Allen – District 5
Susan Zarebicki – District 6

Others Present:

Darcell Griffith – Interim CHRO, Human Resources
Scarlett Hamm – Human Resources
Patty Fogg – Director, Labor & Employee Relations
Michele Jones – Work Life Coordinator, Compensation & Benefits
Jennifer Daniels – Associate Director, Diversity & Inclusion, Office of Equity and Inclusion
Paul Pusecker – Senior Business Office, Arts and Sciences
Jennifer Bredemeier – Benefits Analyst, Compensation & Benefits

Paul Pusecker and Patty Fogg have recently formed a Performance Management Working Group (PMWG), after a year of research and working with Aon Hewitt. The PMWG will be looking at ways to improve the process, as well as the form. The committee consists of approximately 25 individuals that represent the university. Information with regard to Performance Management can be found on the Human Resources website at http://www.udel.edu/content/dam/udelImages/human-resources/EmployeeRelations/appraisals/PerformanceManagementOverview10_18_2017.pdf. The PMWG will ultimately survey the community to get feedback regarding the actual appraisal process. Paul noted there will be no changes made to the Performance Appraisal form and process this upcoming cycle, but hopefully, some small changes may be in place for the next

cycle. Most employees copy and paste their goals from year to year because it is hard to come up with new goals every year. Many employees feel it is not necessary to set goals annually when you are not compensated for your efforts. Many supervisors are very subjective with the appraisal of their employees and do not give higher than a 3, for fear of rating someone too high. Other supervisors have no problem giving higher than that. One suggestion is to do away with the number system altogether and use narrative words like "below expectations, meets expectations or exceeds expectations."

Jen Daniels went over the Non-Discrimination Policy with us. The presentation was approximately 30 minutes. Scarlett will distribute a copy of the PowerPoint presentation to the NSAC members.

The Minutes from the August 16 meeting were approved.

Old Business

Scarlett will reach out to Kathy Wilson about the districts again. She would like to find a way to include the area the representative works in with the representative. Most representatives want to be in the same general area as their constituents because it makes it easier to meet and get to know the people you are representing.

The request for more bike lock-up spots over by the library is being looked at by Chad Maring from the Library, Sue Wyndham, University Landscaper and Banlusack Phommachanh from Parking Services. Sue has been asked to re-design and provide an estimate for the project cost. There should be an answer by the end of this month.

New Business

The 403 plan is going according to schedule. Darcell mentioned that even though we are non-exempt employees, we can still participate in the plan. As a non-exempt employee, we can contribute 5%, but the University does not match it. It is more of a savings plan for us, and we can borrow the money if needed.

There has been a concern that some supervisors/managers are not allowing release time for Professional Development, so that needs to be encouraged across campus for employees who are interested in any of the offered programs.

Constituent Concerns:

1. In order to boast the University not only as a respected research institute, but as the best place to work, I feel it is time to move away from the label of Administrative Assistant I, II, III, IV, and V and replace the position with a title. Over the past six years

that I have worked here, I have observed those that were moved from Administrative Assistant to a title and those remaining in the Administrative title position. My observation is that not only do others show more respect for those having individual titles, but the employee feels more appreciated. For example, instead of having a Program Coordinator and an Administrative Assistant, you would have Program Coordinator and a Junior Program Coordinator that would work as a team and not as an "I'm in charge and I supervise you" situation. I think it would mold the University into a more welcoming and less caste system environment.

Using the terms "Administrative Staff" and "Professional Staff" is a form of classism and is designed to indicate a clear, hierarchical view of someone's pay level. I believe that if the University is truly interested in "Inclusive Excellence" that these terms should also be inclusive and simply use the term "Staff" for everyone who is not faculty.

Answer: Darcell said titles are based on job functions but it could be a discussion with your Supervisor to see if the job title could be changed.

2. I have been working in Graham Hall for years and have never had a fire drill. How do you got about setting one up as it feels like a safety issue.

Answer: Cathy Corsi said they need to get in touch with Environmental Health and Safety and set up a practice fire drill with Kevin McSweeney, Jeff Work or Kyle Kokoszka.

3. There was a recent job posting that is a pay grade 28N and is a non-exempt position. It is the same level as an Administrative Assistant IV, with the salary starting at \$34,098. The job requirement states a bachelors or master's degree required. Yet the job level below that only needs a high school diploma. It makes it very hard to move up.

Answer: Darcell said the job may require more intense responsibility so that's why a degree is required. Darcell suggested that every employee go into their Employee Demographic and update their education.

4. During the first week of October, I was going for a walk and noticed a young man from UD Facilities, Grounds Division, spraying the mulch areas. I asked him if he was spraying Roundup and he replied that yes, he was. It was a generic form but still the same stuff. Roundup is a carcinogen and is dangerous for humans and our water supply. He was only wearing some rubber gloves and no other protective gear. I feel he should have had on some more protective clothing and maybe a respirator so he wasn't inhaling the fumes.

Answer: Cathy Corsi spoke with Sylvester Johnson and he in turn spoke with Mike Loftus. They said that technically only gloves are needed when the chemicals are being mixed, so gloves are all that are necessary when spraying. But they will look into the matter a bit more and see if they grounds workers need any additional protective gear.

5. Now that Tom LaPenta is gone and the Faculty Staff and Assistance Program has been disband, where do staff go if they have a problem with their supervisor, boss, etc.?

Answer: Scarlett stated you can contact the Office of Employee Relations or reach out to [HMS – A Health Advocate Company](#), log-in **State of Delaware**.

6. Over the past few years, computer/internet security and diversity/gender/violence/discrimination training has become more prevalent. However, at some point, it also seems excessive. To suggest that information is new or different from a previous training video would admit that the previous training videos are inadequate. It's the same information, just different examples or scenarios. If we understood it the first time, why wouldn't we understand it the next time? Employees should be grandfathered into these trainings after so many years of doing them. There should be a limit as to how many times we need to keep doing them. Or consider an actual UD course where we would be able to test out. Once you pass, you don't have to take it again. The university has abundant resources available for faculty, staff and students. A simple email with helpful links would be much more welcome than continued, mandatory training. There are some staff that also take classes so they are also students and are told they have to take the training twice – once as a student and once as an employee. That is absolutely ridiculous.

Answer: From Sue Groff, Director of the Office of Equity & Inclusion: As it pertains to the sexual misconduct online training that occurs every two years, the University is committed to providing a safe learning and working environment to our community. Policy and laws change all the time, so we need to ensure that our campus community knows and understands their rights, resources and their options in this realm. If a staff member has taken the online training, and then is taking classes and is being asked to take HAVEN for students, they can request to "opt out" to the Office of Equity and Inclusion. It is also important to know that training for sexual misconduct became State law and must be conducted every two years.

7. There is an issue with the parking lot at 461 Wyoming Road with the accumulation of ice/snow/water in the winter months. More than 2 ½ years ago, four UD employees fell on the same morning and one was seriously injured. The attempt to fix the problem did not work and we still have one spot that freezes whenever the temperature drops. Both Parking Services and EHS have seen the problem but have yet to remedy the situation.

Answer: Cathy Corsi will bring this to the attention of Richard Rind at our next Transportation Advisory Council Meeting in November.

8. There is an ongoing concern that, although we get an increase once a year, those increases are not meeting the financial burden of the cost of living, especially with the cost of living growing out of control. There are those of us supporting families on one

income. To that end, why can't we have an advocacy program for those employees who have served 10+ or 15+ years, and have participated in either staff groups or volunteered to do work about their pay grade, to receive a level (as in Library Assistant 1 to Library Assistant 2) with a pay level increase but without having to interview for a new position. It would be like a promotion within the job they currently occupy.

Answer: Darcell responded that currently there is no cost of living increase at the University. When there is a change in position responsibilities, a reclassification request may be warranted, which is typically associated with a salary adjustment.

9. Yesterday's *Human Resources News* was enjoyed by all. It provided a lot of useful information.

The meeting was adjourned at 4:30 pm. The next meeting is scheduled for December 13, 2017 in Room 261 at 413 Academy Street.

Respectfully submitted,

Cathy Corsi