

Non- Exempt Staff Advisory Council Meeting Minutes

Wednesday, December 13, 2017

NSAC Members Present:

Joann Merritt	District 4
Cheri Jones	District 2
Jodi Drake	District 6
Susan Zarebicki	District 9
Teresa Clark	District 12
Ladonna Miller	District 13
Jane Keeper	District 3
Susan Biddle	District 1
Jen Clem	District 8

Members Excused:

Cathy Corsi	District 10
Derrick Allen	District 5
Sally Warren	District 7
Vacant	District 11
Vacant	District 14

Others Present:

Darcell Griffith- Interim CHRO
Scarlett Hamm-Employee Relations Specialist
Michele Jones-Work-life Coordinator
Juanita Crook- Employee Relations Specialist

Minutes from the October 2017 meeting were not approved. The Minutes were not brought to the meeting. Darcell, Michele & Scarlett were held up in Wilmington at a conference. Juanita Crook started the meeting. We started with introductions and moved right to constituent concerns.

Constituent Concerns

1. Staff Awards- There needs to be awards that recognize outstanding staff members. A committee should be formed, set guidelines and select the winners.

Answer- UDeserve It! is a new employee recognition program that was launched in 2016 - <http://sites.udel.edu/udeserveit/>. We need to promote this award better so that employees know about it and both exempt and non-exempt staff members can be nominated. The work life coordinator is looking into ways to increase visibility on the award.

2. Parking lot 34C: There are new directional arrows in parking lot 34C across from the Morris Library. When following the new directional arrow that directs vehicles to immediately turn right after entering the lot, there is a very narrow pathway and too little of a turning radius due to the end parking spot and the curbing directly across from that particular parking spot. Would Parking Services please consider a solution, such as the elimination of the one parking space that is making it so difficult to maneuver a vehicle around a parked vehicle in that particular spot, or consider removing the curbing to widen the main pathway when following the new directional arrow?

Answer- From Rich Rind: This arrow was painted at the request of gate patrons to help demonstrate that this lane is intended to be 'one way'. The turn and drive lane are sufficient in width for one vehicle (approx. 12') so there are no current plans to re-stripe or make changes to the design of that lot.

3. A non-exempt staff member was asking about the previous concern that in certain areas professional staff language is still used.

Answer: At an institutional level, the correct terminology used is exempt and non-exempt staff. It may be the culture of the office.

4. A staff member from Star Campus expressed concern that some departments at Star and the Fred Rust Ice Arena have to cross route 896. The crosswalks are too far apart to use. Would it be possible to put in a crosswalk? The same concern was then discussed near Admissions and the Library.

Answer- This would have to be brought to the City of Newark. The University is unable to put in a crosswalk across Route 896. Scarlett Hamm will send an email inquiring about crosswalks.

5. A staff member was wondering if anyone has focused on potential workers compensation problems.

Answer: District rep will reach back out to employee for additional information.

Old Business-

The new districting was discussed. Some members brought up the concern that they are not assigned to the areas that they work. Scarlett sent out an email to the members with updated district reports.

New Business-

The last NSAC Charter that was reviewed was in 2013. We will review and discuss the charter in our February Meeting. The charter will be updated by April 2018.

Constituent Concerns: We discussed how we receive the concerns as well as how we can help others to address the concerns with the correct departments. We can make a list of contacts in departments that can help with our concerns that we can distribute to employees. For example, if someone asks about parking, you can encourage him or her to contact parking services.

We discussed that there is a need for additional dining areas on Star Campus with all the growth that is occurring.

The Transportation Department will be adding several new buses in 2018.

Please encourage staff to update the employee demographic data if they have had any changes, especially if they have added a degree or certificate.

We need to better define the HR liaison role better, expand and broaden communication with HR managers and HR partners.

The meeting was adjourned at 4:30 p.m. The next meeting is scheduled for February 14, 2018 in Room 261 at 413 Academy Street.

Respectfully submitted,

Jodi Drake