

## **Non- Exempt Staff Advisory Council Meeting Minutes**

**Wednesday, April 11<sup>th</sup>, 2018**

### **NSAC Members Present**

District #1 Susan Biddle

District #3 Jane Keeper

District #6 Jodi Drake

District #7 Sally Warren

District #8 Jen Clem

District #9 Susan Zarebicki

District #10 Jodi Drake

District #12 Teresa Clark

District #13 Ladonna Miller

### **Members Excused**

District #2 Cheri Jones

District #4 JoAnn Merritt

District #5 Derrick Allen

District #11 Stephanie Bassette

District #14 Vacant

### **Others Present**

Scarlett Hamm- Employee Relations Specialist

Jared Aupperle- Manager, Recruitment

Minutes were approved from the February 14, 2018 meeting.

### **Old Business**

The Council continued the discussion on making changes to the Statement of Charge. Several questions were discussed, i.e. is there a benefit to having terms, 2 years, 4 years, would it be beneficial to combine ACES with NSAC. We would need to get both groups together to start that conversation. Tabled the discussion until Darcell Griffith is present.

### **New Business**

Updates from Jared Aupperle

- HR does not know the merit increase as of yet
- Recruiting and onboarding departments have grown
- A new system for onboarding/ recruitment will launch later this summer
- Goals for the new system is that you will have access to email on your first day, first- year experience, and events for new employees
- Training for HR processes is coming and it is a priority

- Performance Appraisal process was extended to the end of the month

### Constituent Concerns

1. I am curious to find the status of the parental leave, as I had heard (via the Women's Caucus group) that UD was trying to implement a 12-week paid leave for new parents (both mom and dad?)

**Answer-** The Women's Caucus presented a proposal in June of 2016 to the President's Roundtable. However, there has been no response. The University is watching for what happens with the State of Delaware, and the proposal is being examined.

2. I have a question regarding the parking lot by the Oaklands Pool on Hillside Road. It does not appear to be a UD lot any longer, but it seems to be empty every time I ride by. I work in Clayton Hall, with a red lot permit, and was wondering if I would be allowed to park in that empty lot as the weather gets nicer so I could ride my bike the rest of the way to Clayton Hall on nice days. I'm trying to figure out creative ways to exercise. Please let me know.

**Answer-** That is Oakland's lot. It is not University owned. They patrol and maintain their own lot and may tow vehicles parking in their lot.

3. On Tuesday, April 3<sup>rd</sup>, a call was placed to 1141 notifying Facilities the elevator was not working in Gore Hall. On Thursday, April 5<sup>th</sup>, a follow-up call was placed to 1141 requesting the status of the elevator and when it would be operational. I was instructed to call the elevator mechanic. Returning to the office on Monday, April 9<sup>th</sup>, I noticed the elevator is still not working and placed another call to Facilities. They told me it should be operational by Tuesday, April 10<sup>th</sup>, a week after the initial call to Facilities. As of today, Tuesday, April 10<sup>th</sup>, a sign is still hanging on the elevator "Out of Service". Just yesterday I observed a student attempting to make her way up the steps to the 3<sup>rd</sup> floor with a brace on her entire left leg. Another day I saw a wheel chair / scooter parked at the landing of the 2<sup>nd</sup> floor. I can only assume this disabled individual had to walk up the steps to attend their class. Gore Hall continues to not be ADA compliant.

**Answer-** Outage notifications were received for the elevator. The delay was waiting for the part to come in so the repair could be made. For future reference, although not ideal, the Smith Hall Bridge goes to the second floor of Gore.

4. Are they going to address our lot as either being for faculty, staff and visitors only. Since being a red lot, many students take up spaces for faculty and staff who have to search for a spot closer to the Townsend and Worrilow buildings. Even though Worrilow is scheduled to be under construction soon, parking will be even less in demand if students are permitted to park in that lot.

**Answer-** I believe Parking Services is intending to make this a gray lot.

5. The only concern I had was the one that I raised in an earlier email to you about the recycling dumpster that is no longer located outside Wolf Hall on Delaware Avenue. I would like to hear the feedback from Michael Loftus about this change. I know that it was removed when there construction taking place in McKinly but there is no more construction taking place and it has not been replaced yet? So what's currently happening is that custodians and building staff are all throwing all the recyclables and regular trash in the same dumpster. This to me doesn't make any sense since we do have those dumpsters on campus.

**Answer-**Below is feedback from Grounds and Custodial:

The Recycling dumpster was relocated to Spencer / Colburn area in response to the amount of trash we were finding in the dumpster. Unfortunately, that is where your recycling dumpster is located. We are working with the custodial staff on site to ensure they follow correct procedure with recyclables. Having said that, would you guys like a waste & recycling primer? I can come down, bring signage and let folks know the finer details of recycling in Delaware. We even have a fun game.... Usually staff meetings are the best venue.

6. I am concerned about the topic and discussion of the Library Lot. Is this true that it is being considered to be closed? If so, When? Additional lot for all that currently use it will have to be planned. There are a lot of us there and the closest lots are full, so where will we go? I am deeply concerned.

I heard last night as I was walking out with someone that they are building the Biden Institute in the parking lot. Why can't they add to the building where it is already? There is plenty of room there. When is this supposed to happen?

Taking the bus is not an option. I did it for 5 years and the last two years was ridiculous. They cater to the students and do not care about the employees on breaks or summer time. The bus schedule during those times is not convenient for employees at all. When the students are here we have to fight to get a seat on the bus and even have to wait for two or three to get a seat. Then we are late for work. Another parking lot close for us will only work.

**Answer-** A presentation about the new projects on south green can be found at the following website:

<https://cpb-us-w2.wpmucdn.com/sites.udel.edu/dist/c/6291/files/2018/04/SCRH-and-Utility-Presentation-4-2018-2m1us2j.pdf>

<http://sites.udel.edu/freas-ppd/#plans>

They are building a new residence hall over part of the parking lot behind Robinson and Warner Hall, as well as redoing some steam lines around the library/south end of the green. At the meeting, people who work in Laurel Hall (Student Health Services) expressed lots of concern about parking, as their lot will also be impacted.

It was mentioned that this residence hall (as well as acquisition of some apartments) are part of the plan to offset the beds that will be lost when they tear down the Christiana Towers. They indicated that

because several dorms have been built recently, they have been closing old ones and not expanding the number of student beds.

7. The topic of ice and snow clearing is a problem. We all skate to work on those days. Plowing is terrible and the ice is not treated. I have fallen several times. This is an issue that needs to be resolved. We all have called and complained many times.

**Answer-**

Library lot: please see the answer from Rich Rind on the meeting notes from the 2.14.18 meeting. That is all that is known at this time. When they have more information they will provide updates.

If you have fallen please make sure you are filling out the [State of Delaware First Report of Occupational Injury or Disease](http://www1.udel.edu/ehs/generalhs/indhygiene/injury-reporting.html) form which is located at: <http://www1.udel.edu/ehs/generalhs/indhygiene/injury-reporting.html> or if you see something where someone could get hurt, please fill out the Near miss form on the same web page.

Also, please see Rich Rind's response to the first concern on the meeting notes from 2.14.18.

**The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for June 13<sup>th</sup> at 2:30pm in Room 261 at 413 Academy Street.**

Respectfully submitted,  
Jodi Drake