

Advisory Council for Exempt Staff (ACES)

May 9, 2018 Meeting Minutes

Room 261, 413 Academy Street

The meeting was convened at approximately 2:30 p.m. by Doris Miklitz, council president.

Members present:

Member	District	Member	District
Mary Cleveland	#2	Alex Keen	#10
Jaime Tomlinson (in for Stefanie Baxter)	#3	Glen Loller	#11
Doris Miklitz	#7	Chris Bakowski	#12
Cheryl Rodriguez	#9		

Members absent: Christy Mannering #1, Robin Harbaugh (excused) #4, Vacant #5, Vacant #6, Susan Williams (excused) #8

Others Present: Darcell Griffith, Jen Bredemeier, Michele Jones and Scarlett Hamm from Human Resources

The minutes from the March meeting were approved.

Old Business

- Distribution of minutes
 - There was a question as to whether to use Google Docs to post the meeting minutes and to facilitate communication with constituents; however, some representatives do not have access. It was decided that with the new district constituent email lists, distribution has been easier and effective and there were no concerns from present members, so email will remain the primary method of distribution.
- New ACES Mission Statement
 - Glen will propose a new mission statement to the committee via email, so that all can collaborate and finalize before the next ACES meeting in July.
- ACES Constitution Vote
 - Alex resent the latest version of the revised constitution for all representatives to review and vote on before the next meeting in July.
- Non-Discrimination Policy open hearing
 - No one in attendance was able to make the hearing on March 22.

New Business

- Charlie Garbini emailed Doris nominating two people who were interested in replacing him in his district. There will be a special election by ballot within his district to elect a new representative. Doris will forward the names to Scarlett for distribution of bio information and voting by constituents of District #5. District #6 also requires communication sent to them to solicit nominations in order to fill the representative vacancy.

- Some representatives have regular conflicts with the bimonthly Wednesday afternoon meetings. Doris will work with Christy Mannering to send a poll out to the ACES Committee members to determine a good time for all.
- There was discussion of combining ACES and NSAC. Many of the original barriers to combining the groups have been eliminated or significantly diminished. If this was to happen, it was suggested that there be one exempt and one non-exempt staff member from each district on the committee. Doris will draft an email to her constituents to solicit feedback on this proposal and share it with the committee for distribution to their own constituents.

From HR:

- Open Enrollment is underway through May 25. During this period, benefit-eligible employees may review or change their benefits enrollment online by going to HR Benefits Enrollment and clicking on the FlexNet button.
- The Benefits and Wellness Fair is scheduled for Wednesday, May 16, from 9:30am to 2:30pm in the Trabant Multipurpose Rooms. Alex pointed out that this was Reading Day for the students, therefore a busy day for his staff. Darcell explained that several dates are usually selected and submitted for consideration and then the final date is oftentimes dictated by space availability.
- Pet insurance is one of the offerings through Liberty Mutual and MetLife. It is a voluntary benefit with a variety of options at different price points and no cost to the University. There were no objections from those present to offering this type of insurance to employees.
- There is a collective salary structure adjustment of 3% set to go into effect on 7/1/18 and a 2% employee merit increase.

Constituent Concerns

District #2 – Mary Cleveland

- Constituent noted that there was no private nursing mother's room in the Morris Library and asked if this could be considered as it is a large, public campus building. Doris will present this suggestion to Library leadership.
- Constituent asked if the Emeritus status for retired faculty could be extended to retired staff. Darcell will discuss internally the possibility of extending the special designation.

District #9 – Cheryl Rodriguez

- No new concerns, but follow-up regarding previous concerns:
 - Employee previously having difficulty with transition from Fidelity to TIAA was able to navigate this after help from Jen Bredemeier and Kathy Johnston.
 - Employee previously concerned about the termination of the on-campus Weight Watchers group. Employee was sent information passed on from Wellness about the comparative ANEW program now offered on campus as an alternative.

Announcements:

- Glenn Loller reported that he was a member of the first graduating class of the newly offered Lead Ally Certificate Program available through the Office of Equity and Inclusion and ConnectingU.
- Doris announced that the Library will again be hosting the “Stress Less” program for students during finals week this semester. The Stress Less program features therapy dogs, ice cream, coloring and games, etc. for the students.
- Michele talked about Employee Appreciation Week beginning after Alumni Weekend, kicking off on Monday 6/4 with the Employee Picnic and including discounted tickets for the Blue Rocks game on Friday, 6/8. On a related note was the new improvement of using CashNet to collect funds for events such as the Blue Rocks game, so all payments will now be handled electronically.

Also noted was that over 208 people were involved with Take Your Child to Work Day this year.

- Darcell announced that HR will be starting a speaker series in June and will be looking for speakers internal and external to UD. Contact Darcell with suggestions.

The meeting was adjourned at 3:25pm by Doris Miklitz, council president.

Respectfully submitted,

Cheryl Rodriguez