

# Advisory Council for Exempt Staff (ACES)

## January 16, 2019 Meeting Minutes

Room 015R Perkins Student Center

Doris Miklitz, Council President, convened the meeting at approximately 2:30 p.m.

### Members present:

Member	District	Member	District
Susan Olson (in for Dan Severson)	#1	Zack Jackson	#6
Kim Clark	#2	Doris Miklitz	#7
Brooks Raup	#3	Cheryl Rodriguez	#9
Robin Harbaugh	#4	Glen Loller	#11
Crystal Maccari	#5		

**Others Present:** Wayne Guthrie, Brooke Minor and Scarlett Hamm from Human Resources

**Absent:** Chris Bakowski #12, Cathy Corsi #10, Mary Ford #8, Dan Severson (Susan Olson represented District #1 in the meeting)

After welcome and introductions of Wayne Guthrie, new Vice President of Human Resources, and Brooke Minor, new Director of Employee and Labor Relations, the minutes from the November meeting were approved as posted.

### Old Business

- Now that all Districts are represented, Doris Miklitz will share the proposed ACES Constitution draft with Committee members in a Google Doc for review and revisions with a goal of ratifying it at the March meeting.
- The new ACES Mission Statement proposed by Glenn Loller was approved with one change by all present. The new Mission Statement for the web site is:  
*Welcome to the University of Delaware ACES Page (Advisory Council for Exempt Staff). We are a voluntary organization, composed of a diverse group of exempt staff members, who help facilitate active and direct communication between University staff and Central UD Administration. We also provide a forum for discussion and investigation of issues important to the staff and the University.*
- Scarlett reported that the ACES Grievance Board has been updated, and a list of all of the current members is posted on the website.

### New Business

- Robin Harbaugh announced that this will be her last ACES meeting as she has accepted another position at UD and is resigning as Representative for District #4.
- Zach reported on the December Faculty Senate Meeting. The minutes of the meeting can be found at the following link: <https://sites.udel.edu/facsen/minutes/>

- Kim and Zach requested monthly mailing lists for Districts #2 and #6, respectively, as their constituent groups are large, spread out, and have frequent changes. Scarlett will request the lists.
- Glenn suggested a spreadsheet of ACES Representatives, which specifies when each was elected, the term limits, and when elections are to be held for each district. Cheryl will prepare this spreadsheet and share in the group Google drive for review before the next meeting.
- The question of whether ACES and NSAC (Non-exempt Staff Advisory Council) should merge was revisited and discussed. Brooke said she intends to attend an upcoming NSAC meeting and will explore if there is a mutual interest in the two groups merging.
- Zach said that the College of Health Sciences has been offering a variety of new well-being programs. The recent focus has been on college-internal advertising but there is now a push to look into ways to better advertise externally. Zach will report on determinations and progress in this area at the next meeting.

### **Constituent Concerns**

#### **District #5 – Crystal Maccari**

- *“I think the topic of mentoring for either new UD employees, or current UD employees in a new position, is something that is severely lacking at UD. When employees take a job at UD, the person formally in that role is not usually around to teach them the job responsibilities, and, unfortunately, the supervisor usually doesn’t know the details of their employees’ roles and aren’t much help to the new employee. This seems to be campus-wide.”*
  - This constituent concern sparked a discussion about the many various mentoring needs and the different strategies currently in place within departments across campus. It was suggested to invite Patty Fogg, Human Resources Business Partner (HRBP), to the next ACES meeting to pull out key topics and brainstorm ideas for a program that could help address the concerns in a general way across the University.
    - Patty will not be able to attend at this time, but wanted the group to know a mentoring program is “on her radar”. Since the HRBP role is in the infancy phase, effective February 1, 2019, many other areas will need to be a priority first.

#### **District #2 – Kim Clark**

- Kim reported that her constituent who had previously asked about UD’s adoption of the new state law regarding the parental leave policy for state employees again asked if there was a time when the UD community could expect to hear follow-up on this topic.
  - HR response: Brooke Minor confirmed that there is no answer and no timeline yet for UD response regarding this policy.
- Kim contacted OEI as follow-up to her constituent’s concern regarding more suitable, easily available “pumping-friendly” locations for nursing mothers and the suggested addition of the Mamava pods.

- OEI responded that they do not have the budget for the Mamava pods; however, they would support a funding proposal and are interested to know the areas where there is a need for additional nursing mother rooms. Kim followed up with her constituent to ask if there is a specific area where greater accommodation is needed, but had not yet received a response at the time of the meeting.
- Kim will follow up on previous constituent concerns regarding parking spaces that are too narrow in Pearson gated lot 37C and the request for more covered bike racks and greater security for bikes parked on campus
  - Kim will reach out to Chris Bakowski for a response before the next meeting.
- Constituent requested more spots for electric vehicles in the Pearson parking lot. There are currently two spots; however, they always seem to be filled.
  - Kim will forward the concern to Richard Rind, Director of Auxiliary Services, for a response.

**Announcements:**

Doris reported that there was extensive maintenance work done in the lower level of the Morris Library since the flooding in November, but that there was no loss of library materials. She said it was a learning experience for library staff and a good test of their disaster response procedures.

Zach said he would speak to the Faculty Senate Committee about the possibility of adding an ACES representative as a voting member of the Committee.

**The meeting was adjourned at 3:35 pm by Doris Miklitz, Council President.**