

Advisory Council for Exempt Staff (ACES)
November 14, 2018 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
Dan Severson	#1	Doris Miklitz	#7
Kim Clark	#2	Mary Ford	#8
Brooks Raup	#3	Cheryl Rodriguez	#9
Robin Harbaugh	#4	Cathy Corsi	#10
Crystal Maccari	#5	Glen Loller	#11
Zack Jackson	#6	Chris Bakowski	#12

Others Present: Jen Bredemeier, Michele Jones and Jared Aupperle from Human Resources

After welcome of newest committee members and introductions of all present at the meeting, the minutes from the September meeting were approved as posted.

Old Business

- Chris Bakowski expressed continued concern regarding the lack of graduate student housing now that the University Courtyard Apartments has confirmed that it will only be available for undergraduate students. Jared said that local realtors are aware of the need and are currently working on solutions for the temporary housing shortage for graduate students.
- Glenn Loller wrote and proposed a new ACES Mission Statement to the committee. Glenn will send the statement to Doris who will distribute it to the group for review and any suggested changes.
- Doris will also send a copy of the revised ACES Constitution for committee review and revisions.

New Business

- The question of where to park at STAR Campus was raised. Chris Bakowski stated that the lot at the new STAR Tower is a reserved lot, but parking is available in VISITOR spots in the Health Services lot. He added that the free UD shuttle has a scheduled stop at the north STAR lot and the Tower is a requested stop.
- New committee officers were unanimously approved as follows:
 - Chris Bakowski – Vice President
 - Cheryl Rodriguez – Secretary
 - Glen Loller – Member-At-Large
 - Kim Clark - Member-At-Large
 - Mary Ford – Member-At-Large

- Members of the Exempt Staff Grievance Board listed on the ACES website will be contacted by HR to determine if there is continued interest in serving on the board or if new members need to be solicited and nominated.
- Cathy Corsi will be the new committee Parking and Transportation liaison; Zack Jackson, the new Faculty Senate representative; and Mary Ford, the new Dining Services representative.

Constituent Concerns

District #4 – Robin Harbaugh

- Constituent request for more trash receptacles around Perkins and Cesar Rodney dining Hall
 - Chris Bakowski will follow-up on this request and report back.

District #5 – Crystal Maccari

- “I was wondering if the University would allow us to process all items, health insurance, flexible spending, and parking at the same time of the year. Perhaps they could all go into effect in July or something?”
 - The processing times are different because the annual benefits enrollment is tied to the fiscal year calendar and parking is tied to the academic calendar.

District #2 – Kim Clark

- “Is the University going to adopt the parental leave policy as described in the new state law for state employees?”
 - HR response: Changes to the policy will be communicated to the UD community when they are made.
- Request for a more “pumping-friendly” workplace for nursing mothers with closer, more suitable and more easily available locations. Constituent suggested UD looking into Mamava pods that provide portable lactation rooms and pods for work and public spaces.
 - HR response: It is the Office of Equity and Inclusion that one would call to voice concerns and suggestions regarding improved accommodations for nursing mothers. Kim Clark will follow up with OEI to discuss the pods and suggest a change to the Nursing Mother’s in the Workplace Policy, such that information is added to alert employees and managers to contact OEI for support on this topic.
- Concern regarding the discrepancy in job titles along with a large variation in workload and content.
 - HR response: Over time, job variations can develop but UD reviews and benchmarks job titles and descriptions regularly to maintain consistencies. One can request supervisor review if there are concerns about inequity in specific situations. These concerns should be addressed in your yearly and quarterly conversations with your manager.
- Question about whether employees can take classes towards a degree that UD does not or no longer offers at Wilmington University or Delaware State University or online using UD course fee waivers.
 - HR response: Full-time University employees can take one course per semester (up to four credit hours) at Delaware Technical Community College or Delaware State University. Tuition costs are waived; the employee is responsible for any other fees.

Course fee waivers cannot be used at Wilmington University or for non-UD online courses/degrees.

- “Please continue to push the point of the parking spaces being too narrow in the gated lot 37C”
 - Chris Bakowski will talk to Parking Services about the request and report back.
- Request for more covered bike racks and greater security for bikes parked on campus.
 - Chris Bakowski will talk to Parking Services about the request and report back.
- Question about getting paid time off to give blood
 - There is no paid time off to give blood but periodically the Blood Bank of DE offers blood donation opportunities on campus and employees can participate during the work day with supervisor approval.

Announcements:

Kim Clark announced that there have been some changes to the UDeserve It! employee recognition program. There will no longer be a quarterly selection of winners; however, all nominees will continue to be acknowledged and the annual drawing at the UDid It Picnic of monetary prizewinners from all nominees will continue. Additional information and updates can be found on the web site:

<https://sites.udel.edu/udeserveit/>

There was discussion about mentoring for new UD employees and some of the different program models that are currently being used around campus. It was suggested that the new Director of Employee & Labor Relations could possibly look into a university-wide mentor program.

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