

## **Advisory Council for Non-Exempt Staff (NSAC) August 14, 2019 Meeting Minutes**

### **Members Present:**

District #1	Lexie Samick for Susan Biddle
District #2	Tabitha Groh
District #6	Jodi Drake
District #8	Susan Zarebicki
District #9	Cindi Munyan
District #10	Anne-Marie Lang

### **Others Present:**

Brooke Minor, Human Resources  
Jennifer Brown, Human Resources

**The Minutes from the June 12, 2019 meeting were approved**

### **Old Business:**

- Jodi asked if we could consider shifting the times of ½ of the meetings each year.
  - Brooke will discuss with Scarlett, perhaps changing the day of the meeting.

### **New Business:**

- Welcome and introduction of new District #9 representative, Cindi Munyan

### **Constituent Concerns:**

District #10 – Anne-Marie Laing

- UD Time leave balances were significantly different than what their official time balances were as kept by the Library. They are told that the Library time balances are the official balances.
  - Anne-Marie forwarded the email to Scarlett, who shared the concern with Amanda Albertson in HR-Payroll.
  - Brooke and Jennifer agreed that Library HR should work with UD Time to ensure that balances are correct.
  - Jodi mentioned that someone had contacted her with a UD Time issue, and she directed them to submit a ticket with UD Time.
  - Brooke agreed that constituents should be directed to submit a ticket with UD Time.
  - Jennifer mentioned that we do not punch in and out as miscellaneous staff members do. Vacation was creating a bug in the system, which should have been resolved a few years ago.
  - Jennifer also mentioned that we need to keep in mind that the time balances may be off because of putting in for time off in the future.

- We can use one of the HR emails (such as [ud-time@udel.edu](mailto:ud-time@udel.edu))

District #2 – Tabitha Groh

- Parking for meetings cannot be charged to a UD procurement card.
  - Jennifer clarified that there used to be a Procurement Policy.
  - The Provost's office has parking office codes, which the office may be able to purchase to distribute. The department could also purchase City of Newark parking vouchers.
  - If there is a policy, it is likely to be a Procurement Policy and should be available online.

District #8 – Susan Zarebicki

- A miscellaneous wage employee asked about parking payments and why she has to pay for the entire year in advance.
  - Tabitha mentioned there are month-to-month parking passes, but that this can be problematic.
  - Refer this employee to Parking Services.

The meeting was adjourned at 3:00 p.m.

The next meeting is scheduled for October 9, 2019