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)

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