

NSAC Meeting Minutes

June 12, 2019

In attendance:

Susan Biddle
Tabitha Groh
Derrick Allen
Susan Zarebicki
Anne-Marie Laing
Stephanie Bassette
Brooke Minor
Jennifer Brown

- I. Minutes from the last meeting were approved.
- II. Old Business
 - a. Potential to combine the NSAC and ACES.
 - i. Tabitha mentioned a suggestion to have a cycle where a random half of the districts are represented by exempt staff, while the half are represented by non-exempt. In the next cycle, each district would flip to have a different representative.
 - ii. Susan B. Let one district have volunteers and then let the district choose
 - iii. Susan Z. Would we be able to keep a committee full with the number of vacancies?
 - iv. Brooke asked why we thought there were fewer attendees at the NSAC meeting.
 - b. Productivity of meetings
 - i. Tabitha - Could we have guest speakers or learn more about HR? Maybe we could brainstorm ideas for topics.
 - ii. Jennifer mentioned that yes, the committee used to have guest speakers. We could share information out to check with constituencies to drum up concerns.
 - iii. Stephanie suggested that the admin for the Parking committee could send over minutes to this committee.
- III. New Business
 - a. Anne-Marie asked if there is a timing concern with the meeting?
 - i. Stephanie mentioned that there have been a variety of reasons for her absences.
 - ii. Jennifer asked if mornings would be better.
 1. Susan Z. said that afternoons are better.

2. Jennifer asked if we should break for summer.
 - a. The group agreed that summer is actually easier to meet than throughout the year, and that sometimes the meetings fall at bad times, like the last day of classes.
 - b. Susan B. asked if we could send an alternate to meetings.
 - i. Brooke agreed that we can send alternates if we have someone in mind.

IV. Constituent Concerns

- a. Tabitha read a constituent concern forwarded by Stephanie regarding raises.
 - i. Faculty raises are negotiated as part of their contract (AAUP).
 - ii. Anne-Marie mentioned that faculty did negotiate an adjustment outside of merit raises.
 - iii. Tabitha mentioned that she recalls an education effort by HR to help staff understand how raises are determined each year.
 - iv. Brooke will look at wellness dollars to see if there is a possibility of raising the wellness dollar allotment.
 1. No plans to increase wellness dollars at this time.
 - v. Derrick asked if there is a clear explanation of how raises work on the website.
 1. Please consult Compensation Guidelines under Compensation section of HR's website
- b. Stephanie asked about reclassifying a position.
 - i. Brooke directed her to contact Chris Towers
 - ii. Susan B. stated that she had been through a reclassification recently, and that she completed the paperwork herself at her supervisor's request. She needed support from the business administrator in her college. But there was a 6-month backlog.
 - iii. Jennifer and Brooke agreed that Stephanie should check with her supervisor to move forward, and to check if the reclassification has been submitted to HR.
- c. Susan B.
 - i. UDeserve It award. Someone thought they had never heard of it. Nominations are requested by March 15.
 - ii. Grievance panel? Can you elaborate on how many people have been assisted and the outcomes.
 1. Brooke suggested that information can be found on the Non-Exempt Grievance Procedure – under General Counsel > HR policies
 - iii. Buses and parking. Susan B. will direct her to the parking committee.
- d. Derrick

- i. Are there plans to put a pedestrian light at the Perkins/CR crosswalk?
They have problems crossing now with the dining hall and crossing can be difficult because people don't stop.
 - 1. Please contact Marcia Hutton in the PPD Department.
- ii. Anne-Marie
 - 1. Ash cans for cigarettes outside of the Library. There used to be ash cans, but there aren't now, so the steps are littered with cigarette butts. She understands that we are a smoke-free campus, but that there is nowhere for people to safely dispose of their cigarette butts.
 - 2. Contact Sylvester Johnson in Facilities.
 - 3. There is no established enforcement of the smoke-free campus policy.
- iii. Tabitha for Jody
 - 1. Offer employee training to misc wage employees
 - a. Jennifer mentioned that Connecting U is only available to FT benefitted employees.
 - b. Once the email is sent out, then a misc wage worker can contact Employee Training and if the instructor is amenable, they can be added to the course.
 - 2. Tuition benefits for misc wage employees
 - a. No plans to offer tuition benefits to misc wage employees at this time.

V. Next meeting is August 14.