

UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MEETING MINUTES
DECEMBER 9, 2009, GSU 345 AT 12:00 NOON

PRESENT: Jim Mello, Lisa Parker, Jessica Abbott, Karen Schermerhorn, Jennifer Sanborn, Cheryl MacMath, Jennifer Keyo, Elinor Cherry, Maria Marques, Lynn Galvin

MINUTES: Minutes from September 9 and October 20, 2009 were approved. Minutes from November 11, 2009 were approved with one correction, the spelling of Bonny Stoecklin's name.

EXERCISE: Seven questions were presented to the group for discussion. The goal of the exercise was to have, by the end of the meeting, 4-5 actionable items that the members of the Staff Association could pursue. (Note those with *)

1. How can the members of the Staff Association recognize exemplary staff?
 - Submit accolades for staff to UNOTES
 - Present an award at each monthly meeting
 - Announce monthly award on web site
 - Caught you being good/noticed you today cards/care cards recognizing staff* (Jennifer Keyo volunteered to pursue this initiative)
2. How can the members of the Staff Association promote staff wellness?
 - Put wellness tips on website
 - Build a wellness library for sharing
 - Version of the Hawk Walk
 - Workshops – past examples; ergonomics, stress
 - Optimistic View/attitude*
 - Caring
3. What staff development efforts/events would best serve staff (\$400 or less per event)?
 - Cross training*
 - Technical workshops
 - Brown bag workshops –
 - Year long staff orientation
 - Participating in President's College events and lectures
 - Initial staff training
 - Banner, processing
4. How can the members of the Staff Association serve as an advocate for staff?
 - Monthly meetings with HRD
 - Show up for invited events
 - Publicize available resources (work study program etc.)
 - Referrals
 - Awareness/sharing resources* - something like an ask.com website was discussed. Lynn Galvin volunteered to be the recipient of questions. Karen Schermerhorn volunteered to poll the membership for a brief bio providing us with resource information.

5. What specific community building events and activities would serve the needs of staff?
 - Mentoring program* (Executive board will look into this at length)
 - Buddie program
 - Appreciation Day
 - Positive attitudes
 - Publicizing good news
 - Semester break events/end of the year celebration (using commencement tent space, incorporating summer announcements, similar to kick off, and perhaps some type of barbecue)
6. What can staff members do to build and sustain a campus community that uses resources responsibly?
 - Recycle
 - Put available resources on web site
 - Partnership with existing resources* Lisa Parker volunteered to research this initiative
 - Campus clean up – Martin Luther King Day was suggested as a day of service
7. What can members of the Staff Association do to enhance the morale of staff members?
 - Positive attitudes
 - Look for answers vs. problems
 - Communication – Example of State of Affairs meetings with college or departments
 - Know what folks are doing
 - Staff Association as a clearinghouse/sharing news/updates

VALUES: We established a simple method of assessing our meetings by utilizing the identified core values of the University. We asked ourselves:

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| • Did we act with integrity? | Yes |
| • Did we exhibit curiosity? | Yes |
| • Did we propose ideas with creativity? | Yes |
| • Did we seek excellence? | In process |
| • Did we focus on individual and shared accomplishment? | Yes |

REPORTS:

Treasurer's Report

- We have \$3,611.80 in our account. The only recent expenditure we had was \$85.00 to host the CUPA-HR webinar on November 20, 2009 (11 attended and 2 representatives from HRD)
- Jim Mello provided an update regarding the 2010 budget. He shared that the University will not be releasing the 10% hold back on non-compensation operating funds this year. The processes to develop the fiscal year 2011 budget have begun.
- Membership Report - We have 107 members, 17 of which are new
Karen Schermerhorn sent out notes to community representatives yesterday providing them with a list of those who were members but have not returned their forms for this year.

Respectfully submitted by,
Lynn Galvin