

Minutes of the Staff Association Meeting Wednesday, April 14, 2010

Present: Jessica Abbott, Lisa Belanger, Tina Berrien, Samantha Cahill, Nancy Clubb, Barbara Dessureau, Donna Galin, Lynn Galvin, Evelyne Haldimann, Jennifer Keyo, Kathy Kruse, Cheryl MacMath, Maria Marques, Lindsay McKeegan, Mildred McNeill, Lisa Parker, Jason Pomposelli, Jennifer Sanborn, Barbara Steinberger, Lorelle Wilson, Connie Yoczik, Linda Zigmont

Chair Evelyne Haldiman called to order the April 14, 2010, meeting of the Staff Association at 12:05 p.m.

I. Acceptance of Minutes

- Evelyne Haldiman made a motion to accept the March 10, 2010 minutes. Motion seconded. *MOTION PASSED.*

II. Executive Board Openings

Evelyne Haldimann

- There are two openings on the Staff Association Executive Board:
 - Recording Secretary
 - Member At-Large Exempt
- Those interested in volunteering or nominating someone for these positions should send a letter of interest to the Executive Board at their earliest convenience.

III. Staff Association Year in Review

Evelyne Haldimann

- SLAM presented to the Staff Association.
- Three positions were renamed:
 - Chair (formerly President)
 - Vice Chair (formerly Vice President)
 - Community Representatives (formerly Building Representatives)
- Two positions were added to the Executive Board:
 - Member At-Large Exempt
 - Member At-Large Non-Exempt
- Dues were eliminated, but new and returning members are still required to fill out a membership form in order to register for the Staff Association.
- Held a brown bag picnic with pot luck desert in lieu of Staff Association barbecue.
- Discussed staff training and development.
- Opened communication with Human Resources Development, the President, the Provost, and upper administration.
 - Human Resources Development has upcoming training sessions in partnership with the Staff Association on communication and with TIAA-CREF.
- NEASC team visited and solicited feedback from the Staff Association.
- Currently in the midst of working on developing a blog for questions and answers, etc.

- Recognition cards were distributed to Community Representatives in an effort to recognize staff members for their achievements in the workplace.
- Condolence, congratulations, and thank you cards were sent out by the Staff Association to staff members.

IV. Committee Reports

- **Benefits Task Force** **Lynn Galvin**
 - No Report
- **Wellness Committee** **Barbara Dessureau**
 - No Report
- **Budget Committee** **Sharon Scorso**
 - No Report
- **Community Service Committee** **Louise Melanson**
 - No Report

V. Treasurer's Report

Cheryl MacMath

- Starting Balance FY 09 (July 1, 2009)
 - \$3,611.80
- Expenses
 - \$65.00 (Photocopying for Employee Recognition Cards)
 - Previously reported January 2010
- Current Balance in Banner
 - \$3,546.80
- Pending Expense
 - \$15.33 (Assorted greeting cards for use by Staff Association)
- Income
 - N/A
- Ending Balance
 - \$3,531.47

VI. Office of Communications

- **University of Hartford Website** **Mildred McNeill**
 - The University of Hartford website has a new look.
 - It was changed to be more dynamic, show what is behind the landing page, and focus on the areas that are most visited to make more accessible.
 - Wants to attract more people with the use of pictures.
 - Various areas are broken down for easier access.
- **UNotes** **Barbara Steinberger**
 - Changed format about a year ago in order for people to obtain more information from one central area.

- Due to email reminders no longer being sent out daily, it was recommended that staff members make UNotes their homepage.
 - Staff members can also set their RSS feed subscriptions on the UNotes homepage in order to receive email reminders.
- Stories can be submitted directly through the UNotes website by clicking on the *Submit a Story* button.
 - It is easier and allows users to submit their events directly to the University calendar.
- Questions and Comments
 - It was mentioned by various staff members in attendance that in order to have UNotes as their homepage they would have to remove the ITS page as their homepage.
 - These staff members find the ITS homepage to be more useful and functional for their everyday work.
 - It was also stated by various staff members in attendance that without the email reminders that they have become so accustomed to that they will be far less likely to read UNotes on a daily, if not weekly basis.

VII. Old/New Business

Evelyne Haldimann

- Faculty/Staff vs. Students Softball Game
 - Post fliers and remind other staff members and students.
 - Staff Association will fund food and beverages.
 - Anchor Fund will fund popcorn and cotton candy.

The meeting was adjourned at 1:02 p.m.

Respectfully Submitted,

Samantha A. Cahill
 Membership Director
 Acting Recording Secretary