

UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MEETING MINUTES
October, 2010, GSU - Room 335, 12:00 pm

- PRESENT:** Evelyne Haldimann, Nancy Fields, Ben Ide, Cheryl MacMath, Jenn Keyo, Samantha Cahill, Kathe Snow, Kathleen Hayden, Barbara Dessureau, Cindy Marks, Laurie Fasciano, Kathleen Kruse, Bonny Barsi, Jennifer Sanborn, Kandyce Aust, Jessica Abbott, Sharon Scorso, and Valerie Gilleran.
- MINUTES:** Members in attendance approved the Staff Association minutes from the September 8, 2010 meeting.

UNIVERSITY COMMITTEE REPORTS

- BAT** Sharon Scorso reported that the October, 2010 census indicated that enrollment has remained stable with 7,180 students attending for fall. There are 5,498 full and part-time undergraduate students and 1,682 graduate students. The number of full-time students remains basically unchanged from last fall. There were 4,697 full-time students last fall versus 4,695 full-time students this fall. It is important to note that the total undergraduate enrollment exceeds the projected number used in the University's 2010-11 budget by 20 students. The 2012 budget parameters were discussed and the Budget Advisory Team (BAT) made a recommendation to the President on tuition increases and faculty/staff merit increases.
- WELLNESS** Kathe Snow shared that 221 people participated in the recent Hawk Walk. Kathe also reminded attendees that influenza shots were being offered to faculty and staff during October. All persons covered under the University insurance plans can get their shots for free. Kathe further reported that HRD has arranged for a nutritionist to come to campus in November. The nutritionist will meet individually with people, but there will be a limited number of available spots. Kathe projected that the Wellness Survey link would be emailed to everyone later in the week.
- BTF** There was no Benefits Task Force (BTF) meeting since the last Staff Association meeting, but one was scheduled for later in the week. Lynn Galvin sent word to the Staff Association to remind everyone about the benefit review starting October 18th and encouraged staff to attend the open enrollment benefits fair. All were encouraged to remember to turn their benefits sheets into HRD.

STAFF ASSOCIATION REPORTS

- WEB ADVISORY COMMITTEE** - Barbara Dessureau reported that the Web Advisory Committee meets monthly to exchange ideas and solutions. They are informed by Craig of new features coming out on the CMS system.
- OFFICE STAFF COMMITTEE** - Progress has been made regarding the staff satisfaction survey. It has been reviewed by HRD and Tom Dorer and it should be ready to send out soon.
- CONSTITUTION/BYLAWS** - The Staff Association Executive Board is continuing draft revisions.
- TREASURER'S REPORT** - The balance was \$3,261.27. There were no new expenses or revenue since the Report provided in September.

GUEST SPEAKER: Don Rizzo, Vice President of Institutional Advancement, addressed the Staff Association as a follow up to questions that were asked during the University finances presentation at the July, 2010 meeting. Near the end of that meeting questions were posed regarding University fund raising activities and successes. Don provided a Power Point presentation that was presented to the Board of Regents in September.

Don reported that we seem to be beginning to climb out of the serious economic troubles recently experienced by the country, however for non-profits it might be another 12 to 18 months before we see real stability. Face-to-face visits with perspective donors are on the rise and the number of 5-figure gifts is growing. Gifts from faculty and staff are up through September for fiscal year 2011 by \$8,000.00. Fiscal year 2010 ended with a strong \$10.3 million donation total.

Don provided a couple of comparisons between FY09 and FY10 to illustrate the current donation climate. In FY09, there were a total of 963 face-to-face visits. In FY10 that total increased to 1,474. The total amount of gifts and pledges for FY09 was \$10.4M and in FY10 it was \$10.3M. This year's goal is \$12M.

Unrestricted gifts for FY10 were a little over \$800,000. This is the third best year on record for unrestricted gifts.

Alumni participation presents mixed results. Approximately 5,555 alumni which were previously "lost" and therefore not cultivated have been "found." Additionally, 1,400 students graduated this year becoming new alumni to approach. It may take time before these alumni can be converted to donors, but they represent potential. In fiscal year 2005, there were an estimated 18,000 "lost" alumni. To date that number has been reduced to 6,400.

The cost-per-dollar raised is averaging between 22 and 25.2 cents. The cost will most likely rise during the new capital campaign.

A few program highlights were shared. A "Red and White Society" was created in the Anchor Fund. Gifts of \$1,000 rose from \$67,000 to \$118,000. The number of captured alumni email addresses has grown from 28,720 to 32,431 email addresses. We now have email addresses for approximately half of our alumni. Traffic on the new alumni net community is growing. This traffic consists of hits on the monthly e-newsletter, internet registrations, etc. Our newest alumni are not looking at emails as much. Instead they are more attentive to other social media such as texting and Facebook. We need to continue to increase our utilization of Facebook, Twitter, email-blasts, and to increase contacts with Alumni Chapters. We currently have about 75,000 living alumni.

Campaign planning continues and gains momentum as the economy revives. A strategic plan and a facilities master plan have been completed, discussions about campaign inclusions are underway, and communication strategies are under development. Although we are not a research institution, we do encourage research. Faculty workshops to help faculty submit grant proposals are planned. It is estimated that approximately 25 percent of our faculty and staff give. This is a relatively low percentage compared to other institutions, but it has increased over the years.

New Business

Evelyne reminded attendees that this is an election year for the Staff Association. This is the year to elect new or returning officers. We are looking for individuals interested in becoming part of a nominating committee. Please think about this and let us know either by contacting an Executive Board member via email or by volunteering at the next Staff Association meeting.

One staff member questioned the need to continue to have an annual membership drive and send out membership sign-up sheets. This elicited other questions such as: "Since the Staff Association is no longer a dues-based membership, does that mean that all University staff members are considered members of the Association?" "Should all University staff be added to the Association's list serve and be provided an opportunity to opt out of email communications?" "Does continuing to have an 'annual membership drive' allow people to be polled for interest in sub-committee involvement and to state meeting preference times, etc.?" These questions and others will be addressed by the Executive Board as it continues to revise/update the current Association bylaws and constitution.

Jennifer Keyo of the Staff Association Executive Board recently attended a Faculty Senate meeting and reported that she felt the Faculty Senate was sensitive to staff issues and concerns. Evelyne asked attendees of our meeting how they felt about reciprocating and inviting a representative from the Faculty Senate and from Student Government to attend our Staff Association meetings. A brief discussion followed. An informal show of hands indicated that the majority of those attending the October 20th meeting were in favor of extending an invitation to both groups.

Some possible topics for future Staff Association meetings were discussed. Suggestions included:

- The possibility of co-hosting with Public Safety a health safety training seminar about how to recognize signs of heart distress, seizures, etc.
- Holding a poinsettia sale fund raiser.
- Investigating why faculty and staff pay \$25.00 for parking - What department's budget oversees funds collected - How is the collected money spent - What department's budget oversees expenditures - Is the money collected for specific purposes/needs - Is the need to continue to collect funds ever revisited, etc.?
- Would staff prefer to have personal time allotments and vacation time be combined as one, single block of time to be utilized by the employee as needed rather than continuing to be designated as separate types of paid time off?

Respectfully submitted by

Nancy Fields
Recording Secretary