

UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MEETING MINUTES
November, 2010, Woods Family Classroom, Mortensen Library, 1:00 pm

PRESENT: Evelyne Haldimann, Nancy Fields, Cheryl MacMath, Maria Marques, Lynn Galvin, Kathleen Hayden, Barbara Dessureau, Bonny Stoecklin, Jennifer Sanborn, Jessica Abbott, Lisa Parker, Jason Pomposelli, Carla Fuller, Judy Kacmarcik, and John Carson.

MINUTES: Members in attendance approved the Staff Association minutes from the October 13, 2010 meeting.

UNIVERSITY COMMITTEE REPORTS

- BAT** Evelyne Haldimann reported that the Academic 5-Year Strategic Plan was discussed with the Budget Advisory Team. The Facilities 5-Year Plan was also shared. Student enrollment, economic growth, and the efforts of Institutional Advancement will all play very big roles in how the two strategic plans will be implemented over the next 5 years.
- WELLNESS** The Wellness Committee did not meet. HAWKWALK participants were encouraged to keep walking and exercising. It was agreed that the Wellness Committee was doing a good job providing wonderful opportunities with very little funding. Members were also reminded that a nutritionist was brought onto campus and that employees had been provided the opportunity to make individual appointments.
- BTF** There was no report.

STAFF ASSOCIATION REPORTS

- WEB ADVISORY COMMITTEE** - Barbara Dessureau reported that the University's new web site is growing and Hannon Hill is continually upgrading the site with enhancements. Evelyne Haldimann will add a tab on the Staff Association's website that gives information on the Web Advisory Board. There are seven members that you can call if you are having problems either designing or updating your site. If you can, try to avoid call Craig Campbell first, as he is concentrating on back-end solutions. Members to call include: Barbara Dessureau, Evelyne Haldimann, Jason Pomposelli, Lisa Parker, and Bonny Stoecklin.
- OFFICE STAFF COMMITTEE** - Evelyne reported that all Administrative Support Staff received the Staff Satisfaction Survey. The Eboard apologizes that the title of "Office Coordinator" was inadvertently left off the survey. All Administrative Support Staff are encouraged to complete and return the survey as quickly as possible. We are hoping to receive them by the first week of December. Tabulated and compiled results will be reported to the University President, Provost, and HRD Department. Soon, the survey will be distributed to all other University staff.
- CONSTITUTION/BYLAWS** - Efforts to re-draft these documents will be held off until after the December, 2010 vote regarding whether or not Staff Association Membership will be considered automatic based on employment status or "condition of membership" now that membership dues are not required.
- TREASURER'S REPORT** - The balance is \$3,261.27. There were no new expenses or revenues since the report provided in October.

DISCUSSION TOPICS

1. Merging positions of Recording and Corresponding Secretary.

It has been proposed that the positions of Recording Secretary and Corresponding Secretary (now an open position) be merged to one position. These positions were once combined and were split to two separate positions several years ago. If the two positions are merged again, it is proposed that the Vice Chair would become the backup to the Secretary position. After brief discussion it was stated that it certainly seemed feasible to combine the two positions. However, it was observed that combining the two positions would reduce the size of the Executive Board which could impact how decisions are made and the number of people available for special Executive Board initiatives. It was also noted that the change in number would leave an odd number, making only seven Executive Board members. **A vote on this issue will be taken at the December 8th Staff Association Meeting.**

2. Definition of Staff Association Membership.

Now that membership in the Staff Association is no longer dues-based, questions about how we define and reach out to members have been raised. There no longer seems a need to complete a membership sign-up form to be considered a member of the Staff Association. Membership may be implied automatically based upon employment status or "condition of membership" (i.e. Non-union and Non-VP or above level positions). We need to vote on whether or not to include all staff as defined above on one Staff Association list serve - providing an "opt out" option. The "opt out" option would only exclude a member from receiving Staff Association correspondence. The "opt out" option would not affect voting rights. Currently a voting quorum is defined as 10% of membership. Including all staff would affect the number of votes needed to constitute a quorum.

Further discussions about membership included talks about how the Staff Association splits its attention to staff advocacy and staff social issues and events. In order to strengthen the advocacy side of Association initiatives, the social side has diminished. There is a recognized desire on the part of membership to re-establish a greater balance between the two. It was suggested that a sub committee for social events and good works be created to address this need. There was also discussion about perhaps enhancing the roles of Association Community Representatives.

A vote on the issue of defining Staff Association membership as automatic based on employment status or "condition of membership" (i.e. Non-union and Non-VP or above level positions) will be taken at the December 8th Staff Association Meeting.

GUEST SPEAKER: John Carson, Vice President of University Relations, addressed the Staff Association providing interesting background information about the broad spectrum of activities associated with University Relations. John explained that the University Relations group was formed in 2005. It consists of three main units. Those units are the Office of Communication, the Center for Professional Development, and Corporate and Community Relations.

The main responsibilities of the Office of Communication include University media relations, web site development and maintenance, UNOTES publications, special events, and publications.

John reminded us that the Center for Professional Development is one of two legacies of the Hartford College for Women, located on the Asylum Avenue Campus. The center provides professional development and continuing education programs for people who are at entry to middle management levels. The Center for Professional Development Center also runs the Entrepreneurial Center for those wanting to expand or start their own businesses.

Corporate and Community Relations interfaces with neighbors of the University and community groups. It also works to develop and enhance University of Hartford relations with local, state, and federal governments.

New Business

- Please consider being on the Staff Association Nominating Committee to nominate officer candidates.
- Evelyne reported that the Traffic Appeals Board meets once per week - or less if there are no appeals. If you are interested in serving on the Traffic Appeals Board, please contact Evelyne.
- Lisa Parker is now a member of the President's Commission on Sustainability. The commission is trying to improve communications regarding where recycle bins are located in each building. Some people move them from a designated area so others don't know where they are. Perhaps Staff Association Community Reps could be asked to put up signs for recycle bin locations and to indicate what can go into each bin.
- It was suggested that when the Staff Satisfaction Survey results are tabulated, that any language responses (versus numeric or check mark responses) should be captured verbatim for each question.
- The Project Horizon underwear drive is underway. A letter from Karen Breda, PhD, RN, College of Education, Nursing and Health Professions was read. The note thanked the Staff Association for its past generosity and explained that donated items were used throughout the winter months to augment care to people in Hartford's homeless shelters, soup kitchens, neighborhood centers and schools. She explained that nurses "provide hands' on nursing care and health education to the guests and staff at the centers." The "new underwear, t-shirts, and socks add an element of warmth and comfort to those services and provides a tangible human dimension to our project." "Giving a new pair of underwear to a person may seem like a small thing, but it is not," she emphasizes. "Each item you donate is personally given to someone we meet through Project Horizon."

Respectfully submitted by

Nancy Fields
Recording Secretary