

**UNIVERSITY OF HARTFORD**  
**STAFF ASSOCIATION MEETING MINUTES**  
**April 13, 2011, GSU Room 345 - 12:00 pm**

**PRESENT:** Evelyne Haldimann, Nancy Fields, Cheryl MacMath, Ben Ide, Maria Marques, Lisa Parker, Kathe Snow, Jim Mello, Barbara Dessureau, Jillian Holt, Jessica Abbott, Nancy Clubb, Eric Pavesic, Bonny Barsi, Carol Courtney, Jenn Keyo.

**MINUTES:** The March 9<sup>th</sup> meeting minutes were approved. Nancy Fields noticed that the February meeting minutes had a 2010 date instead of the appropriate year - 2011. She requested that the date be corrected and that the corrected February 2011 minutes be posted to the website. It was so approved.

### **UNIVERSITY COMMITTEE REPORTS**

**BAT** Evelyne reported that Sharon Scorso will remain the Staff Association representative to the Budget Advisory Team for another two-year term. The budget will be presented to the Board of Regents in early May, 2011. Contingency planning (in case enrollments are different than anticipated) continues. There is nothing new to report at this time.

**WELLNESS** Kathe Snow reported that beginning May 1<sup>st</sup> and running through August 31<sup>st</sup> a wellness BINGO will be held. There will be on-line instructions for this. There will be a series of brown-bag lunch seminars running through August. On May 3<sup>rd</sup>, Jillian Wanik, a representative of Aramark, will hold a nutritional seminar from 4:00-5:00 pm. The meeting place is yet to be determined, but please look for UNotes announcements.

**BTF** Therefore there is nothing new to report at this time.

### **STAFF ASSOCIATION REPORTS**

**WEB ADVISORY COMMITTEE** - Barbara Dessureau shared that the Mortensen Library is now on the website and can be accessed at [library.hartford.edu](http://library.hartford.edu). The mobile side of the web is not ready yet.

**FACULTY SENATE** - Maria Marques provided an update for Jenn Keyo. Faculty shared questions and concerns relative to the recently announced payroll date change. Arosha Jayawickrema will address their questions with President Harrison. Faculty and staff were notified of the change at the same time. Staff has been somewhat more accepting of the change. There were discussions about grants and research opportunities. Peter Diffley, Dean of Graduate Studies, is retiring. There may be some restructuring of responsibilities in this position. The Faculty Senate will provide the popcorn for the upcoming Faculty/Staff versus Student softball game.

**OFFICE STAFF COMMITTEE** - Evelyne reported that the committee is revisiting Phase 1 of the Survey that was directed to Administrative Office Support Staff. The committee is calling each of the 147 or so staff who received the first survey and are asking them to consider completing and returning a survey if they did not do so in October during the "first round." A survey is being emailed to each individual in this group. Please mail your completed survey to "Staff Association" or Evelyne Haldiman in ITS. There should not be any identifiable information on the survey and there is no need to provide any.

Results of Phase II of the survey which went to all other staff are still being tabulated. The committee will most likely revisit this group too in the effort to obtain a broader survey response.

**TREASURER'S REPORT** - Cheryl MacMath reported that there were no revenues or expenditures since the last report. The current balance is \$3,166.85.

**CONSTITUTION/BYLAWS** - It is hoped that the first draft of both the Constitution and Bylaws will be available by late April or early May to allow member review and discussion.

**ANNOUNCEMENTS** - Installation of New Officers

Evelyne Halidman thanked the out-going Officers - Cheryl MacMath, Treasurer; Ben Ide, Member at Large - Exempt; and Maria Marques, Member at Large - Non-Exempt, for their dedicated service. Their ideas and hard work have been hugely instrumental in the work being done with the Staff Satisfaction Surveys and the revisions of the Constitution and Bylaws.

New and returning Offices were introduced and welcomed to the Executive Board as follows:

Chair - Evelyne Haldiman  
Vice-Chair - Lynn Galvin  
Treasurer - Carolyn Crane  
Secretary - Nancy Fields  
Membership Director - Nancy Clubb  
Member at Large - Exempt - Jillian Holt  
Member at Large - Non-Exempt - Eric Pavesic

**THE ANNUAL REPORT - EVELYNE HALDIMAN - CHAIR**

The start of the 2010-2011 Staff Association year saw more turnover for the Executive Board. The Member at Large-Exempt and Recording Secretary positions were opened and were followed by the Membership Director and Corresponding Secretary. Despite this set back, the team began tackling major concerns.

Special guest speakers and presenters to the Staff Association included:

Mildred McNeil - Unveiling the new University of Hartford website

Barbara Steinberger - Discussed changes in UNotes

David Ingala - Discussed summer menus and customer service initiatives of Aramark food services

Arosha Jayawickrema - Spoke of University finances, budget reductions, and rumors of other budget reductions

Joe Voelker - Discussed "Our Campus, Our Planet"

Jane Horvath - Discussed the Values Initiatives and the Smoke Free Campus Committee

Laura Pence - Discussed the Sustainability Initiative

Don Rizzo - Discussed Institutional Advancement, addressing questions that arose from Arosha's talk about University finances and budgeting

John Carson - Talked about University Relations - three main units - Office of Communications, Center for Professional Development, and Corp/Community Relations

Jason Farrell - Talked about Facilities - particularly on the residential side of campus

The Staff Association has taken on a more visible and active role as part of the University community. New committees that have been developed and activities in which we have recently taken part or are representing include:

The Wellness Committee

Web Connections

Faculty/Staff versus Student Softball game

Participation with Faculty Senate (Jenn Keyo/Maria Marques)

Reciprocal participation - inviting Paul Siegel to represent the Faculty Senate at Staff Association meetings

As a legacy from Jim Mello's chairmanship, the Executive Board now meets quarterly with the President, Provost, and Director of Human Resources and Development to discuss issues of particular importance to staff.

Two particularly large undertakings which became main focuses for the Executive Board this year were; the Office Staff Committee which has and is continuing to conduct the Staff Satisfaction Surveys; and the revisions of the Staff Association Constitution and Bylaws. The Executive Board members that began this revision initiative will remain committee members on this project until the documents are complete and ratified.

Items that remain open are outlined below - in no particular order:

- Public Safety Self Defense Training needs to be rescheduled - Kathe Snow will help with this.
- Fund Raisers - We need to develop a committee for this and get ideas such as sponsoring a poinsettia sale.
- Investigating why faculty and staff pay to park. What is the fee really used for?
- Possibility of combining current Personal time and Vacation time into one "Paid Time Off" bucket to be used as needed without restriction.
- Social Activities Committee - need to move back to a more balanced approach to Staff Advocacy and social engagement.

Evelyne again thanked the current and outgoing Executive Board members for their hard work and dedication along with the key players and committee representatives who have made a difference on our committees. Evelyne stated that her involvement with everyone in the Staff Association has made a positive difference for her and she hopes everyone will continue to contribute in different ways for the University of Hartford Staff Association.

**OLD BUSINESS** - Faculty/Staff versus Students Softball game - This year's softball game will be April 21<sup>st</sup> from 12:00 to 2:00 pm in the campus "center green." Interested persons can register to play by contacting Maria Marques at [mmarques@hartford.edu](mailto:mmarques@hartford.edu). This is a collaborative event with the Faculty Senate, the Staff Association, and the Student Government Association. It is a time to share food and fun on the campus lawn. Mike Pieksza of Aramark Management asked if the Aramark management team could participate as part of the faculty/staff team. There is a possibility that Aramark may donate the food and beverages (enough for 200 people) for the event. If not, all costs will be split between the Faculty Senate, Staff Association, Student Government Association.

**NEW BUSINESS** - Jane Horvath - Smoke Free Environment - Presentation for Endorsement Request.

Jane Horvath addressed the Staff Association on behalf of the Smoke Free Committee to request endorsement to specify an area of Campus as a smoke free zone. Jane explained

that the Smoke Free Committee was a student initiative. Concerns behind the initiative include health, environment, campus pride, and education. Activities associated with the initiative include open meetings, a survey, and research of other college campus policies.

The Smoke Free Committee is asking President Harrison to designate the HJG complex as a smoke free environment beginning fall 2011.

The committee provided a Power Point presentation which included photos taken of the sidewalk immediately outside of the Mortensen Library. The pictures showed how clean the grounds were before fall 2010 began and how horribly littered with cigarette butts the ground was after students have been on campus for approximately a semester and a half. Undergraduate Admissions often receives calls from parents of prospective students after student tours regarding the littered campus.

Currently the University of Hartford is smoke free inside our buildings and regulations currently state that smoking shall not occur within 25-30 feet of the exterior doors.

Smoking restrictions in other institutions as of January 2011 include the following: 466 colleges and universities have adopted 100% smoke free policies. University of Buffalo, CUNY, and University of Denver adopted their policies in the 2010-11 academic year. New York City has extended its smoking ban to outside areas including city parks and public spaces such as Times Square. Hospitals and corporate campuses are establishing smoke free policies.

The results of a recent smoking survey were shared. The survey was administered in the fall of 2010 and approximately 1,425 students, faculty, and staff responded. Of those responding approximately 21% reported smoking within the past 60 days. Approximately 79% had not smoked within the last 60 days. The majority of those who smoked reported that they smoked between 2-5 cigarettes per day (about 33%). When on campus, a little more than half reported that they tended to smoke most on the residential side. When asked where they smoked, more than half shared that they smoked while standing outside. All respondents were asked if they were in favor of a smoke free campus and almost 60% said yes. This includes 55% of student respondents being in favor. A majority of respondents also supported site specific outdoor smoking areas (63%). Most respondents were in favor of the residential side of campus being smoke free (59%) and an even greater amount of respondents favored the academic side of campus being smoke free (approximately 66%). The committee conclusion is that "the survey shows some support for limiting smoking in outdoor areas, especially on the academic side of campus."

The Committee Proposal is therefore, to designate the HJG area as a smoke free area for the following reasons:

- To better showcase the campus

- This area is a major gathering and walking area on the academic side of campus

- Many visitors see this part of campus

- This area represents less than 1% of the total campus area

All Staff Association members present at this meeting were in favor of endorsing this proposal. The endorsement will be presented to President Harrison and the Board of Regents will make the final decision.

Respectfully submitted by

Nancy Fields  
Recording Secretary