

UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MEETING MINUTES
May 11, 2011, GSU Mortensen Library - 1:00 pm

PRESENT: Evelyne Haldimann, Nancy Fields, Ben Ide, Lisa Parker, Kathe Snow, Nancy Clubb, Lindsay McKeegan, Carolyn Crane, Lynn Galvin, Sharon Scorso, and Paul Siegal.

MINUTES: Barbara Dessureau noted the following issues with the April 13th meeting minutes:

"Problem with the minutes under Web Advisory Committee: (corrections underlined). Barbara Dessureau shared that the University Libraries will be changing its URL from library-new.hartford.edu to library.hartford.edu after May 15. The mobile site is not ready yet."

"Also, New committees that have been developed and activities in which we have recently taken part or are representing include:

The Wellness Committee
Web Advisory Committee"

These corrections were incorporated into the April 13th meeting minutes and the minutes were approved.

UNIVERSITY COMMITTEE REPORTS

BAT Sharon Scorso stated that the next BAT meeting would be May 12th so there was nothing new to report at this time.

WELLNESS Kathe Snow reported that a session on ergonomics would be held on May 18th from 1:00-2:00 pm. She announced that training for Extreme Scramble 5K Runs would begin on May 23rd. BINGO is still on-going from May 1st thru August 31st. Finally, more participants are encouraged to join Weight Watchers on Campus.

BTF The Benefits Task Force had not met yet in May. Issues that Lynn hopes will be discussed further and perhaps resolved in the near future include:

- Revisit of tier structure
- Request to carry over 5 days of paid time off into the next fiscal year (for both Exempt and Non-Exempt Staff.
- Revisit making all personal time and vacation time one block of time rather than distinguishing between the two types of paid time off.
- The possibility of working from home one day per week. This has been brought up because of current gas prices. It was suggested that this issue would most likely be department specific and that BTF might not be the correct venue. Perhaps the Staff Association needs to pick this up. Currently University policy states that we do not do telecommuting.

Further questions/suggestions arose regarding opting into car pooling (requiring some support from HRD?), establishing University summer hours, and perhaps getting every other Friday off. Further discussion about this later issue stated that the University does currently have flex schedules which many staff implement during the summer. In some situations, both the general University policies and specific department policies need to be considered.

Lynn is rotating off representation to the Benefits Task Force this year. Anyone interested in taking her place was encouraged to step forward. Lynn would be happy to talk to interested persons.

STAFF ASSOCIATION REPORTS

WEB ADVISORY COMMITTEE - Lisa Parker reported that the library web was being changed over at this time.

FACULTY SENATE - Evelyne Haldiman reported for Jenn Keyo. Much of the April Faculty Senate meeting centered around discussions of the upcoming pay date move, the smoke free campus initiative (the Faculty Senate voted to support), and Peter Diffley's changes to the Manual of Academic, Policies, and Procedures.

OFFICE STAFF COMMITTEE - Evelyne reported that the committee is still working on the Staff Satisfaction Survey. At this time the committee has received an additional 77 surveys from the second round of surveying the administrative support staff.

TREASURER'S REPORT - Carolyn Crane reported that there were no revenues or expenditures since the April report. The current balance is \$3,166.85.

CONSTITUTION/BYLAWS - The draft of both the Constitution and Bylaws will be reviewed and discussed under the "New business" agenda item below.

Membership Director Report - Nancy Clubb has been very busy reaching out to new employees and sharing information with them about the Staff Association and why membership might be valuable to them. There are currently 162 people on the Staff Association email list.

Sustainability Committee - Lisa Parker reported that the committee last met on April 25th. It will meet again in the fall. Lisa believes that the suggestions made above during the BTF report regarding car pooling and telecommuting might be excellent topic for the Sustainability Committee to explore.

NEW BUSINESS - Evelyne Haldiman - began presentation of draft revisions to the University of Hartford Staff Association Constitution and Bylaws.

Evelyne began the presentation of proposed changes to the Constitution and Bylaws by explaining that all proposed changes had been reviewed by the University's Legal Counsel, Tom Dorer.

Because the Constitution sometimes refers back to the Bylaws, it was suggested that changes to the Bylaws should be discussed and ratified first.

Evelyne reviewed the proposed changes article by article, explained how they differed from the original bylaws and provided as much information regarding the logic used behind the changes as possible. Discussion began with Article 1: Membership, ended at Article 5: Nominations and Elections.

Discussions will begin at Article 5: Nominations and Elections at the next Staff Association Meeting. Please note that this is a very lengthy process and articles will not be covered again after they have been presented at a meeting.

Respectfully submitted by

Nancy Fields, Secretary