UNIVERSITY OF HARTFORD
STAFF ASSOCIATION AGENDA

February 13, 2019 - 1:00pm-2:00pm GSU335

Discussion and Approval of Minutes from January 9, 2019 and November 14, 2018 general meetings

University Committee Reports

- **Budget Advisory Team** – Randi Ashton-Pritting / Laura Heemskerk
  Report from BAT – Jan. 10, 2019. Team is now co-chaired by Fred Sweitzer and Laura Whitney. Vikki Hampton gave an update on the discount rate offered to students, it being on a rising trend. She said it’s too soon to know how the 2-year campus residency requirement is affecting enrollment, but she has not heard any negatives. Finance showed a 2019 budget rebuilt from the ground up. Finance will be updating the budget actuals monthly and compare this year’s year-to-date actuals to last year’s year-to-date. A 3-year overview budget is due to the Board of Regents at their Feb 28th meeting. Since the next BAT meeting is not scheduled until March 7, Fred is considering calling an extra BAT meeting in February to review the 3-year numbers. At the Board of Regents May meeting, a 3-year detailed budget is due.

- **Wellness Committee** – HRD, Lindsay McKeegan / Barbara Dessureau (on hiatus)
- **Benefits Taskforce** – Cindy Oppenheimer / Lynn Galvin: No report. Next meeting on February 21, 2019.
- **Presidential Commission for the Status of Women** – Donna Clarke

Staff Association Reports

- **Web Advisory Committee** – Barbara Dessureau: No report.
- **Faculty Senate** – Ben Ide:
  Provost Fred Sweitzer spoke about the request to have the Faculty Policy Manual changed. There is language in it that allows chairs and department heads to talk with faculty about the status of their medical leave. Provost Sweitzer would like faculty to use the Staff Manual, which has updated language that conforms to federal and state laws. He also gave an update on the new academic building, saying that a firm has been hired and they hope to have construction completed in 2021.
- **Treasurer’s Report** – Cindy Oppenheimer
- **Membership Director Report** – Ellen Levasseur
- **Fundraising Committee** (on hiatus)
- **Human Resources Department** – Lynn Thibodeau:
  - The epaf for Originators classes run throughout the month of February and March, typically on Mondays and Tuesdays.
  - “The electronic Personnel Action Form (epaf) is an online process completed when a new employee is hired, a change is needed for an existing employee, or a termination of a position/employee is needed. The originator inputs all the required information before sending it over to the approvers until it is ultimately applied electronically to the appropriate BANNER screen(s). Come learn what information is needed and how to process an epaf from start to finish, how to check status on existing epafs, and finally there will be time to answer specific questions you have regarding your specific situations. Bring your own examples and questions and a zest to learn. All classes are held in the Computer Center, room 114.”
  - Classes on the Microsoft Office Suite offered on Friday mornings through April.
  - Entrepreneurial Center is offering “Tame the Time Wasters” on Thursday, February 28; 9:30 – 11:30 am
“Have you ever started your day with a list of things to do, worked really hard, yet completed almost nothing on the list? Does it feel like you run in hundreds of directions without ever accomplishing anything? If this is you, then you have probably been attacked by the Time Wasters!

“This workshop will help you identify the specific Time Wasters that keep you from being effective and drain your energy. Using the CLEAR Method, you’ll learn solutions to Tame those Time Wasters and get focused, crossing off your to-do’s and feeling energized.”

- These webinars provide focused information on the five foundational themes of financial literacy – spending, saving, planning, investing and living in retirement.

www.tiaa.org/webinars

- The University of Hartford has teamed up with TIAA to bring you the “What's Your Financial IQ?” Challenge.

https://www.whatsyourfinancialiq.org/wyfiq/?quiz=uohartford/Quiz1

### Old Business
- Community Areas/Reps update
- Executive Board position changes: Vice-Chair, Christina Lapierre; Exempt Member At-Large: Rachel Yacouby; Secretary: Lauren Goldman; Treasurer: Cindy Oppenheimer

### New Business
- Presentation: Molly Polk, Vice President for Marketing and Communication
- Announcements:
  - New Staff Association reporter for Human Resources Department, Lynn Thibodeau
  - The RISE program for mentoring A&S 1st year students needs volunteers. Please contact Larissa Schroeder for more information.
  - Next meeting: Review of the revisions to the Constitution and Bylaws for Staff Council. Voting soon after!