UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MEETING MINUTES
June 9, 2010, GSU – Room 335, 12:00 PM

PRESENT: Lisa Parker, Barbara Dessureau, Ben Ide, Nancy Fields, Evelyne Haldimann, Bonny Barsi, Maria Marques, Donna Galin, Connie Yoczik; Cheryl MacMath; Cindy Oppenheimer; Dawn Zumbroski; Laurie Fasciano; Samantha Cahill.

MINUTES: Members in attendance approved the Staff Association minutes from the May 12, 2010 meeting.

GUEST SPEAKER: David Ingala, Food Service Director at Gengras, addressed the group. David provided an overview of summer food service. Highlights were the addition of flavored coffees, four types of pizza served daily (each day a wheat based pizza is provided); Boars' Heads meats are provided in deli sandwiches at the Backstage Café - sandwiches are also available as gluten free and low sodium. Sushi is delivered twice each week. Burgers and combos are made-to-order at the Burger Studio. The Sautee Station changes its selection daily and includes stir fry and pasta selections. Breakfast choices include eggs, egg whites, egg sandwiches, a made-to-order omelet bar, pancakes, and a fruit/yogurt/ granola bar.

The Dorothy Goodwin Café in Mortensen Library is open from 10:00 am to 1:30 pm daily during the summer. It specializes in double brewed iced coffee; Espresso based drinks, and awesome pastries and sweets from New York.

Staff should be aware that if they purchase $100.00 of dining credits on their Hawk cards, they actually receive $115.00 of dining credits. This is equivalent to a 15 percent discount. Also, the Commons offers a $5.00 employee meal. During regular fall and spring sessions, dining services has continued to provide on-line ordering. Pick up for on-line orders is in the cooler/bin nearest the Pita line. It was suggested that dining specials being offered each day be publicized via UNotes and/or the campus website.

BREAKOUT GROUP WORK – BRAINSTORMING: MENTORING (perhaps change to Networking or Welcoming)

After breaking into smaller groups some suggestions were made to improve orientation and training of new hires as well as providing resources for established staff.

- campus tours
- Resource fair
- Publicized manual or online source of Frequently Asked Questions
• Central location for all forms
• Designated individuals within each college to be specific “go to” people. - A list, by department, of important contacts was circulated to each sub-group and updates were added.
• Setting up a “buddy” program
• follow up sessions after first few days/weeks of hire to ensure new employees are getting pointed in appropriate directions.
• Magnets with important website locations publicized
• Banner Instructor for both student and financial applications

COMMITTEE REPORTS

BTF No Report
BAT No Report - meeting cancelled

WELLNESS Barbara Dessureau reported that HRD, specifically Kathe Snow and Jamie Harlow, will be conducting a survey to find out what types of activities and issues are most important to staff. HRD reports “this survey will invite feedback as well as ask survey participants if they have an interest in serving on a wellness committee. No formal programming has been established for an early fall rollout based on the timing of the survey, which we are hoping to send out in early fall, once all faculty and staff have returned to campus. “

COMMUNITY ENGAGEMENT COUNCIL - No update to report

WEB CONNECTIONS - Have held initial meeting and will be having one meeting per month. Next meeting will be held in July and will develop mission statement.
OFFICE STAFF COMMITTEE - No Report

TREASURER’S REPORT - The balance was $3261.27. There were no new expenses or revenues since the May report.

UPDATES/FOLLOW-UP MAY MEETING

A 12 hour self defense course will be held over four sessions: Tuesday Aug 10th, Thursday Aug 12th, Tuesday Aug 17th, and Thursday Aug19th. Each session will be three hours long and will begin at 3:00 pm - ending at 6:00 pm. There is only room for 12 people to attend. Sign up information will be provided soon. The location is also to be determined.

Joe Voelker will speak at the July meeting on “Our Campus, Our Planet.”

Information Technology courses in June are being held at 2:00 on Tuesdays.
NEXT MEETING: July 14, 2010 – Woods Family Classroom – Mortensen Library – 1:00 PM. Guest Speaker Joe Volker “Our Campus, Our Planet”

Respectfully submitted by

Nancy Fields
Recording Secretary