UNIVERSITY OF HARTFORD  
STAFF ASSOCIATION MEETING MINUTES  
August 10, 2011, GSU Room 345 – 12:00 pm

PRESENT:  Evelyne Haldimann, Erik Pavesic, Cheryl Macmath, Jillian Holt, Karen DeGrace, Kathe Snow, Ben Ide, Barbara Dessureau, Maria Manus and Philip Grover.

MINUTES:  Meeting minutes for May and June had been distributed. There was no meeting in July. Meeting minutes were moved to be approved as written by Ben Ide and seconded by Cheryl Macmath.

UNIVERSITY COMMITTEE REPORTS

BAT  No report

WELLNESS  Kathe Snow indicated that the second series of Weight-Watchers had concluded and the third series needs three additional people (currently have 12, need 15 to happen). Evelynn Haldimann added that people outside of the University could also participate and that members who joined on campus could attend outside meetings as well. Kathe Snow indicated that the Luau cook-off will happen on August 19th, and that there is no rain delay scheduled for it. The RAD courses will be held on Mondays and Wednesdays in August (on 8/12, 8/14, 8/19 and 8/21)—participants must attend all four meetings. BINGO was continuing through August 31st. On August 16th, Dave Hauser is coming in to provide a talk about correct exercising, “Am I exercising correctly?” On August 11th, a Corporate 5k will be held in Bushnell Park. Kathe added that people can reach Wellness through the HRD helpful links and added that Wellness was also on Facebook.

BTF  Evelyne Haldimann provided some background information regarding the Benefits Task Force (BTF). This group was created by the Administration with representation by people from various areas. Administration previously approached Lynn Galvin for participation and Lynn served on the BTF and was also able to report to the HSA. This ended when they placed a 3-year term limit on these representatives. Arosha Jayawickrema had approached Evelyne Haldimann to send a message to members of the HSA and HRD became involved to get the message out to all staff. A vote was held and Delois Lindsey from Student Development was selected to replace Lynn Galvin. Evelyne Haldimann approached Delois Lindsey, and Delois agreed to come to HSA meetings to report on progress. The next BTF meeting will be held in September.

SUSTAINABILITY COMMITTEE  — No report  — Need new liaison Lisa Parker no longer at UofH

STAFF ASSOCIATION REPORTS

WEB ADVISORY COMMITTEE  — The committee met in August. Both the University and Library site were up with more consistencies in language.

FACULTY SENATE  — No report.

OFFICE STAFF COMMITTEE  — No report.

TREASURER’S REPORT  — Evelyne Haldimann reported that back in July Carolyn Crane resigned her post at the University. Cheryl Macmath has stepped in as the new treasurer. The starting balance for FY11 was $3,166.85. The ending balance in the budget is $3,142.98. Expenses totaled $23.87 for assorted greeting cards and postage stamps.

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

MEMBERSHIP DIRECTOR’S REPORT  — Evelyne Haldimann reported on this in Nancy Clubb’s absence. She reported that two people were added to the email list, but approximately five to six people had left—indicating a net loss of 4 individuals. Evelyne Haldimann indicated that membership might be at approximately 161 individuals, but would provide more accurate numbers at a later date.
PUBLIC SAFETY – Evelyne Haldimann reported on recent discussions regarding changes to parking on campus. She is waiting on confirmation from Brian Lehan, but currently there is an agreement on the changes being proposed.

OFFICE STAFF COMMITTEE – Evelyne Haldimann reported that in September, they will be presenting the Staff Survey results. It is unclear, but RSVPs may be needed and an article will be placed into UNotes. The Woods Classroom is already reserved in the Library, but Hillier 125 in Auerbach has also been reserved. Jennifer Keyo will be presenting. Round one was the office staff survey (10 or 11 positions) and seemed to have the biggest concerns. A second round was sent to all staff. Phone calls were made to get additional participation from round one recipients. A meeting is going to be held with the President, Provost, Arosha Jayawickrema and HRD to go over the new results.

NEW BUSINESS – Evelyne Haldiman – continued the presentation of draft revisions to the University of Hartford Staff Association Constitution and Bylaws, which began in the May meeting.

Once again, 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.

Discussions continued with proposed changes to the Bylaws. Discussions resumed at Article 6: Recall of Officer(s) and Representative(s); section 1, subsection e. Formatting was adopted from previous sections to maintain consistency. A change was requested to Article 6, Section 2, subsection 4 to clarify that “members” are all members of the Staff Association. A question was raised as to whether we should be held strictly to Robert’s Rules of Order, and the consensus was no. Final changes will be made and will be voted on after the September meeting.

Discussion was started on the Constitution. The Articles were removed as well as “Name and Object”. Section 1 was the name of the organization and Section 2 was the objective. These were revised into Identity and Mission. Mission took over from “Object” and this became bulleted.

Conditions of membership was recategorized by taking the three sections of Article 2 of the original constitution and combining them into one section. One change is that there are no longer “Associate Members” (i.e. Assistant VP level or higher). Distribution lists will be maintained for to two groups: (1) informational purposes (for everyone) and (2) voting members. This was done to prevent the Administration from getting an advance warning of determinations being made by the HSA. Members can opt out of email communication without becoming a non-member. Moving forward, all new staff will be asked to become a member of the HSA.

From the original Constitution, Article III (“Representatives and Staff Association”) was renamed and organized into “Officers and Representatives”. This was condensed down into one paragraph. Titles and positions were changed to be more current. It was added that Building Representatives are voluntary.

Discussions will resume at the October meeting on the Old Constitution at Article 4.

Respectfully submitted by

Erik Pavesic,
for Nancy Fields, Secretary