UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MEETING MINUTES
March, 2011, Woods Family Classroom-Mortensen Library – 1:00 pm


MINUTES: The February 9th meeting minutes were approved.

UNIVERSITY COMMITTEE REPORTS

BAT Sharon Scorso reported for the Budget Advisory Team. The February 18, 2011 census numbers for spring 2011 were reported. The total number of full time undergraduates equals 4,392 (of those 1,526 are new students and 2,866 are returning students). The total number of part time undergraduates is 801. This means that we currently have 5,193 undergraduates with a total of 70,800 credit hours. The total number of graduate students - including both full and part time - equals 1,648 for a total of 10,789 credit hours. Our current total student population is 6,841 students with a total of 81,589 credit hours. It was reported that both the new and returning student numbers are up which means that enrollment is going in the right direction.

Sharon also reported the projected budget for 2010-2011 is being reviewed to actual revenues and expenditures. The Budget Advisory Team also discussed contingency plans for savings for the 2012 fiscal year. The committee will continue to review and discuss these areas at the next meeting.

WELLNESS Kathe Snow reported that the snowshoeing initiative was a big hit. The "Fit for Life" initiative began the first week of March. The Wellness committee is planning a spring hike and a "BINGO" health program (more details to follow in April). Kathy asked staff to please submit and health/wellness initiative ideas to her.

BTF Lynn Galvin reported for the Benefits Task Force will not be meeting until March 24th. Therefore there is nothing new to report at this time.

STAFF ASSOCIATION REPORTS

WEB ADVISORY COMMITTEE - Barbara Dessureau shared that the new University of Hartford website may soon be accessible via mobile phones. Efforts for this are currently in the works.

FACULTY SENATE - No report

OFFICE STAFF COMMITTEE - Evelyne reported that Phase 1 of the Staff Satisfaction Surveys, which was directed to Administrative Support Staff, has been tabulated and results have been reviewed with President Harrison, Provost Vasquez, Lisa Belanger, and Arosha Jayawickrema. The majority of Phase 2 surveys has been reviewed and tabulated, however a few late arrivals have recently come in. The committee is currently creating a presentation for University Administration. Current survey data has been extremely well received and Administration is extremely interested in the findings. However, a larger rate of return is being requested to help determine appropriate action items. The Office
Staff Committee is currently working on a telephone call list to contact staff members again and encourage anyone who may not have returned a survey in either Phase 1 or Phase 2 to do so. More information will be available soon.

It was commented that some individuals may have felt that including reference to job titles could have kept the survey from feeling truly "anonymous.” It was suggested that this could be part of the reason for a 27% return in Phase 1 and a 25% return in Phase 2. Phase 1 surveys did request a response to job title as the committee was attempting to determine if certain issues pertained more or less acutely to a specific office administrative support population. However, the committee would like to emphasize that individuals can choose to decline to provide any information (on either survey type) that one feels could be personally identifying. Phase 2 surveys which were provided to the larger staff population attempted to use only types of job categories as it was apparent that in that population a job title could be unique and therefore immediately identifying.

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 - First review of first-draft proposed changes to the University of Hartford Staff Association Constitution are discussed below under “New business.”

NEW BUSINESS - Faculty/Staff versus Students Softball game. This year’s softball game will be April 21st from 12:00 to 2:00 pm in the campus “center green.” A flyer will be distributed in April to encourage registration for the event. Interested persons can register to play by contacting Maria Marques at 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.

- Community Day - Sharon Scorso suggested that perhaps the Staff Association could consider fund raising activities for Community Day. She thought that last year the Staff Association gave out balloons. The website for Community Day is up and available now.

- Staff Association Staff Scholarships for Training - Evelyne asked members if they would like to support training scholarships for staff to attend special training seminars such as seminars offered by Skill Path and/or Fred Prior training sessions. If members are interested, we could provide one or two scholarships to staff members each year to allow individuals to attend training that their departments might not be able to budget. There was interest in this idea, but members wanted more information as to how our funds are currently being used before committing to this.

- Hartford Scholar - Evelyne asked if anyone at the meeting was aware of “standards’ or “criteria” that the Staff Association has used in the past to identify the candidate the Staff Association would select among all other qualified candidates for our support as the Hartford Scholar. She thought that this has traditionally been a $500.00 award.

- Constitution/By-Laws - Discussion on proposed changes to Constitution. Discussions included questions about: conditions of membership specifically referring to the issues of opting in versus opting out of receiving email communications; voting rights; the suggestion of adding a Parliamentarian to oversee Roberts Rules of Order during meetings; and the issue of inviting/including the Past Chair to Eboard meetings. The general consensus was that people want to see revisions to both the Constitution and Bylaws before continuing discussions relative to either document separately. The Eboard will complete first draft revisions to the Bylaws and will distribute both documents (Constitution and Bylaws) together for further discussion.
Respectfully submitted by

Nancy Fields
Recording Secretary