UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MEETING MINUTES
November 9, 2011, Mortensen Library – 1:00 pm

PRESENT: Lynn Galvin, Nancy Fields, Evelyne Haldimann, Ben Ide, Barbara Dessureau, Sally Henowitz, Jillian Holt, Bonny Barsi, Connie Yoczik, Kathleen Hayden, Valerie Gilleran, Carla Fuller, Cheryl MacMath, Jason Pomposelli, and Lisa Tassinari.

MINUTES: Meeting minutes for the October 12th meeting were approved.

CONSTITUTION/BYLAWS - Some attendees had to leave the meeting early so the discussion and vote regarding the proposed changes to the Constitution and Bylaws were moved ahead on the agenda.

Discussions were opened for a final time before voting. It was proposed that Article 2, Section 2 of the Bylaws which defines the responsibility of the Vice Chair be modified to include the statement, “The Vice Chair shall preside over Executive Board Meetings.” It was believed that the addition of this statement would better ensure a more appropriate power distribution and limitation between the Chair and Vice Chair. A vote was taken and it was agreed to add this statement. Another change was proposed to Article 1, Section 2 of the Bylaws under Membership. It was agreed to change the word, “reminder” to “renewal” in the first sentence. Thus the new sentence will read, “An annual membership renewal shall be communicated by October 15th.”

Discussion was closed and a vote was taken to adopt changes to the Constitution and Bylaws as presented to the membership at the October 12, 2011 Staff Association meeting; incorporating those additional changes as outlined above.

Fifteen people were present at this meeting, therefore Quorum was met. Thirteen people voted to accept the governing documents as modified. Two individuals abstained from voting. The revised Constitution and Bylaws were ratified and will be posted to the Staff Association Website.

UNIVERSITY COMMITTEE REPORTS

BAT Sharon Scorso provided an email update for BAT which Evelyne shared. The Budget Advisory Team met on November 3, 2011. Suggestions were made regarding the 2013 merit increase. BAT’s recommendation will be brought to the President who will review and make his recommendation to the Board of Regents. Arosha Jayawickrema announced the formation of a new committee called Foundation for the Future, an academic and administrative review program to better focus our resources without increasing our overall budget. President Harrison has made a formal announcement to the University Community about this new committee. Factors affecting the Fall 2011 enrollment were discussed and presented by Chuck Colarulli, Associate Provost & Dean of Undergraduate Studies. Need, affordability, our financial aid process and loan criteria were considered.

WELLNESS Kathe Snow provided an email update for the Wellness Committee which Evelyne shared. PureWellness - we are tracking numbers and are very pleased with the number of people that have enrolled. At the next meeting we should be able to provide more information.
Health Holiday Cook-off - November 18th, 2011. (Flyer information was attached and has been distributed to offices.) Running Doesn't Have to Hurt - November 17, 2011 (Again, flyer information was provided and was distributed to offices). A seminar regarding Effectively Handling Hectic Holidays will be held November 29, 2011. RAD (Rape, Aggression, Defense) Class for Faculty and Staff - Classes will be held on November 28th and 30th and December 5th and 7th. Weight Watchers on Campus is continuing to recruit interested members. Since the minimum of 15 participants was not recruited, a fourth session will not be held until January.

BTF No Report.

SUSTAINABILITY COMMITTEE - Sally Henowitz reported that the meeting had been cancelled, therefore there was nothing to report.

STAFF ASSOCIATION REPORTS

WEB ADVISORY COMMITTEE - Barbara Dessureau reported that email form templates can now be created and there are required-field pop-ups. Social media links can now be added as well.

FACULTY SENATE - Ben Ide is the new Staff Association Representative to Faculty Senate. Ben reported that at the last Faculty Senate meeting, President Harrison reported that the NEASC visit went extremely well and that he felt very good about the exit interview. The visiting board will come back in April and President Harrison believes there will be a positive report. The October snow storm and resulting power outages were discussed. Despite how much we plan - things still go wrong. That said, however, the University handled the situation very well. Buildings that had backup generators did NOT lose power with the exception of Facilities. Buildings without backup generators DID lose power. Approximately 150 students were displaced from housing the first night of the storm. As students went home, that number was reduced to about 100 displaced students. Even though academic buildings did have power, the decision was made to close the University due to the disruption students dealt with due to housing displacement. Provost Vasquez asked faculty to be aware and sensitive to the fact that students will be particularly stressed in the aftermath.

TREASURER’S REPORT - Cheryl Mac Math reported that $4.23 was spent on greeting cards which were mailed to staff. The budget balance is $3,138.75

MEMBERSHIP DIRECTOR'S REPORT - No report

NEW BUSINESS - The first item of new business related to the Automated Time Reporting System. It was stated that some employees were getting mixed messages about who would be reporting electronically against a web-clock or time-clock and who would not. Evelyne responded that until the end of December 2011, student workers, part-time staff, and supervisors were being trained on how to use, report, and edit the new electronic reporting system. Student workers and part-time staff will be reporting electronically against a web-clock/time-clock. Beginning in January and running through June, 2012 full-time staff will receive electronic time reporting training. For all Exempt and Non-Exempt full-time staff, whatever you do now using paper time sheets, is what you will do in the future using the electronic system. Full-time Exempt and Non-Exempt staff will not record time against a web-clock/time-clock.
The next item of new business was the discussion of benefit payment tiers. This issue has been brought up several times as an important issue for the Benefits Task Force to address. In the last report made to the Staff Association by Lois Lindsey, it did not appear that "tier modification" was on the academic year agenda for the Benefits Task Force. It was suggested that all persons who continue to be concerned about the jump of employee share in premium costs at step-up point in the current tier structure, email Lois directly to express their concern.

Respectfully submitted by

Nancy Fields, Secretary