University of Hartford
Staff Association Meeting Minutes
Wednesday, November 9, 2016—GSU 335—1:00 p.m.

Present: Jessica Abbott, Randi Ashton-Pritting, Katie Cox, Barbara Dessureau, Laura Eldredge, Ben Ide, Ellen Levasseur, Cindy Oppenheimer, Gina Signorello (recorder), Bonny Taylor

I. Sean Parke, University Archives
   a. The archives house university records and special collections
   b. See the handout for guidelines
   c. Records and Retention Policy
      i. Current policy is outdated- there is only a small section on sending things to the archives
      ii. Sean is hoping to set up policies with individual departments
   d. The archives are open to anyone, you just need to schedule a tour
   e. Record restriction can be requested for up to 10 years
   f. When looking for archived information, be specific about your request and make requests in advance of when you need them

II. Minutes from the previous meeting were approved

III. Committee Reports
   a. BAT
      i. Met on October 6th
      ii. Census was down
      iii. There was a discussion about study abroad programs. They are looking for quality study abroad programs
   b. Wellness
      i. Yoga is doing well and will extend into the spring
   c. Benefits Taskforce
      i. Open enrollment has been distributed
      ii. There is a meeting tomorrow
      iii. Cindy will bring up the issue of the University contribution to HAS (up front as opposed to monthly contributions)
      iv. Vacation time will be discussed tomorrow

IV. Staff Association Reports
   a. Web Advisory
      i. Meeting next week
   b. Faculty Senate
      i. Walt spoke about the best Hawktober in years
      ii. Fred talked about faculty diversity
      iii. Arosha gave an update on health insurance
   c. Treasurer
i. No change

- Membership Report
  i. Membership is at 115. Gained 2 and lost 3

V. Old Business
- The Thanksgiving lunch is tomorrow. A sorority on campus has volunteered to help with the food drive
- There is an open EBoard position- Laura Eldredge volunteered

VI. New Business
- HR is on standby to speak at a meeting
- Charles Amerson will speak at the next meeting about the presidential search
- February is open