University of Hartford
Staff Association Meeting Minutes
Special Meeting
Monday, January 9th – GSU 335 – 1:00 p.m.


I. Arosha Jayawickrema and Lisa Belanger spoke about the Staff Compensation Plan
   a. There is a $300,000 pot of money set aside for the Staff Compensation Plan. $50,000 of that money was spent on phase one which brought all staff up to the minimum salary in the grade range. Phase two will focus on bringing all staff to the mid-point of their grade range.
   b. In regard to the new law concerning overtime and the current appeal of it, Arosha is pretty confident the new administration will not mandate a wage limit. At this time, he doesn’t want to make any commitments because of the uncertainty of the appeal. He will wait 30-60 days to see what happens and hopes that the university is in a better place to make decisions at that point. If the appeal does not go through, 45 people will benefit. If the appeal does go through, phase two of the staff compensation plan will commence and 118 people will benefit.
   c. The current discount rate is very high. Students are paying 49% on every dollar of tuition. This is up from 39% in 2008. In 2008 we also had 300 more full-time undergraduate students than we do now. This is causing a lot of uncertainty about next year’s budget.

II. Questions from meeting attendees
   a. At the town hall meetings a few months ago, people were under the assumption that there were different pools of money for the staff compensation plan and the FLSA mandate. Is this true?
      i. No. There are three pools of money. 1- Merit pool  2. Staff compensation pool  3. Faculty compensation pool
   b. Will the adjunct faculty vote for a union impact the staff compensation plan?
      i. It should have no impact and probably won’t come into play for another year
   c. When will staff have their job descriptions back?
i. The goal is to have them back in the next two weeks. All but 40 are done at this point and those 40 are the ones handed in late.

d. How do I know the status of my job description?
   i. All descriptions are indexed. You can email HR to see if they have them (Lisa Belanger or Jamie Harlow). HR is spending time to make sure branding is included in each description.
   
e. There were multiple deadlines given as to when job descriptions would be returned and phase two would roll out. Each deadline passed with no explanation. There were also changes made to jobs without explanation. Can you please explain this?
      i. All changes implemented already were NOT FLSA, they were based on job descriptions.
      ii. The deadlines can be attributed to the fact that less than half of job descriptions were received 6 months after they were distributed.

f. Is there any way to have supervisors get some training on their duties?
   i. It is hard to make supervisors attend training.
   ii. There are no consequences for them not doing their job

h. If FLSA goes through, how will the university decide which compensation plan (faculty or staff) get priority?
   i. The faculty compensation plan started two years before the staff plan
   ii. Arosha would like to see salary/merit commitments made AFTER fall census, not in March.

i. How was the “market” decided? Which school were used as a comparison when deciding salary ranges?
   i. The midpoint of the salary ranges is the “market” salary
   ii. They rely on salary surveys through CUPA and account for age and location

j. Will new staff be brought in at the mid-range point?
   i. Not necessarily. It depends on budget, experience, and qualifications

k. Can you estimate how the new president will set his priorities?
   i. There needs to be a focus on revenue
   ii. He will have to look at the facilities master plan and predict how we will grow and obtain the necessary space

l. Who will be affected by phase two of the staff compensation plan?
   i. Those furthest from the midpoint
   ii. There will be a cap of $3500 for raises in phase two. This is down from $6500 last year
   iii. It is dependent on performance