UNIVERSITY OF HARTFORD
STAFF ASSOCIATION MINUTES

October 10, 2018 - 1:00pm-2:00pm GSU335

Discussion and Approval of Minutes from September 12, 2018 meeting

Meeting called to order at 1:00pm. Went around with introductions for anyone new to the meeting. General Minutes were approved from the 9/12/2018.

Attendance:
Christina Lapierre, Barney Sean Parke, Libraries
Glandina Morris, Women’s Advancement Felicia Roberts, Graduate Admission
Linda Zigmont, Marketing/Communication Catherine Rose, Facilities
Sue Fitzgerald, President’s Office Lisa Belanger, HRD
Tina Berrien, HRD Randi Ashton-Pritting, Libraries
Ben Ide, Libraries Lisa Wollenberg, Libraries
Christine Ringuette, ENHP Bonny Taylor, Hillyer
Kelly Anderson, ENHP Carla Fuller, ENHP-Nursing
Amy Kopec, Student Affairs Pam Masi, A&S
Barbara Dessureau, Libraries Allison Poulin, CETA, Dean’s Office
Laura Heemskerk, CETA, Dean’s Office Laura Whitney, Finance
Rachel Yacoubi, Lincoln Theater Laura Eldredge, Construction Institute

University Committee Reports

Budget Advisory Team – Randi Ashton-Pritting / Laura Heemskerk
- Sept 30, 2018 meeting was cancelled. Next meeting Nov 1, 2018.

Wellness Committee – HRD, Lindsay McKeegan / Barbara Dessureau (on hiatus – no report).

Benefits Taskforce – Cindy Oppenheimer / Lynn Galvin
- Lisa Belanger-Buoniconti has been asked to serve as Chair for the BTF.
- The following changes have been approved.
- Medical insurance will move from United Healthcare to Aetna (same three plan offerings) with a very modest overall rate increase.
- Health Savings Account contributions and deposit schedules will remain in place but the banking arrangement will move from Optum to PayFlex.
- Flexible Spending Account banking arrangement will move from Optum to PayFlex.
- In 2019, we will not be offering an incentive-based wellness program.
- Dental insurance will remain with Aetna with a very modest increase in premium; the PPO plan will not have a deductible or co-insurance for class one preventative services in network; co-insurance for out of network class one preventative services will also have no deductible and the co-insurance (plan paid cost) will increase from 80% to 90%.
- Vision insurance will stay with United Healthcare with no increase in premium.
- Short and Long-term Disability and Life Insurance products will transition from The Hartford (formerly Aetna) to Reliance. (no employee effect)
- Dental Updates:
  - The DMO (Plan with limited dentist) will continue to be offered.
  - The PPO plan is better - if you use a participating dentist (there are hundreds) you will no longer have to pay for cleanings and x-Ray. Previously, you had to pay the deductible then
it was only covered at 80%. The maximum has increased from $1,000 to $2,000. There will be a very modest increase in premium.

- Diversity, Inclusion, and Equity Task Force – Christina Lapierre.
  - Task force met on 9/27/2018 and reviewed the employment & hiring that HR conducts with managers/directors. (see attached PPT).
  - Next meeting: 10/24/2018

**Staff Association Reports**

**Web Advisory Committee – Barbara Dessureau**

**Faculty Senate – Ben Ide**
This was the first meeting of the Faculty Senate for the new semester. President Woodward spoke. These are the highlights:

- President Woodward gave some numbers that indicated how well we are doing: 802 applications, up from 600 last year; 64 applied for bachelors in nursing and they are from all over the world; also in new programs: 16 applied for business analytics, 3 for digital media journalism, 9 for pure finance, only 1 for computer science and engineering. We admitted 300 fewer students from the bottom range of academics, and 55% of those admitted were from the top of their academic school standings, so trending upwards (35% of students from lowest end of academics will make it to their sophomore year). 53% of Hillier students are retained first to second year, which is 3.6% up for retention from last year. 76.5% overall retention, and better retention is making up for lower enrollment. Retention numbers vary widely between programs, but Hartt, HAS, and student athletes at highest retention. 173 returning students got additional funds which helped retention (43% changed their minds and stayed because of getting more money). He was stunned by the number of students who failed to apply (only 6 applied) so he went after deans to find students who needed it.
- Census numbers weren't great: overall down 33 students and missed our budget target by 37 students. However, we are up 280 grad students, mostly due to Cigna (the equivalency for income is 4 grads per one undergrad).
- The new University website rollout will be Feb 1 instead of Jan 1. The new site redesign will make a huge difference for admission next year since 70% of interaction for UH is entirely website-based.
- We are working more intensely with prospective students and their families. In the future there will be as many as 20% less students graduating from high schools in this area. We are getting high school guidance counselors to tour the campus. We have modified scripts and routes for admissions tours to better highlight the campus. Our communications to potential students are all coming from in-house since we dropped the consultant. As a testament to our success with Barney communication this emphasis produced a higher return on the investment for enrollment.
- We are putting more emphasis on getting all students engaged collectively rather than oriented into divisions. He wants to put a learning presence in all dorms not just Hawk Hall. There are new training programs for RAs and RDs.
- The Center for Student Success is in the process of being shaped, and we are developing an org chart. Internal posting of jobs working with all first year students, providing advising and extra help, and having advisors in classes once a week. We are going to have a more active Career Center, and a new director will be announced soon. We are meshing the Purposeful Pathways Program into the student experience.
• Census numbers are out and Oct 1 looks good: new students' SAT numbers are up so more academic-ready students should boost retention; $1 million into a returning student rescue fund; cut in half the number of students who changed their minds after deposit (now down to 3%), and we are sending out schedules earlier and making phone calls throughout summer - long before they show up for their first day. 1st to 2nd year retention has gone up from 73% to 76.9%, meaning we are almost 4 points closer to the President's ten point goal.

• Of the students who attended Scholarship Day, 40% signed on, resulting in 64 students.

• Last year our predictions were too optimistic across the board. Enrollment didn't make budget goals. Costs didn't go up but our revenue didn't match. For the next 3 years our expenses have to match our revenue. We are working to match revenue to expenses and trying not to damage our reputation and morale. Smaller classes are coming once seniors graduate, since they were the largest class we enrolled.

• We are planning a $2 million marketing blitz for the next two years. President Woodward summed this up by saying that the best way to improve is to invest in ourselves, and the Board of Regents agree.

Provost Fred Sweitzer’s remarks:
• He is pleased to announce that we have seven deans for seven colleges. We have hired 37 new faculty members and it's a very diverse group.
• He’s been reshaping the Provost's Office: Teresa Stores for Faculty Development, Clark Saunders will be focusing just on Graduate Studies, and Chris Standish is the Director of the Office of Sponsored Programs. Chuck Colarulli is leaving, and some of what he does will be shifted around.
• Family Medical Leave policies for faculty will now match staff policies.
• Fred has been looking over the analysis of the appeal process to tenure and promotion decisions, as submitted by people who have served on review committees.
• The University has an agreement with the part time faculty union, but no contract yet.
• The use of AirBNB services will be allowed for traveling faculty, but at their own risk. Legal counsel is working on a waiver.
• In an effort to help keep costs down, Fred has asked that faculty take voluntary course overloads in exchange for future considerations.
• The University is working on recruitment initiatives in China.
• There was also an introduction by David Gordon, the new Chair of the Board of Regents, and the first Chair to have graduated from the University of Hartford (Education, 1975).

Treasurer’s Report – Rachel Yacouby. No change from previous meeting.

Membership Director Report – Ellen Levasseur no report

Fundraising Committee – Christina Lapierre
• Fundraiser forms handed out to those in attendance. Please turn in your order by 10/23 with cash/check to Christina Lapierre or Amy Kopec.

Old Business

Status of revised Constitution / By-laws.
• With general counsel office

Community Areas/Reps update
• Eboard reaching out to these folks first to see if they want to remain as rep.

  President’s Staff Advisory Council (first meeting will be in November)
• 55 applied / 10 were selected
Newsletter (suggestions for what people want to see)
- Trying to get started for Nov by eboard and hope to have others to take over.
- Share in UNotes & with comm reps to share with their communities.

Open positions: Grievance Officer, Exempt Member At-Large
- Upcoming Fall meetings
- Propose for Nov meeting to be extended to 1 hour and 15 minutes with 2 guest speakers.

New Business

SA E-board meeting with Administration Officers
- Met on 9/26/18 with President Woodward, Fred Sweitzer, Lisa Belanger-Buoniconti, Susan Fitzgerald and Maria Feeley.
- Talked about newsletter and how to share this information.
- Mentorship idea to connect 1st year students with staff
- High level PD to facilitate thru S-Council with fundraising efforts in addition to opportunities already offered to staff. Coordinate with HR these efforts.
- Talked about vacation rollover – need data to determine a recommendation for change.
- New buildings / building usage – forming committees / staff input on concerns/creative input
- President talked about his plan is to focus on Student Success and new positions will open up to support this plan. He wants to fill these positions with internal candidates, but not necessarily backfilling the position a person moved from for budget reasons. Mentioned this will affect a small number of positions across campus.

Lisa Belanger-Buoniconti (HRD) – Updates on open enrollment, Oct. 12 UHart 101, Feedback to HRD
- UHart 101 is for anyone who would like to attend, attend portions of interest.
- Open enrollment: Unotes went out today 10/10
- Looked at where we could save $ 
- Medical plan switching from United to Aetna as of Jan 1, 2019
- Get info to employees by 10/26/18; 10/29 open enrollment
- Meets w/Deans annually regarding gender/race of faculty as an opportunity to ask about how HR is doing.
- Asking for SA to provide feedback and eboard can compile and give to HR. Feedback form handout out to those in attendance.
- Sebby Sorentino – contract administrator for UH and will work closely with Ellucian on rollouts.

Future General Meetings: 1-2pm GSU 335

November 14, 2018 – Guest speakers: Jessica Nicklin (Student Success), Lisa Belanger-Buoniconti (HRD)

December 12, 2018 – Guest speaker: President Woodward (sharing 3-5 year plan)