# I. Minutes

Discussion and approval of the March 9, 2022 meeting minutes.

# II. Officer Reports

## Chair, Lisa Wollenberg

## Vice Chair, Jessica Brice

## Secretary, Vacant position (Report by Lisa Wollenberg)

## Treasurer, Linda Zigmont

## Communications Director, Rachel Yacouby

# III. Committee Reports

## Fundraising Committee. Jessica Brice, Chair

## Hospitality Committee.

## Nominating Committee. Ben Ide, Chair

The Nominating Committee is now collecting nominations for Staff Council delegate and committee member positions. These include seats on the Resources Priorities and Planning Committee and Benefits Taskforce, a delegate position to Faculty Senate, and committee membership for Hospitality, Fundraising, and Ways & Means. Please consider volunteering or nominating other staff for these important positions. [Link to submission form to come.]

## Ways & Means Committee. Ben Ide, Chair

After a long hiatus, the Ways & Means committee is back! It's still early, but we have plans to address action items from the large review of the Constitution and Bylaws during the transition from Staff Association to Staff Council, identify places where better defined terminology is needed, and review recommendations from the NECHE review.

# IV. Delegate Reports

## Benefits Task Force. Cindy Oppenheimer and Desirée Kleykamp

The Benefits Task Force did not meet in March.

## Diversity, Equity, and Inclusion Task Force. Desirée Kleykamp

## Faculty Senate. Rachel Yacouby

## Resource Planning and Priorities Committee. Ben Ide and Laura D’Angelo-Gohn

# V. Community Representative Reports

## CETA, Allison Poulin

Susan Aliberti is CETA’s new Manager of Student Services and Evaluation. She began her career at the University in July 1996 as the Coordinator of Student Services in ENHP. She was promoted to the Academic Advisor & Evaluator for The Hartt School (August 1998 - December 2004). Susan then became an adjunct writing faculty in A&S Department of English and Modern Languages in Fall 2003 and continued teaching part-time through December 2021. CETA is so happy to have her on board now and part of our team! Welcome Susan!

## Hartford Art School, Marsha Gaulin

Hartford Art School Senior Thesis Shows:

Senior Thesis Exhibit #1 – April 2-12

* Illustration – Joseloff Gallery
* Integrated Media Arts – Silpe Gallery
* Reception – Saturday, April 2 – 5-7 p.m. – Koopman Commons

Senior Thesis Exhibit #2 – April 16-26

* Printmaking & Painting – Joseloff Gallery
* Photography – Silpe Gallery
* Reception – Saturday, April 23 – 5-7 p.m. – Koopman Commons

Senior Thesis Exhibit #3 – April 30 – May 10

* Design – Joseloff Gallery
* Ceramics – Silpe Gallery
* Reception – Saturday, April 30 – 5-7 p.m. – Koopman Commons

# VI. Old Business

## Open Board Positions

We still have an opening for Secretary. Contact staff@hartford.edu to volunteer yourself or nominate a colleague, or if you have questions about the position.

# VII. New Business

## University mask policy: Guidance for staff.

Lisa reached out to Jen Conley and Katie Kitchens (COVID Steering Committee) about the new mask policy, seeking guidance and clarification for staff. Here is the additional guidance so far:

* Eating is no longer limited to dining facilities. Food is now allowed in all areas where masks are optional.
* For employees whose duties include working face-to-face with students, faculty, etc., it is suggested they ask the question “Would you like me to put my mask on?” especially if the other person is wearing their own mask.
* If an employee is uncomfortable with their work situation due to the new mask policy and is seeking an alternate arrangement, they may need an official accommodation. Accommodations are evaluated under the ADA guidelines and an interactive dialogue between the employee and HRD is completed followed by an evaluation of reasonable accommodations. Work from home permanently may not be a reasonable accommodation based on the employee’s role/duties – we would work with the employee and department to determine what we could offer. Another option is to explore the feasibility of a hybrid remote work option, if this works for the department.  This would fall under the Flex/Remote Work Schedule Option. Again, it may not work for every employee or department, but is worth exploring.
* The Committee will be addressing questions for specific shared-office situations in the next few weeks. For now, the recommendation is to follow the guidance as outlined, and if someone is not comfortable they may continue to wear a mask. If that person is wearing a mask due to personal health reasons, it is advised to be cautious in discussions—disclosure of an individual’s health status may not be shared/compromised, as this is confidential.
* Other questions to ask the committee?

## Discussion: Meeting Format and Procedures

* Move to a hybrid format?
* Consent agenda for reports and approval of minutes?
* Recordings
	+ Record speakers?
	+ Record entire meetings?
	+ If we record, who should have access?

# VIII. Future Meetings

Meetings are held the second Wednesday of each month at 1pm. Upcoming dates:

May 11, 2022. Guests: Greg Woodward and Jen Conley

June 8, 2022

July 13, 2022

August 10, 2022

September 14, 2022

October 12, 2022