Discussion and Approval of Minutes from March 13, 2019 general meeting

University Committee Reports

- **Budget Advisory Team** – Randi Ashton-Pritting / Laura Heemskerk
  - BAT met on March 28 to begin fine tuning next year’s budget that is due to the Board of Regents on May 2. Next meeting of BAT will be April 11, 2019.

- **Wellness Committee** – HRD, Lindsay McKeegan / Barbara Dessureau (no report)

- **Benefits Taskforce** – Cindy Oppenheimer / Lynn Galvin

  **Discussion of Spousal Exclusion and the Financial Impact**
  Chris Monroe the broker discussed the financial impact of adding the spousal exclusion.
  - 100 spouses came off the plan because of the spousal exclusion.
  - A claim avoidance of approximately $500,000 was realized. Final number will be reported to administration.

  **Minimum Essential Coverage (the minimum an employer is required to offer)**
  An employer who is required to offer medical coverage to their employees cannot require that an employee have out of pocket expenses greater than $6,800 individual and $13,000 family.

  **Other colleges/universities have a spousal exclusion similar to ours** - still waiting for answer

- **Aetna – Rx Prior Authorization Issue and UHART/Aetna Response**
  An e-mail was sent by Jamie Harlow on 3/21/2019 regarding Prescription Drug - Prior Authorization & Prescription Drug - Maintenance Choice Program. Please refer to this e-mail with questions. If you take any maintenance drugs this is a MUST READ!!  
  An important reminder......We have a Special Concierge Line with Aetna 1-866-275-9086 or you can e-mail questions to them through the portal. If you have an issue with Aetna please contact HRD or call the broker Chris Monroe at 203-634-5798 if it is a personal matter you would rather not discuss with HRD.

  **If you have a problem ......HRD and the broker need to know so they can correct it. They have only received a few complaints. If you have a problem please contact them, they cannot fix what they do not know about!**

- **Presidential Commission on the Status of Women** – Donna Clarke (no report)

- **Diversity, Inclusion, and Equity Task Force:** Christina Lapierre

  **Reminder on April 25, 2019 Professional Development Day** – noted that this overlaps with ENHP Day.
  - Requested the Keynote Speech be recorded for staff who may not be able to attend. (completed 3.19.19)

**Retention, what keeps staff at the University?**

- Tuition Remission for self and/or dependent
- Insurance
- Community/family
- Atmosphere
- Vacation time and closing time (snow storms, holiday shutdown)
- Variety of work
- TIAA match
- Interactions with students/good energy
- Flexibility and Good Supervisors
- Work-life balance
- Supportive/Positive Environment
- Love the environment, fulfills their "mission"
- Genuinely like their job

**What concerns do staff have?**

- Aetna (don’t like), want an incentive based wellness program
- Pay in comparison/not competitive
- Limited budgets
- Burnout due to overwork/too little staff
- New supervisor in Academic Area (Chair turnover, not trained or perception is they don’t care)
• Rollover of vacation time, can't use entire bank
• Better employee recognition (was not specified, could not define at this time)
• Fairness regarding merit increases, hurtful if not receive full 2%
• Managers “over-hire” – getting more out of the employee than is on the job description
• If you get promoted, aren’t always trained (D4D, merit, what are rules, progressive discipline)
• Some employees are complacent, don’t do as much work
• Disorganization of processes and or hierarchy, makes tasks difficult
• Different standards/different departments (or managers)
• Staff feel undervalued
• Faculty have better “existence”, come and go as they please, have summers off, more respect, better pay
• Few advancement opportunities within department or University

Suggestions/Recommendations?
• 360 reviews for all staff
• Mentors
• Longer on-boarding schedule
• Shorten UHA 101, break into smaller cohorts
• Department Chairs – make promotional opportunities, not rotational – some faculty want to be in this role versus being told they will be in this role
• One central staff member to oversee all office admins within a collegiate unit
• Need to be transparent and explain the “why” (merits, hiring more diverse candidates)
• Stay interviews or transfer interviews
• Orientations for managers during new hire process
• Require managers to submit an onboarding proposal to HRD before staff member arrives
• Have HRD review all applications and tell the hiring manager who they will interview
• Diversify hiring committees, encourage racial and gender diversity – applicants should be able to “see” themselves in the committee
• Blind interviews
• New onboarding timeline (HR with Christine Grant)

Staff Association Reports

• Web Advisory Committee – Barbara Dessureau
• Faculty Senate – Ben Ide
  President Woodward spoke about the Campus Climate Survey, saying that it was asked for by students as well as being prompted by various issues on campus related to diversity, equity, and inclusion. Provost Fred Sweitzer spoke about the faculty evaluation process - it's under review - and Assoc. Dean Deb Kidder demoed Digital Measures, professional development tracking software used by the Barney School. VP of Marketing & Communications, Molly Polk demoed the new University website, which is scheduled to go live at the end of the semester, and Dean of Students Aaron Isaacs gave an overview of his work and the changes involving the Center for Student Success
• Treasurer’s Report – Cindy Oppenheimer. Balance as of 3/31/2019 = $1,089.90
• Membership Director Report – Ellen Levasseur. Those who reported emails = 134 staff
• Fundraising Committee – Amy Kopac (no report)
• Human Resources Department – Lynn Thibodeau
  • On April 25, the University of Hartford will host Staff Professional Development Day on the topic of “Inclusion Matters: We All Breathe the Same Air.” This half-day event for staff will be a thought-provoking and highly informative session about diversity and inclusion. The event schedule includes continental breakfast, a keynote address and two breakout workshops. The event begins at 8:30 a.m. and will wrap up between 12:30 and 1.p.m. Featured keynote speaker Mary-Frances Winters, is a diversity thought leader and author of We Can’t Talk About That at Work: How to Talk About Race, Religion, Politics and Other Polarizing Topics. To reserve your spot, please register at http://www.hartford.edu/empower/calendar/email_form_page_base.aspx
New Business

- Review of revisions to the Constitution and Bylaws for Staff Council.
- Review amended language to be added into the Bylaws under Community Representatives, Article 3: Section 1 (see handout).
- Review friendly amendment in Bylaws to replace Article 6, Section 3, e & f with “Failure to act in good faith on behalf of the UHSC.

Upcoming Campus Workshops

**April 11:** The Entrepreneurial Center: **Advance Grant Writing for Business**, 9:30 am Register: hartford.edu/ec-register or call 860.768.5681

**TD Bank Series: “Stress Be Gone: A Mindfulness Approach to Successful Leadership”** by Guest Speaker Erica Cuni. Event time 6 – 8pm at CT Center for Advanced Technology, 222 Pitkin Street, East Hartford. Register: hartford.edu/ec-register or call 860.768.5681 refer to: [http://www.hartford.edu/ec/training-events/default.aspx](http://www.hartford.edu/ec/training-events/default.aspx)

**April 25:** “Networking for Success” presented by Hartford SCORE at 10am-Noon at CT Center for Advance Tech, 222 Pitkin St, East Hartford. Register: hartford.edu/ec-register or call 860.768.5681 or refer to: [http://www.hartford.edu/ec/training-events/default.aspx](http://www.hartford.edu/ec/training-events/default.aspx)

**April 26:** New Britain Museum of American Art Collaboration Concert: 7-8:30pm, Simsmore Studio, 540 Hopemeadow St, Simsbury

**May 2:** TD Bank Series: “The Art of the Ask: set the Scene for Successful Negotiations” from 6-8pm at CT Center for Advance Tech, 222 Pitkin St, East Hartford. Guest Speaker: Valerie Gordon. Register: hartford.edu/ec-register or call 860.768.5681 refer to: [http://www.hartford.edu/ec/training-events/default.aspx](http://www.hartford.edu/ec/training-events/default.aspx)

**May 8:** “Becoming a Problem Solver-Dealing with Conflict as a Normal Part of Business” from 8:00-Noon at 260 Girard Avenue, Hartford (Asylum Ave Campus-Babcock Building). Instructor: Nancy Greenwald, Construction Institute. Free to all employees. To register email Chris Kullstroem at ckillstroem@construction.org or call x5869

**May 9:** TD Bank Series: “My Greatest Leadership Coach: Lessons from a Toddler” with Guest Speaker John Jaramillo, from 6– 8pm at CT Center for Advanced Technology, 222 Pitkin Street, East Hartford. Register: hartford.edu/ec-register or call 860.768.5681 refer to: [http://www.hartford.edu/ec/training-events/default.aspx](http://www.hartford.edu/ec/training-events/default.aspx)