Discussion and Approval of Minutes from April 10, 2019 general meeting

University Committee Reports

- **Budget Advisory Team** – Randi Ashton-Pritting / Laura Heemskerk
  BAT met twice in April to finalize the 2019-20 budget that will be presented to the Board of Regents on May 3. The budget, as requested by the BoR, includes best case, worst case, and likely financial scenarios. Input was taken from many departments to come up with three estimated budget levels. Next meeting is May 9.

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

- **Benefits Taskforce** – Cindy Oppenheimer / Lynn Galvin
  1. Chris Monroe (broker) reported on Medical Coverage
     - There have been some individual issues with Pharmacy Transition. He works one on one with the employee to resolve issues: examples: (1) Diabetic Meter/Supplies – Aetna uses Accu-Chek which is different that UnitedHealth care. 30 members effected. If you are one and have an issue please contact Chris Monroe who can assist (2) Some medication that individuals have been on for years now need pre approval. There should not be a problem if you do contact Chris Monroe.
     - Early indication look good for a claim year….but we have a very long way to go
  2. Changes to Bereavement Policy. Each year the BTF review specific items, the bereavement policy was on the list (prior to the changes in leadership). On behalf of the Staff Association the following is proposed. This was not a formal request, it was an attempt to start the conversation about possible changes. Jen Connelly, HR stated they would take it under advisement. I would like to hear staff’s feedback.
     - Would the University consider changing the bereavement policy for immediate family members from 3 days to 5 days? **Currently the University provides:** An excused paid absence of up to (3) three days of missed work time will be granted for a death in the immediate family. For this policy, immediate family is defined as children, stepchildren, grandchildren, spouse, parent, stepparent, parent-in-law, grandparent, brother, sister, stepbrother and stepsister. *(This is how FMLA defines immediate family member).* [Quinnipiac University, University of New Haven and some of the unions in the Connecticut State University system offer 5 paid days]. **Fun Fact**…..Walmart offers 4 paid days off for death of an immediate family member.
  - Would the University consider a formal policy for time off for members of the community to pay respect for the death of University of Hartford employee or retiree or co-workers immediate family member?

- **Presidential Commission on the Status of Women** – Donna Clarke

- **Diversity, Inclusion, and Equity Task Force**: Christina Lapierre
  Open Discussion – messaging, recognition, inclusivity
  - We need to reinforce our information with data analytics.
  - Can we get results from climate survey?
  - Messaging needs to be the same across campus, from all levels.
  - Many great recognition (Cooke Award, Outstanding Staff Award), but no one knows about the accomplishments of staff or the same staff are recognized year over year.
  - Offer other events that bring all employees together – Hog River Picnic, Trivia Nights, Kickball Game, Hawktober Weekend.
  - Tweaks to our "language" – faculty vs. staff – makes it feel hierarchical, work to promote cohesion – use employees or community.
  - Cabinet members should have more of a face at events for staff.
  - Random Acts of UHART (kindness cards) – can we ramp this program up more?
  - How do we promote our faculty and staff (social media)

**Recruitment?**
- How do we better recruit minority leaders on campus?
- Bring to President’s Council – we all are responsible for diversity and inclusion on campus.
- Review degree requirements versus ‘points scale’ for degree plus experience when hiring new employees.
- Announcement on internal posting.

**Next Meeting Suggestions?**
- Recruit, retain and recognize
- Messaging for President’s council

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**Staff Association Reports**

- **Web Advisory Committee** – Barbara Dessureau
  - The new web site is on schedule to launch on May 29. All managers will finish migrating content by May 6. The only item left to be done is for the UHart web team to review and test the new site by May 28.

- **Faculty Senate** – Ben Ide
  - President Woodward talked about the recent attack on the campus. He praised Campus Safety’s response, crediting them with saving lives, and mentioned measures that we can look at to better prepare for future emergency situations. He also talked about the state of Connecticut’s minimum living wage, which was calculated at $19.08/hour in 2014 for single adults without children, and how we have 100 employees who currently don’t make that. President Woodward mentioned that the numbers for enrollment and retention for next fall are trending upwards but said that we need to perform budget reduction exercises to meet a budget shortfall. The KPMG auditing firm is reviewing our budget. Dana Hall is going to be renovated and we are going to add an additional academic building, though the location hasn’t been selected yet. He said that, though we don’t quite have the final numbers on what we saved on health insurance for spousal exclusion, he thought we saved less than we expected and that it wasn’t fair to the 50 people who were affected.
  - Laura Whitney, VP of Finance and Administration, introduced herself and spent some time answering questions and talking about the work she is doing.
  - During the course of discussion on short-term disability, faculty members expressed some concern about the acknowledgement form on the access page to the online Employment Manual. (The acknowledgement form was later removed, and the Employment Manual is now available through Self Service.)
  - Elections were held, and the new executive board of the Faculty Senate will be installed during the May meeting.

- **Treasurer’s Report** – Cindy Oppenheimer – Balance as of 5/8/2019 =- $1,089.90 (no change)
- **Membership Director Report** – All Staff
- **Fundraising Committee** – Amy Kopac (no report)
- **Human Resources Department** – Lynn Thibodeau
  - The inaugural staff professional development day was a huge success. A total of 156 people attended the keynote. Thank you to all who participated in the day. Please remember to complete your survey, if you haven’t. Your feedback is important to us. We hope to see you again **Save the Date for the next Professional Development Day - August 22, 2019.**
  - Stay tuned for detailed information on the launching of the Lunch and Learn Series. Our goal is to establish a space for ongoing D&I professional development and discussions.
  - Dialogue for Directions have been distributed to Deans, Directors and Department heads. Competed Dialogues are due back 5/31.
New Business

- Guest Speaker: President Woodward

Next Staff Council General Meeting: June 12, 2019

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!*

Upcoming News/Events:

**May 8:** NESTS Affinity Showcase in the Shaw Center from 11:30-1:30

**May 9:** UHart Alumni Association is proud to partner with the Entrepreneurial Center and TD Bank to present a series of leadership workshops. Workshops are free call 860.768.5681. Guest speaker: John Jaramillo, UH MBA Graduate. Topic "My Greatest Leadership Coach: Lessons from a Toddler".

**May 18:** Graduate Commencement, 10:00 am on the campus green

**May 19:** Undergraduate Commencement, 10:00 am on the campus green