

**A&S Staff Association**  
**Meeting Minutes**  
**May 17, 2022, 2:00 p.m.**  
**Teams**

- I. Motion to approve the April 2022 meeting minutes passes (18 yes, 0 no, 3 abstain)
- II. Update on budget and A&S, including response to anonymous feedback (Dean Owen)
  - A. Leadership changes
    1. Associate Dean for Graduate Education
      - a. Dr. Latrica Best has accepted a position at Boston College and will step down at the end of June.
      - b. Dr. Cara Cashion (Psychological and Brain Sciences), who was one of the finalists for this position last year, will take on this role beginning July 1.
    2. Associate Dean for Undergraduate Education
      - a. Dr. Linda Fuselier is set to take over as Chair of Biology from Dr. Perri Eason, who is stepping down.
      - b. This week, Dean Owen will send out a call for a new Associate Dean for Undergraduate Education.
    3. Senior Associate Dean for Finance and Strategy
      - a. Dean Owen appointed Dr. David Schultz to this new position, effective May 2. This position is designed to offer a high-level overview and strategic perspective on budget and planning for the College.
    4. A&S Dean search
      - a. Provost Bradley has announced that the search for a permanent Dean will begin in the Fall. He wants the search committee assembled by the end of May, so it can begin work promptly in August.
      - b. Nominations for faculty and staff representatives to the search committee are now being collected (see agenda item IV below).
  - B. Budget
    1. The current fiscal year ends on June 30.
    2. According to current projections, the College is close to ending the fiscal year in the black (i.e., on budget) due to the spending freeze. This is good news, as overspending now would hurt us in the next fiscal year.
    3. We're still putting together next year's budget, which is challenging due to a projected reduction in enrollment. College enrollments have been declining by about 3 percent each year, resulting in less revenue with which to construct a budget.
  - C. Anonymous feedback
    1. Incogneato form and review process
      - a. Anonymous feedback is valuable, offers good insights into the concerns, the mood, and what people are thinking in the College.
      - b. The link for submitting anonymous feedback via Incogneato and information about the feedback review process can be found at <https://louisville.edu/artsandsciences/contact/feedback>.
      - c. Anonymous feedback is reviewed by Dean Owen, Julie Wrinn (Chief of Staff), MaryPat Chiavaroli (UBM Senior for Human Resources/Employee Relations), and a rotating associate dean.
      - d. When submitting feedback, you have the option of entering your email address to receive a direct reply from the committee. Your email address is hidden, but you the review committee can contact you via Incogneato.
      - e. The review committee will address general concerns or misinformation at A&S Staff Association meetings and/or A&S Faculty Assembly meetings.
    2. Response to anonymous feedback
      - a. Somebody asked about the possibility of furloughs and whether faculty should be included this time around. At this time, no furloughs are planned, and they shouldn't be necessary. Redbook's personnel

policies don't allow faculty to be furloughed, which is why they were not included in furloughs in 2020.

- b. The remote work policy remains one day of remote work per week, with supervisor approval. A remote work agreement signed by the employee and supervisor must be filed with the Dean's Office.
- c. There were rumors of excessive x-pays for people in the Dean's Office, but that is not the case. Some individuals are performing interim duties and are receiving additional compensation for those duties, but that's just on an interim basis. MaryPat Chiavaroli clarified that x-pay is given to exempt (salaried) staff who are filling an interim position. Non-exempt (hourly) staff who fill an interim position receive overtime. Since there's not a budget for overtime, supervisors are encouraged to offset overtime pay with time off.

### III. Update on A&S Strategic Planning Committee (Danielle Dolan)

- A. The committee's progress is slow, the conversation continues to go in circles, and the committee is still in the process of gathering information.
- B. The committee has been looking at restructuring initiatives at different schools across the country, most recently Arizona State University (ASU). Many committee members have emphasized that a lot of these examples are university-wide restructuring initiatives and not limited to colleges only, as ours is. Another challenge is that a lot of these schools don't look anything like UofL.
- C. The central questions that are asked every meeting are: What problems will a restructuring solve? What brought this about? Matt Church and Danielle Dolan continue to push these questions.
- D. Provost Bradley did say at the beginning of the process that if the committee is deemed to be unproductive, it will disband. The committee may be inching closer to that, but it's not clear. If the committee does disband, it's not clear if that would conclude the process or if the Provost would make a decision on his own.
- E. At present, no decisions have been made, and no plans have been presented that have received approval from the majority of committee members.
- F. Notes from all committee meetings can be found on the Strategic Planning Committee website (<https://louisville.edu/artsandsciences/about/strategic-planning-committee>).
- G. Provost Bradley attends every meeting and serves as chair. He mostly allows for a free exchange of ideas and brings in external speakers. The committee has discussed the budget model, and the Provost is trying to get someone from ASU to speak to the committee about the restructuring that happened there.
- H. David Schultz had been a College-elected faculty representative to the committee. Now that he is Associate Dean, he is an ex officio member of the committee. [Note: Following the meeting, the faculty elected Michael Cunningham (Communication) to replace Schultz on the committee.]

### IV. Staff representative to Dean's Search Committee

- A. Committee composition
  - 1. The committee will comprise eleven members: four appointed faculty reps, four elected faculty reps, one elected staff rep, a student rep, and a community/alum rep.
  - 2. Staff had two representatives on the previous Dean's Search Committee. It could be that staff have one elected rep and one appointed staff rep. Jason Sievers will get clarification about this.
  - 3. Joshua Boydstun recommended that if there are two staff representatives, one be exempt and one be non-exempt (as on the DEI Committee).
  - 4. As Dean Owen stated, the search process will begin in August. The Provost is already begin to look at search firms.
- B. Election process and timeline
  - 1. Send nominations to [ulassa@louisville.edu](mailto:ulassa@louisville.edu). The deadline for nominations is Tuesday, May 24 @ 5 p.m.
  - 2. An electronic ballot will be distributed on Wednesday, May 25. Ballots are due by Tuesday, May 31 @ 5 p.m.
  - 3. The result will be announced on Wednesday, June 1. [Note: Danielle Dolan was elected to be the staff's recommended representative on the Dean's Search Committee, pending the Provost's approval.]

### V. Creation of committees

- A. Standing committees
  - 1. Professional Development Committee: Support the professional advancement of A&S staff through networking, résumé building, and other workshops and trainings.
  - 2. Activities Committee: Provide A&S staff with opportunities to socialize, build relationships, and improve morale (e.g., monthly birthday celebrations, weekly walks around campus, holiday events).
  - 3. Staff Grievance Committee: Offer A&S staff a way to voice concerns through ULASSA, as an alternative/supplement to A&S's current feedback mechanisms.
- B. Ad hoc committees
  - 1. Election Committee: Per the current bylaws, this committee is established during the election cycle to oversee the election process, certify the results, and verify the integrity of the election. A&S staff members who are running for election cannot serve on the Election Committee. A&S staff members cannot serve on both the Nominating Committee and the Election Committee at the same time.
  - 2. Nominating Committee: Tasked with identifying vacancies in ULASSA leadership and committees and soliciting nominations to fill those vacancies.
  - 3. Awards Committee: Comprises the winners of the previous year's A&S staff awards and is tasked with reviewing nominations materials and selecting award winners.

VI. Professional development opportunities in 2022–2023

- A. We'd like to resume offering professional development opportunities in the fall. Please begin thinking of workshops, trainings, and other opportunities you'd like to see and send these to [ulassa@louisville.edu](mailto:ulassa@louisville.edu) so we can begin working on these over the summer.
- B. MaryPat Chiavaroli reports that A&S HR is in the process of reviewing development goals from performance appraisals and charting what kinds of professional development people want, whether or not it relates to their current job duties.

VII. Other business

- A. Remember to submit feedback to the Presidential Search Committee via [this form](#).

VIII. Motion to adjourn passes (17 yes, 0 no, 0 abstain)

*Meeting is adjourned at 2:39 p.m.*