

Minutes (DRAFT)
A&S Staff Association Meeting
Tuesday, September 20, 2022, 2:00–3:00 p.m.
BAB218

- I. Call to order
- II. Approval of June 2022 meeting minutes
 - A. Motion to approve the June 2022 meeting minutes passes (16 yes, 0 no, 0 abstain)
- III. New Business
 - A. Forming Ad Hoc Elections/Nominations Committee (Jason Sievers)
 - 1. We've had several staff members leave committees College- and University-level, and ULASSA is typically tasked with filling those vacancies.
 - 2. The ULASSA Bylaws (Article VIII) provide for an Ad Hoc Election Committee, so the ULASSA officers would like to assemble this committee (four-to-five individuals) to assist with nominations/elections of staff to positions within ULASSA and other College and University committees.
 - 3. Joshua Boydston has been overseeing nominations and elections for the past year, but it's a lot of work for one person to do. Also, having a ULASSA officer oversee nominations/elections doesn't necessarily give the impression of impartiality.
 - 4. Staff voiced concerns about finding staff willing to serve on this committee, given the low level of participation in ULASSA.
 - 5. Staff suggested making the person leaving a committee responsible for finding a replacement and the creation of a new officer position to oversee nominations/elections (although this would require an amendment to the bylaws).
 - 6. Motion: Seek out staff from each of the three A&S divisions to serve on the Ad Hoc Election Committee.
 - a. Motion passes (17 yes, 0 no, 1 abstain)
 - b. Brandon Harwood volunteered to serve as the Humanities representative.
 - c. Josh will contact staff in the Natural Sciences and Social Sciences and request volunteers to serve.
 - B. Robert's Rules (Yolanda Demaree) [*see attachment*]
 - 1. Familiarize yourself with Robert's Rules, particularly the different types of motions, how to make a motion, etc.
 - 2. Yolanda is the ULASSA Parliamentarian, so please reach out to her with any questions about the bylaws, Robert's Rules, or procedure more generally.
- IV. Reports
 - A. Activities Committee
 - 1. Members
 - a. Liz Willis (chair), Mary Elliott, Cynthia Houchens, Doris Meadows, Janna Tajibaeva, Candyce Woodard
 - 2. Report
 - a. The Activities Committee has lost one member (Wendy Martin) but acquired a new member the same day. The new member is Doris Meadows.
 - b. They have had a few meetings thus far and are in the midst of planning a Fall Festival, which will be held on Thursday, October 20, 12:00–1:00 p.m., in Shumaker Research Building. The room has been reserved, the food planned, the decorations donated, an activity planned, and prizes are ready. Someone from the Wellness Center will probably come and do a few minutes of yoga, and we will most likely have a speaker from the Employee Success Center as well. The committee will send out an invitation soon with an RSVP form attached.
 - c. The committee was able to get a donation from the Dean's Office to help with the cost of activities for both the Fall and Spring semesters.
 - d. The committee has been in discussion about a winter activity as well.

B. Professional Development Committee

1. Members

- a. MaryPat Chiavaroli (chair), Brandon Harwood (vice chair), Melissa Benningfield, Amanda Borden, Rebecca Ledford, Sara Noori, Carla Parris

2. Report [*see attachment for detailed report*]

- a. Created a twelve-month calendar of two types of trainings and workshops: (1) general professional development; and (2) training in skills/competencies specific to UofL/A&S. Events will be on a regular schedule that alternates between these two types.
- b. Planning to start in January, to allow some time to get up and running.
- c. Also pulling together information from performance evaluations to identify useful workshops and trainings.

C. Staff Grievance Committee

1. Members

- a. Janna Tajibaeva (co-chair), Camille Woods (co-chair), MaryPat Chiavaroli, Yolanda Demaree, Rea Diehlmann, Melissa Shepherd, Taleia Willis

2. Report

- a. The ULASSA Staff Grievance Committee has met twice since members were selected and the committee was created. The first meeting was to discuss the of committee's role, how it would perform and handle our level of involvement with staff grievances. Since this is a new committee, suggestions were made for us to meet with Brian Buford to get a better idea of how the committee can function in this new role and support our A&S staff. In the 2nd meeting, we did meet with Brian, at which time he provided invaluable and helpful feedback in terms of how this committee can operate and what our role will be in supporting A&S staff. Below are some key takeaways and ideas:
 - 1) The grievance committee will serve as a relay for the resources available to staff for grievances and conflict resolution.
 - 2) If grievances are reported outside the committee's purview, e.g., EEOC type complaints, we would advise that those issues must be reported, so a proper investigation could be initiated by the proper parties, e.g., the Dean's Office, Human Resources, etc. Mandatory reporting rules will apply if/when necessary. If the committee hands off a complaint, committee members will keep track to ensure it's getting the necessary response.
 - 3) Create a dedicated ULASSA email address for staff to report grievance issues. (Josh will assist.)
 - 4) Will try to get access to anonymous Feedback/Incogneato to address staff comments, complaints, and grievances.
 - 5) Work closely with Brian Buford, Employee Success Center, for possible workshops and trainings to empower staff on "how to" deal with conflicts, etc.
 - 6) Janna Tajibaeva and Camille Woods were nominated and accepted the roles of co-chairs.
 - 7) Committee members will sign confidentiality agreements to reassure staff.
 - 8) Will work to identify trends and respond to them with targeted responses, workshops, etc.
- b. Josh will assist with adding information about this committee to the [ULASSA web page](#) (which needs general updating) and will link to the [Anonymous Feedback page](#).

D. Anonymous Feedback/Incogneato (Dean Owen & Julie Wrinn)

1. When feedback comes in via Incogneato, a committee consisting of Dean Owen, Julie Wrinn, MaryPat Chiavaroli, and a rotating associate dean meets to review the comment and refer it/address it as necessary.
2. Thus far, Incogneato has been used rarely (one submission every month or two).
3. Request for the feedback submitted through Incogneato to be shared with the Grievance Committee.
4. Question about how effective Incogneato is compared to reporting grievances to a real human.
5. Motion to table discussion
 - a. Motion passes (18 yes, 0 no, 0 abstain)

E. A&S/Dean's Office (Dean Owen)

1. The A&S Dean's search is proceeding. A search agency has been identified, and listening sessions with faculty, staff, and students are being scheduled. (An email about this will go out shortly.) The job will be posted in the coming months.
 2. Richard P. Baldwin is the new chair of the Chemistry Department.
 3. Rae Stilwell, the new A&S Web Developer, started on Monday.
 4. Juli Wagner (UBM Senior for Budget Administration/Finance) is retiring in a few weeks. A&S is actively searching for a new UBM.
 5. The Dean's Office has relaunched the search for a new Communications and Alumni Relations Coordinator.
 6. The Dean's Office is begun a search for a new Coordinator of Undergraduate Education to assist with the three-year retention plan.
 7. October 18–19 is Raise Some L. A&S is promoting the Student Retention and Persistence Fund.
 - a. Students can reach out to Advising about getting support from that fund, as well as to the Student Success Center.
 8. The search for new Administrative Assistant for Curriculum and Enrollment Management (to assist with course scheduling) has not yet begun. There's no timeline yet, but it isn't likely to begin until some of these other vacancies are filled.
- F. Provost's A&S Strategic Planning Committee (Dean Owen)
1. Subcommittees meet one week, and the full committee meets the other week.
 2. The committee is working on reactivating and refining the divisional model already in the bylaws.
 3. The members of the committee are eager to report back to the College, but when and how that will happen is not yet clear.
- G. Staff Vacancy on A&S Standing DEI Committee (Joshua Boydston)
1. Lisa Cox (Administrative Assistant, English Department) has agreed to serve as the non-exempt staff representative to the A&S Standing Committee on Diversity, Equity, and Inclusion.
- V. Adjournment
- A. Motion to adjourn passes (18 yes, 0 no, 0 abstain)

Meeting adjourned at 3:00 p.m.

ROBERT'S RULES OF ORDER CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."

TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verity voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
* Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of it scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

Staff Professional Development

ULASSA charge: To support the professional advancement of A&S staff through networking, resume building and other workshops and trainings.

The ULASSA Professional Development Committee will function as learning ambassadors to connect with other team members pursuing training and build mentoring relationships, with a focus on career and skill development and competency training.

Goals:

- Foster a learning culture
- Build knowledge competencies
 - Skills necessary to perform jobs more effectively
- Develop career progression
- Retention

Why?

Professional Fulfillment

- Collaborate to Achieve **Efficiency of Practice**
 - Workplace systems, processes, and practices that promote safety, quality, effectiveness, positive colleague interactions (i.e., back-up other team members/departments)
- Contribute to a **Culture of Wellness**
 - Create a work environment and demonstrate values and behaviors that promote self-care, personal and professional growth, and compassion for ourselves, colleagues, and the students we serve.
- Practice **Personal Resilience**
 - Individual skills, behaviors and attitudes that contribute to physical, emotional, and professional well-being. This includes self-care, safety net systems for crisis interventions, fiscal management, sense of belonging (DEI).

How?

- 1) Create a 12-month training calendar that will include mandatory training, optional training, and enrichment opportunities.
 - a. Deliver knowledge at the right time, on the right topic and in the right medium
 - i. In-person training at BAB
 - ii. Self-directed learning modules
 - iii. Subject matter experts
 - iv. Readily available videos
 1. Recorded trainings
 - v. Social learning

1. Personal storytelling
- 2) Department Chairs set the tone
- 3) Supervisors actively discuss learning and development goals with direct reports
 - a. Enable team members to dedicate a portion of their working hours to learning
 - b. Supervisors to incorporate learning in PD goals on PAF and acknowledge when team members have mastered a new skill
 - Supervisors recognize employees who reach training goals in staff communications
- 4) Supervisors request checklist of training needs of employee, based on JDF
 - a. Supervisor reviews and notes on PAF
 - b. Employee checks off when completed

Examples of mandatory training – to be determined but these will be core skills and competencies necessary to perform one’s job such as:

- Creating Child IDs including entering disposition (twice annual – March and October)
- Requesting Special Hire access
- PTL hire process
 - contract prep
 - P12s and B24s
- Publicity
 - Websites, e-mails to community, newsletter, hosting events)
- Diversity & Equity Training (Implicit Bias) (online)
- IT Security review
- Excel training
- Performance Management (early January)
 - Regular check ins, with meaningful conversations
- Search Committee training (annual)
 - Tie in DECC goal of transforming work environment into one of full inclusion and equity for all, to promote and advance the value of global citizenship and to develop and sustain engagement and build knowledge while integrating knowledge and real-life experiences.
- Travel
- Purchasing
- BA4
- Cash handling
- Explain Budget Model
- Advancement /development personnel for tips on connecting with alumni
- Hiring student assistants / not permitted to start before hire process is complete

Examples of Professional Development - *optional training for persons desirous of expanding their skill set/upskilling*

- Advanced technology
- Leadership at any level
- Title IX
- Dealing with Microaggressions (online)
- Bullying in the workplace
- Grant writing skills

Lunch and Learn Presentations / Employee Resource Groups - *(Monthly or Quarterly activities – a space to come together and connect)*

- Wellbeing (Health, Morale, Stress-management, Interpersonal)
- Ally Campaign
- Center for Creative Placehealing
- Intergenerational mentoring program
- EcoReps program
- Heart health tips: High blood pressure, high cholesterol, smoking
- Physical activity together:
 - Step challenge, walking program, stair climbing, stretching
- Employee Success Center presentation
- Linked In Learning
- “Meet the Manager”