

Minutes
A&S Staff Association Meeting
Tuesday, October 18, 2022, 2:00–3:00 p.m.
HM300

- I. Call to Order
- II. Presentation on the College’s Retention Plan (Jason Gainous, Associate Dean for Undergraduate Education)
 - A. So much of the thinking about retention is coming from research and faculty, which is useful but often lacks a staff perspective on implementation. Staff also have access to certain student concerns that faculty do not.
 - B. Current ideas/efforts:
 1. Trying to build one-on-one mentoring networks with alums.
 2. Reducing number of offerings of Cardinal Core courses and assigning those courses to senior faculty instead of PTLs, to help reduce budgets and build relationships with students and senior faculty early on to help with retention. The challenge is to avoid bottlenecks that complicate students’ ability to complete their degree. Anticipates resistance from faculty and chairs.
 3. Other retention initiatives will be forthcoming. If you have ideas, concerns, etc., you’re encouraged to share them with Dr. Gainous (j0gain01@louisville.edu).
- III. Icebreaker Activity (Activities Committee)
 - A. Yolanda Demaree won human bingo!
- IV. Approval of September 2022 meeting minutes (Jason Sievers) [*see attachment*]
 - A. Motion passes (24 yes, 0 no, 3 abstain)
- V. College Updates (Jason Sievers)
 - A. For FY23, we have met our credit-hour target but have not met our tuition target thus far, largely due to dual-credit.
 - B. \$400,000 deficit in FY22.
 - C. State of the College is Friday, October 28, at 2 p.m., in Strickler 101. The meeting will be hybrid, but if you want to ask questions, you need to be there in person.
 - D. Dean’s search interviews in late November/early December.
 - E. Seven staff vacancies in the College are currently in the process of being filled.
- VI. Committee Reports
 - A. Activities Committee (Mary Elliott)
 1. Fall Festival
 - a. Thursday, October 20, at 12:00–1:00 p.m. in SRB 139. Forty people have RSVPed, but nobody will be turned away. When you arrive, go to the welcome table to check in and be entered into a raffle. There will be food, speakers, and activities.
 2. Holiday Party on 12/6 after ULASSA meeting.
 3. If you have ideas for activities, contact Mary Elliott.
 - B. Professional Development Committee (MaryPat Chiavaroli)
 1. Workday training schedule has not been released, but there are online training videos if you want to get oriented now.
 2. Committee is putting together a training schedule for calendar year 2023, to be released in January. In preparation, the committee will be soliciting info from staff: skills you have and skills you want to acquire/improve. The top priority is a performance-appraisal training for faculty and staff supervisors.
 - C. Staff Grievance Committee (Camille Woods)
 1. The committee is another avenue for staff to report issues not submitted through Incogneato. It’s not anonymous, but all committee members have signed a confidentiality agreement. There is a duty to report violations of EEOC and Title IX and will direct complainants to those resources.
 2. Josh Boydston has created a service account (asgrievance@louisville.edu) to submit concerns to the committee, but you can also submit concerns directly to committee members.

- D. Provost's A&S Strategic Planning Committee (Danielle Dolan)
 1. Through a few subcommittees, the committee is looking into what it would look like if the three divisions were more autonomous. Subcommittees meet, report back to the full committee, get feedback, and then meet again, repeatedly. This is laborious and time consuming.
 2. Staff can send concerns to Danielle, who will share them with the full committee.
 3. Juli Wagner, who retired, will not be replaced on the committee.
 - E. Dean's Search Committee (Yolanda Demaree)
 1. Listening sessions on September 27 and 28. A few staff attended in person, and a couple dozen attended via Teams.
 2. Ad was placed in October.
 3. First-round interviews are scheduled to begin in late November.
 4. Suggestions for candidates can be send to Yolanda Demaree (y.demaree@louisville.edu) or Kitty de Voogd (katherine.devoogd@louisville.edu).
 5. Janna Tajibaeva suggests that the candidates should meet with the ULASSA Executive Committee.
- VII. Anonymous Feedback/Incogneato (Jason Sievers and Julie Wrinn)
- A. Dean Owen is looking for recommendations from staff on whether Incogneato should be maintained as a tool for submitting anonymous feedback.
 - B. We've been subscribed for six months. The cost is negligible (\$9/month but going up to \$19/month), and Dean's Office is happy to maintain the subscriptions.
 - C. There have been twenty-five submissions, regarding the following issues:
 1. Four submissions requesting a direct response, which were provided.
 2. Six contained criticism about a named individual.
 3. Seven re: the budget.
 4. Four re: the remote work policy (e.g., wanting more remote days, questioning whether staff were actually doing work).
 5. Two re: curriculum.
 6. Two re: Incogneato and the process for reviewing/responding.
 7. One saying faculty shouldn't push a particular political view.
 8. One criticizing the Dean's Office holding in-person meetings during COVID.
 9. One criticizing the website's lack of functionality/navigability.
 10. One re: gender neutrality of restrooms. (Senior leadership suggested changing one Gardiner Hall bathroom to be gender neutral but were told by Misty Burkhead that we're not allowed to do that because of state requirements re: numbers/ratios of men's and women's restrooms.)
 - D. Julie Wrinn voiced concern about anonymity not being the same as transparency.
 - E. Most of the feedback submitted was not actionable.
 - F. Three options:
 1. Maintain the current status quo.
 2. Move Incogneato account to the Staff Grievance Committee.
 3. Cancel the Incogneato account and effectively replace it with the Staff Grievance Committee's service account.
 - a. Camille Woods doesn't want the Grievance Committee to take over the Incogneato account but thinks the review committee should be expanded/diversified.
 - b. MaryPat Chiavaroli as a member of the Incogneato review committee, thinks it's worth keeping Incogneato for longer to see how it goes. Disagrees with the idea that "most of the feedback submitted was not actionable." Instead, she thinks that the feedback received wasn't taken seriously. More of the comments could have been responded to. If we're going to keep it, there needs to be accountability.
 - G. Motion to end conversation.

H. Motion to ask Dean Owen to keep Incogneato with improved infrastructure and adding more members to the committee, with a report submitted to ULASSA as concerns are addressed and with members of the committee being made aware of decisions that are made re: submissions.

1. Motion (13 yes, 0 no, 8 abstain)

VIII. Other Business

A. Request to add milestones back into the Monday Memo.

IX. Motion to Adjourn

A. Motion (21 yes, 0 no, 0 abstain)