

Minutes
A&S Staff Association Meeting
Tuesday, November 15, 2022, 2:00–3:00 p.m.
BAB218

- I. Icebreaker (Activities Committee)
- II. Call to Order
- III. Approval of October 2022 meeting minutes [see attachment]
 - A. Motion to approve the October 2022 meeting minutes passes (22 yes, 0 no, 2 abstentions)
- IV. Dean's Office Update (Jason Sievers)
 - A. Enrollments are good [see credit-hour production attachment]. We're over revenue target, but dual-credit courses are skewing the numbers.
 - B. We're \$140,000 short for Fall 2022, but we expect Winter Term will close the gap.
 - C. Spring 2023 enrollments are looking good so far.
 - D. We're cautiously optimistic regarding the budget if revenue remains steady and expenses remain under control.
 - E. We finished last year with \$600,000 in gain share that will help cover this year's expenses.
 - F. Jason Sievers, Jason Gainous, Danielle Dolan, and Dean Owen are meeting weekly regarding the retention plan. They'll be ready to present an overview by the December meeting.
 - G. The Presidential search is down to three finalists (not yet identified), who are visiting campus. (Lori Gonzalez is not one of them and will presumably return to her role as Provost.) The new president should be announced by the holidays.
 - H. In the A&S Dean search, first-round interviews will happen this month. If possible, the ULASSA Executive Committee would like to meet with the finalists.
 - I. A new director of Liberal Studies will be appointed by January.
 - J. The wrong slide deck was presented at the State of the College Address. The correct slides and corresponding notes will be shared at some point this week.
- V. Committee Reports
 - A. Activities Committee (Mary Elliott)
 - 1. Liz Willis resigned from the committee. Candyce Woodard was elected new co-chair, and Taleia Willis joined the committee.
 - 2. Feedback on the Fall Festival
 - a. Punch was a hit.
 - b. Folks appreciate the upcoming event presentation/handout. In the future, it could be projected as an automatic slideshow in the background.
 - 3. Holiday Party
 - a. Scheduled for Tuesday, December 6, in BAB218, following the ULASSA meeting.
 - b. The invitation has been sent out (RSVP [here](#)), and twenty-five responses have been submitted thus far. Josh will resend the invitation to the listserv.
 - c. Remember to wear an ugly holiday sweater (there will be a contest).
 - d. Anyone who brings a food donation (list of requested items is forthcoming) will be entered into a drawing for a door prize (one entry per person).
 - B. Professional Development Committee (MaryPat Chiavaroli)
 - 1. Every employee should have received an email for Workday HR trainings. There will be an overview of Workday at the December meeting. The biggest change is that the workweek will run from Sunday to Saturday in Workday.
 - 2. MaryPat Chiavaroli will send a duty matrix to support staff this week. This will help the committee figure out what skilling, reskilling, and upskilling staff requires.
 - 3. In December, there will be a training for supervisors on performance appraisal.

4. In January, the committee will share a calendar of upcoming trainings.
- C. Provost's A&S Strategic Planning Committee (Danielle Dolan)
1. The division into subcommittees seems to have created more confusion and disagreement. At this point, the committee comprises a lot of fighting among faculty.
 2. There's no clarity about when an official decision/action will happen.
 3. There will be a town hall on Thursday, December 1, at 5:00–6:30 p.m. in Chao Auditorium and online (hybrid).
- D. Staff Grievance Committee (Janna Tajibaeva)
1. There is now a service account for submitting concerns to the committee: asgrievance@louisville.edu. It's listed on the [A&S Staff Association web page](#) and the [Staff Problem Resolution web page](#).

VI. Anonymous Feedback/Incogneato (Julie Wrinn)

- A. At our last meeting, ULASSA passed a 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.
- B. Given our widespread support, he will maintain Incogneato, but he will not change the review process as requested in our motion.
- C. Julie Wrinn read the following statement in response to our motion:

Dean Owen appreciates the feedback from the group regarding whether to continue the Incogneato subscription. To summarize, Incogneato is a service that allows for anyone with a UofL email address to submit anonymous feedback to the Dean. Commenters can request a direct response, while still maintaining their anonymity. We have been subscribed to Incogneato since April 2022.

Because of overwhelming support for continuing Incogneato, Dean Owen has decided to continue the subscription, at a cost of \$199/year.

Please remember that Incogneato is intended to provide anonymous feedback to the Dean. He uses it to gain insight into the climate of the College as well as any particular problems that exist, which helps the Dean stay attuned to the needs and interests of faculty and staff. One of the Dean's priorities this year is to build a culture of trust in the College. In order to do this, anonymous comments must remain strictly anonymous. The comments are reviewed by a committee of four: Dean Owen, [Julie Wrinn], and MaryPat Chiavaroli, with a 4th slot for an associate dean, changing every January and July. The Committee provides recommendations for follow-up where necessary.

Specific, actionable complaints and problems should be reported through the other mechanisms the University has for resolving conflict, including:

1. Title IX Office resources, including the Mandatory Reporter Toolkit: <https://louisville.edu/titleix/resources/titleix>
2. The University's grievance process: <https://louisville.edu/policies/policies-and-procedures/pageholder/pol-grievances>
3. The Compliance hotline for policy violations: <https://louisville.edu/compliance/ico/hotline>
4. University Faculty Grievance Officer, Dr. Cedric M. Powell (cedric.powell@louisville.edu)
5. The A&S Staff Association Grievance Committee: asgrievance@louisville.edu
6. The Ombuds Office, which provides an independent, confidential, informal, neutral, and safe place to voice concerns without fear of retribution: <https://louisville.edu/ombuds>

Again, Dean Owen very much appreciates those who do submit comments, and as a member of the review committee, I can assure you that comments are taken very seriously and do help Dean Owen understand other perspectives on a variety of issues.

- D. Feedback received recently: one in September, none in October, and two in November.
- E. MaryPat Chiavaroli will ask Dean Owen about the process for sharing the substance of feedback with the College.

VII. Other Business

A. New staff introductions

1. Peg O'Malley is the new UBMI, working with the Departments of Anthropology, Geographic and Environmental Sciences, Pan-African Studies, and Sociology.
2. Nuriya Raimberdieva is the new Program Coordinator, Senior, for Undergraduate Education.
3. When there are staff changes (new hires or departures), Candyce Woodard will send that information to Josh Boydston so he can update the listserv.

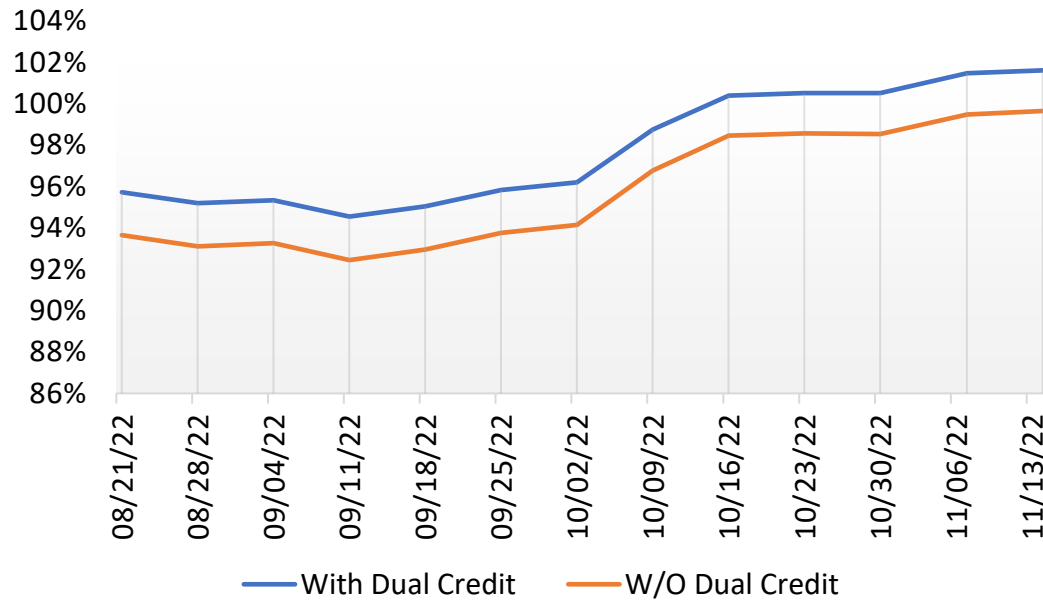
VIII. Motion to Adjourn

- A. Motion passes (24 yes, 0 no, 0 abstentions)

Credit Hour Production AY 22-23

as of 11.14.22

Fall/Winter 2022



Fall/Winter Credit Hours					
	With Dual Credit		W/O Dual Credit		
Budget	112,207	% to Budget	109,236	% to Budget	
11/14/22	114,028	102%	108,856	100%	

Winter 2022

	2020	2021	2022 With Dual Credit	Less Dual Credit
13-Nov	852	1045	1213	1207

Course Enrollment

14-Nov **41%**

Spring 2023

	With Dual Credit		W/O Dual Credit		
Budget	92,913	% to Budget	90,453	% to Budget	CH/Budget
11/07/22	33,294	36%	33,294	37%	(57,159)
11/14/22	63,423	68%	63,279	70%	(27,174)

Dual Credit (AY 22-23)

	Budget	Actual	%
Fall	2,971	5,172	174%
Spring	2460	144	6%
Summer	444	0	0%
Yearly Total	5875	5316	90%