

Minutes
A&S Staff Association Meeting
Tuesday, February 21, 2:00–3:00 p.m.
BAB218

- I. Icebreaker (Activities Committee)
- II. Year One Report by Dr. Sherri L. Wallace, Interim Associate Dean for Diversity, Engagement, Culture, and Climate in the College of Arts & Sciences [see attachment]
- III. Call to Order
- IV. Motion to approve the December 2022 meeting minutes passes (16 yes, 0 no, 1 abstain)
- V. Reports
 - A. College Update (Jason Sievers)
 1. New staff introductions
 - a. Kenneth Allen is the new Unit Business Manager, Senior for Research in the Dean’s Office.
 - b. Sandra Lerner is a new Academic Counselor in the Honors Program.
 2. Dean’s Search update
 - a. All five candidates have visited campus. The committee has met but has not yet forwarded any names to the Provost’s Office.
 - B. Activities Committee (Candyce Woodard and Mary Elliott)
 1. Spring Staff Event
 - a. The Activities Committee is planning a Spring-themed staff appreciation event for Thursday, April 13, 12:00–1:30 p.m., in SRB139.
 - b. Two possible themes have been identified (Spring Carnival and Spring Tranquility), and a poll has been sent out so that staff can vote on these two options and suggest additional ideas for the theme, games, and activities.
 - c. So far, the poll has received 35 responses (26 for carnival, 9 for tranquility), plus one suggestion for line dancing.
 - d. If you have not done so already, please complete [the poll here](#) by EOD, Tuesday, February 28.
 - e. Staff will receive an RSVP link prior to the event.
 2. DECC’s Heritage Celebrations
 - a. Volunteers are needed to assist with monthly heritage celebrations. Volunteers can participate on a rolling basis (e.g., if you really want to help organize a celebration of your heritage).
 - b. If you’re interested in volunteering, please contact Candyce Woodard, Yolanda Demaree, Taleia Willis, or Ramonia Brents.
 - C. Professional Development Committee (MaryPat Chiavaroli)
 1. The twelve-month training plan is on hold until we can build staff competency in Workday.
 2. In the coming weeks, staff will receive an email soliciting requests for trainings in specific aspects of Workday.
 3. The committee hopes to begin offering these trainings in March (perhaps on Teams, perhaps in person).
 4. Performance Appraisal Workshops
 - a. For supervisors: Wednesday, February 22, at 11:00 a.m and 3:30 p.m.
 - b. For staff: Thursday, February 23, at 11:00 a.m. and 2:00 p.m.
 - D. Staff Grievance Committee
 1. The committee has nothing to report.
- VI. Committee Vacancies
 - A. Activities Committee
 1. There are currently two vacancies on the activities committee. Please email ulassa@louisville.edu if you are interested in participating in the committee.
 - B. Election Committee

1. We still need a staff person from Natural Sciences to serve on the ad hoc election committee. Please email ulassa@louisville.edu if you are interested.

C. ULASSA Officers

1. Jason Sievers's and Joshua Boydston's terms as ULASSA president and secretary, respectively, are set to expire at the end of the Spring semester. The election committee will oversee the gathering of nominations, but please begin thinking about potential nominees and whether you'd be interested in serving in one of these roles.

VII. Other Business

A. Committee Vacancies

1. Suggestion: Committee members should agree to serve for a minimum length of time, since we've had a lot of people resigning from committees.
2. Suggestion: People leaving a committee should have to find a replacement. Concern that this would "hold people hostage" if they want to leave a committee.
3. We will add this to the agenda for next month.

B. Staff Resources

1. Question: Is there an accessible list of all A&S staff? Answer: Not currently. MaryPat Chiavaroli has access to this in Workday. She will ask Taleia Willis if this is something that can be shared among staff.
2. Concern about lack of training manuals and other resources for training new staff, establishing institutional memory.

VIII. Motion to Adjourn (15 yes, 0 no, 0 abstain)