

Meeting Minutes
A&S Staff Association Meeting
Tuesday, May 16, 2:00–3:00 p.m.
BAB218

- I. Call to order
- II. Motion to approve April 2023 meeting minutes passes (8 yes, 0 no, 5 abstain)
- III. Dean's Office update (Jason Sievers)
 - A. New Dean
 1. Dean Owen has been meeting with incoming Dean Dayna Touron to bring her up to speed. He has conveyed the staff feedback received thus far to Dean Touron, who said that most of the concerns are already on her radar. She'll have some more meetings when she's on campus to better understand those concerns and then work with us in an effort to craft solutions.
 2. Staff can still share ideas, concerns, or wishes with Dean Touron via [the electronic form](#) through Wednesday, May 31, or you can route them through Jason Sievers.
 - B. Credit hours and enrollments
 1. Projections of credit hours are good:
 - a. Current Fall semester toward goal 101%
 - b. Current Spring semester toward goal 104%
 - c. Current Summer semester toward goal 83%
 2. Projected enrollment for Fall is up +300 FTIC (First Time in College) students compared to last year (which was up +125 FTIC).
 - C. David Schultz and Taleia Willis are continuing to work on next year's budget.
 - D. Remote Work Policy for Summer 2023
 1. The Summer Remote Work timeframe is May 14 through August 12. Please submit approved, completed agreements to ashumres@louisville.edu.
 2. The Remote Work Agreement form is slightly different than last year, so please use the new version that Dean Owen distributed.
 3. Staff need to be available during business hours when working remotely (i.e., forward phones, update door signs).
 - E. Staffing
 1. Candyce Woodard has left A&S for a new position in the Controller's Office. Until her replacement is hired, any requests that she previously handled should be directed to Julie Wrinn.
 2. HR is making progress on filling vacancies in the A&S Business Office (Financial Coordinators and UBMI's) and Advising. Some new staff have started or will start this month.
 - F. Web improvement project
 1. A new interim UofL home page is scheduled for launch on June 1.
 - G. Compensation study
 1. Employees are familiar with the current salary ranges. A compensation ratio of 1.0 means the employee is paid at the exact midpoint of the salary range, whereas a value higher or lower than 1.0 indicates how an employee is paid relative to the midpoint (e.g., 100% means you are paid at the target market rate for the position). It is Dean Owen's understanding that, as of July 1, 2023, employee pay will be adjusted to at least 80% of the median of the new pay grades. (Actual implementation of pay adjustments may take a month or two but will be retroactive to July 1.) In time, compression adjustments will follow.
- IV. Committee reports
 - A. Nominating Committee and Elections Committee
 1. The Nominating Committee has received one nominee for President and one nominee for Secretary. The Nominating Committee will forward these candidates to the Election Committee, which will prepare an electronic ballot for distribution to the ULASSA listserv within the next week.

B. Activities Committee

1. The committee is planning summer event, probably an ice cream social and probably in June. (They will send out an update soon.)
2. Sierra Kronka and Sydney Miller have joined the committee. There is still one vacancy on the committee. If you are interested in serving, please email Mary Elliott.

C. Professional Development Committee

1. WorkdayHR training
 - a. The committee appreciates the fifty faculty and staff members who completed the Workday Training Survey. The committee is reviewing the results and comments to identify which trainings to prioritize. These trainings will be announced in the coming weeks.
 - b. Beginning May 17, the WorkdayHR project team will hold office hours every Wednesday from 1:00 to 2:00 p.m., until further notice. During these office hours, attendees will have the opportunity ask questions and receive additional training in Workday. Information about these office hours and registration instructions will appear weekly in UofL Today.
2. Reminder about timesheet submission and approval
 - a. Hourly employees, we strongly encourage you to set reminders to submit your time before you are locked out. Managers, we strongly encourage you to review and approve timesheets before Monday noon deadline. Payroll is currently reviewing reports to determine who is not submitting and/or approving timesheets. It is anticipated that an end date for mass submissions will be determined.
 - b. Also, as we approach the summer season, if you are a manager and have a planned vacation, please be sure to delegate this responsibility to someone in your department. To review the steps for setting up delegation, please refer to the Quick Reference Guide (QRG) on the Workday Training page: <https://louisville.edu/workday/resources/uofl-training-resources> (type in delegation in the search box and select Categories in the drop-down menu; select the “Set Up Delegation” QRG).

D. Staff Grievance Committee

1. The committee has not received any complaints, grievances, etc.
2. At the ULASSA Executive Committee meeting last week, there were questions about the necessity for and effectiveness of the committee. The Staff Grievance Committee will meet to discuss how to move forward and will bring any proposals to the next general meeting for consideration.
3. The Incogneato link is now missing from the [Anonymous Feedback page](#) on the A&S website. Josh Boydston will talk to Rae Stillwell about fixing this omission.

V. Proposed change to bylaws re: committee chairs

A. Tabled until next meeting.

VI. Announcements

A. Upcoming Heritage Luncheons

1. Asian American & Pacific Islander and Jewish American Heritage Luncheon: Tuesday, March 23, at 12:00 p.m., in BAB218 (RSVP deadline is Wednesday, May 17, EOB)
2. Caribbean American and Immigrant Heritage Luncheon: Wednesday, June 28, at 12:00 p.m., in BAB218

B. Chad White and Brandon Harwood are in the early stages of organizing a Pride Month event for mid-June. They will keep us posted on their progress and plans.

VII. No other business

VIII. Motion to adjourn (12 yes, 0 no, 0 abstain)