

**Minutes**  
**A&S Staff Association Meeting**  
**Tuesday, September 19, 2:00–3:00 p.m.**  
**BAB218**

- I. Call to Order (Joshua Boydston)
- II. Approval of August 2023 Meeting Minutes – Attachment 1 (Joshua Boydston)
  - A. Motion to approve August 2023 meeting minutes passes unanimously (23 yes; 0 no; 0 abstain)
- III. Dean’s Office Update (David Schultz, Interim Senior Associate Dean of Finance & Strategy)
  - A. Remarks
    - 1. Budget
      - a. Fiscal Year 2023 (July 2022–June 2023)
        - 1) FY23 is projected to end in the black (net positive)
          - a) Over the past three years, we’ve moved from ending in the red to ending in the black.
          - b) Endowment spending is up by \$200,000, with \$2.2 million left unspent.
        - 2) Gifts: spent ~\$1.2m of available \$3.5m
        - 3) Sponsored research grew from \$4.7 million to \$5.9m in FY23.
      - b. Fiscal Year 2024 (July 2023–June 2024)
        - 1) Estimated revenue is based on undergraduate credit production.
          - a) We’ve seen a downward trend, with a 3% loss per year.
          - b) We believe we’ve hit the bottom of that downward trend.
        - 2) The FY24 budget estimates the production of 6,000 additional credit hours over FY23.
        - 3) Expense estimates
          - a) In FY24, it was deemed necessary to cut operating costs, resulting in some smaller department budgets compared with submitted expense estimates.
          - b) At this time, faculty and staff compensation makes up the largest share of our budget.
        - 4) To end FY24 balanced, we need to make up a \$2.1 million imbalance.
    - 2. Enrollment
      - a. Undergraduate Enrollment
        - 1) As of September 10, we are 2,913 credit hours under budget for Fall 2023.
        - 2) Late-start and Winter Session courses have not yet been factored in. If those enrollments match last year, our credit-hour production will meet the current budget.
      - b. Dual Credit Enrollment
        - 1) Less funding is received from these courses than from our normal courses.
        - 2) Currently, we’re 5,009 credit hours under budget, but this number is expected to diminish as dual credit hours are loaded mid-semester.
        - 3) Has been seen to grow faster than regular course production.
      - c. Graduate Enrollment

- 1) FY23 graduate tuition revenue was in deficit. FY24 budgeted around \$50,000 lower than FY23 actuals.
3. Staffing and Recruitment
  - a. Closed Positions (recently filled)
    - 1) Executive Assistant
    - 2) Research Proposal Office (Grant Specialist)
    - 3) Financial Coordinator (Dean's Office)
    - 4) Academic Counselor (Honors)
  - b. Open Positions (ongoing searches)
    - 1) Academic Counselor (Honors)
    - 2) Coordinator (DECC)
    - 3) Academic Advisor III
    - 4) Theater Arts position
    - 5) Psychology (three temporary positions)
4. Remote Work Policy
  - a. The Remote Work Survey for Supervisors closes September 20, at which point the results will be analyzed and discussed.
  - b. The Dean has requested that ULASSA has been requested to gather staff perspectives and input on the policy.

#### B. Q&A

1. Hiring a new Communication & Alumni Relations Coordinator is a priority, but that position has not yet been listed.
2. Remote Work Policy
  - a. Staff members expressed concerns with how the policy is currently being implemented (e.g., lack of consistency, equity, fairness, clarity, and transparency; whether exceptions are allowed and, if they are, under what circumstances; plan for remedying these issues).
  - b. The Dean wants to balance flexibility with equity, while ensuring that the College's mission and programmatic needs are being sufficiently met.
  - c. There's not a definitive timeline for rolling out a revised policy, but it is a priority.
  - d. ULASSA will work on creating a survey to send to staff within an estimated two weeks.
3. Software Agreement
  - a. In FY24, software costs (e.g., Microsoft Office licenses) have been centralized to Dean's Office budget. These costs are no longer part of department budgets.
4. Budget deficits within a fiscal year will be monitored and adjustments will be made to end FY24 balanced.

#### IV. Committee Reports

##### A. Activities Committee (Cynthia Houchens)

1. Fall Festival: October 19, 12:00–1:30 p.m., in Humanities Building Room 300

- a. Event will include a chili cookoff, with prizes.
  - b. Committee will meet on Friday (September 22) to discuss details. An invitation will go out over the ULASSA listserv soon.
- B. Professional Development Committee (MaryPat Chiavaroli's update, presented by Joshua Boydston)
1. 150 participants in Workday trainings
  2. The committee requests that staff members send suggestions for future trainings to MaryPat Chiavaroli and/or Brandon Harwood.
- C. Staff Grievance Committee (Janna Tajibaeva & Camille Woods)
1. First grievance was sent through email to the committee.
  2. The committee will meet tomorrow (September 20) to discuss potential solutions and/or action plan.
  3. Clarification: When a staff member submits a grievance to the committee, the submitter will remain anonymous to general staff. However, if the submitter requests a solution, the committee members may need to know the submitter's identity and may need to share it with the parties responsible for providing the solution.
  4. Grievances can also be communicated to the general university grievance committee (<https://louisville.edu/hr/employeerelations/grievances>).
- V. Petition to Amend the ULASSA Bylaws – Attachment 2 (Joshua Boydston)
- A. Petition was read and communicated to general staff during meeting.
  - B. Petition was also distributed through listserv prior to meeting.
  - C. If petition is approved, committees may need to convene to discuss new chairs and co-chairs of committees.
  - D. Proposal to include a universal start date for committee members' terms.
- VI. Other Business
- A. Activities Committee co-chair Mary Elliot has temporarily stepped down from the committee. Cynthia Houchens will serve as the solo chair for the time being.
  - B. Suggestion to invite faculty to future ULASSA meetings, since staff are invited to A&S Faculty Assembly meetings.
- VII. Motion to Adjourn
- A. Motion passes (22 yes; 1 no; 0 abstain)

*Meeting adjourned at 2:50 p.m.*

## Petition to Amend the Arts & Sciences Staff Association Bylaws

### ARTICLE VI

#### Standing Committees

##### Section 1. Purpose

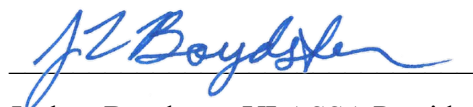
Standing committees will provide ULASSA with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction for the business of ULASSA. At the discretion of ULASSA, standing committees may be added at any time.

##### Section 2. Composition and Function

Standing committees shall be constituted from the membership of ULASSA. ~~Each committee shall comprise five to seven (5–7) members, each of whom shall commit to serving for at least one (1) year and the members of each committee shall serve for two (2) years.~~ Committee membership shall be determined by the committee chairs and appointed by the President.

##### Section 3. Appointment Procedures

- A. ~~Upon the creation of a new standing committee, the members of that committee will be appointed by the President, in consultation with the other ULASSA officers. The appointment of committee members and committee chairpersons will be made by ULASSA Officers after elections have occurred and/or before the April monthly meeting, or when a permanent vacancy occurs.~~
- B. ~~Committee members will be responsible for electing committee chairs or co-chairs, each of whom shall serve for one (1) year.~~
- C. ~~When a member is preparing to leave a committee, that member will be responsible for recruiting a replacement member, pending the approval of the other committee members. If that member is unable to identify a replacement, the other committee members will identify and appoint a replacement.~~
- B-D. ULASSA members will have opportunities to request to serve on specific committees that align with their interests. A good faith effort will always be made to accommodate specific requests.



Joshua Boydston, ULASSA President

September 15, 2023