

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

- I. Call to order (Joshua Boydston) [end by 2:03]
- II. Approval of October 2023 meeting minutes – Attachment 1 (Joshua Boydston) [end by 2:05]
  - A. Passed by unanimous consent.
- III. Dean’s Office Update (Dean Touron) [end by 2:25]
  - A. Update on remote work policy
    1. Surveys and policies were reviewed as well as past communications, and Dean Touron drafted a new policy.
    2. She has employed a committee consisting of 4 individuals to review: Camille Woods, Taleia Willis, Lauren Heberle, Avery Kolers, Joshua Boydston, Wei Song. Purpose of committee will be to weigh in on language and make revisions if necessary, so that the policy will flow with university policy.
    3. College-specific policy will still allow for supervisor discretion.
    4. Committee has permission to provide updates to ULASSA.
    5. Deadline to work out new policy is beginning of spring semester, but this can be flexible.
    6. Questions:
      - a. Q: Does the policy address employees who are currently on a flex-work schedule? A: Policy will allow what is allowed now and will not supersede current policy.
  - B. Incognito message sent to Dean Touron that concerned the centralization of the UBMs seven years ago, expressing pros and cons of that transition and asking how things will look moving forward in Gardiner and in the departments.
  - C. Productive meeting with BusOps regarding Workday operations. Dean Touron is hopeful that this will relieve a lot of frustrations regarding Workday. Work to be done on strategically organizing workflow, without making drastic changes.
  - D. Well wishes sent from Dean Touron regarding Thanksgiving travel plans and joy in having a dedicated team.
- IV. Committee Reports
  - A. Activities Committee (Mary Elliott) [end by 2:28]
    1. Will meet next week. Holiday event on 12/12/23 after the ULASSA meeting from 2-4pm. Finger foods, holiday sweater contest, and more.
  - B. Professional Development Committee (Melissa Benningfield) [end by 2:31]
    1. Has not met recently, no updates. Send MaryPat Chiavaroli ideas for professional development.
  - C. Staff Grievance Committee (Yolanda Demaree) [end by 2:34]
    1. Have not had any updates since the last meeting.
- V. Revised petition to amend the ULASSA Bylaws – Attachment 2 (Joshua Boydston) [end by 2:44]
  - A. Second reading commences.
  - B. Motion to approve the petition passes (14 yes, 0 no, 1 abstain).

C. Per the bylaws, vote will also be sent out through the listserv for voting.

VI. Announcements

A. Dec 6 is deadline for nominations for A&S Awards. Nominations forms [here](#).

B. Cases of time off not being formally approved have been reported. Note for supervisors: check to see if there is time pending your approval. Employees, make sure that you time off has been reviewed.

C. Last work week of year, time will be due early, so be sure to submit.

D. When submitting your time off, feel free to use the comments section to mark the reason, though this is not required. Make sure your supervisor is aware of your time-off submission.

E. Check your leave balances for sick/vacation before submitting so they are subtracted as you expect.

VII. Other business

A. None

VIII. Motion to adjourn

A. Passed by unanimous consent.

## 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. The election of chairs or co-chairs will follow the same schedule as the election of ULASSA officers in Article IV.3.A above.~~
- 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; [revised October 16, 2023](#)