

Minutes of the Human Resources and University Relations Committee  
University of Kentucky Board of Trustees  
Tuesday, December 14, 2021

The Human Resources and University Relations Committee of the University of Kentucky Board of Trustees met on Tuesday, December 14, 2021, in the Gatton Student Center, Harris Ballroom.

A. Call to Order

Sandy Shuffett, chair of the Human Resources and University Relations Committee, called the meeting to order at 9:02 a.m. and asked Paige Noland to report the attendance.

B. Roll Call

The following members of the Human Resources and University Relations (HRUR) Committee were in attendance: Cathy A. Black, Lee X. Blonder, Michael Christian, David Melanson, Paula Pope, Sandy Shuffett and Bryan Sunderland.

C. Approval of Minutes

Chair Shuffett reported that the minutes of June 17, 2021, HRUR Committee meeting had been distributed and called for a motion to approve. Trustee Sunderland moved approval of the minutes and Trustee Shoop seconded the motion. Hearing no discussion, Chair Shuffett called for a vote and the motion passed without dissent.

D. University Partnerships

Chair Shuffett introduced Chief Accountability Officer and Audit Executive Joe Reed to frame the discussion around Finance and Administration Specialized Training (FAST).

Mr. Reed recounted one of his first auditing experiences at the university and explained that with his corporate background he was accustomed to yearly, mandatory trainings. However, during his first few audits at UK, he discovered that the observations were all centered around the need for training. "We started to see trends about lacking understanding. Our training was more about policies and new policies coming out, but how you apply those things was something completely different."

Mr. Reed stated that because of this need, new trainings were offered and have continued to be developed through the years, adding that FAST is the newest and most comprehensive of these trainings.

Mr. Reed introduced Human Resources Director of Training Patrice Carroll for comments.

Ms. Carroll conveyed the steps taken, under the leadership of Vice President for Human Resources Kim Wilson, to meet the president's challenge to "...work with college and unit budget officers throughout the institution on steps we can take to ensure that all of our financial operations are being administered in accordance with policy and best practices...". She detailed the divisions represented on the executive level steering committee that developed the first FAST rollout including the University Budget Office, UK Internal Audit, University Financial Services, Human Resources, UK HealthCare Finance, Provost Budget Office and the Office of Research. "This proved to be an essential factor in driving the success of this rich program, as these seven functional areas brought together key subject matter experts."

Ms. Carroll explained that the initial Financial Foundations courses were developed so that they would "more directly impact business officers and help them understand the policies and procedures." Business officers and financial administrators gave positive feedback on the coursework and requested continuous specialized training and thus FAST was created.

Ms. Carroll introduced Associate Vice President for Finance and Administration Gina Dugas.

Ms. Dugas announced that the mandatory FAST training will launch in Spring of 2022 for business officers and those who hold fiscal responsibilities. "It is the most comprehensive financial training that UK has ever embarked upon." The Financial Foundations Courses will now be introductory courses for the FAST training.

Ms. Dugas explained that these trainings will be web-based courses and will be available 24/7 via the university's myUK online portal, with the ability to start and pause as needed. She outlined the categories of participants that will be identified by senior business officers and required to take the FAST training. Anyone not required to participate will still be able to take courses voluntarily. A library of relevant subject matter courses is being created so that participants can take courses that align with their duties.

Ms. Dugas indicated that UK is "currently in the midst of a full build-out of formal processes, workflows and tools that could be utilized not only by the FAST team but also those who will serve in a Subject Matter Expert capacity." She explained that a formal peer review panel has been created to gather feedback and make modifications prior to the formal launch of the training.

Ms. Dugas stated, "The FAST program is designed to be both proactive and preventative in nature. It again builds upon the Financial Foundations courses and provides long-term support through resources, knowledge and tools to employees across campus, healthcare and the state."

Ms. Dugas closed by sharing a video created, with the help of UK Public Relations,

that will be utilized in the formal communication plan this Spring.

Chair Shuffett opened the floor for questions. Trustee McCoy complimented the team on creating continuity across the university.

Chair Shuffett thanked the presenters and asked if there was any additional business to come before the Committee. Seeing none, the meeting was adjourned at 9:29 a.m.

Respectfully submitted,  
Paige Noland