

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE OF THE
UNIVERSITY OF LOUISVILLE BOARD OF TRUSTEES

September 2, 2010

In Open Session

Members of the Personnel Committee of the University of Louisville Board of Trustees met on Thursday, September 2, 2010, at 1:00 p.m., in the Jefferson Room of Grawemeyer Hall, Belknap Campus, with members present and absent as follows:

Present Ms. Marie Abrams, Chair
 Mr. Brent Fryrear
 Dr. Kevin Cosby
 Dr. Robert Curtis Hughes
 Dr. Mark Lynn
 Mr. Frank Minnifield
 Dr. Robert Staat

Other Trustees

Present: Ms. Sana Abhari
 Mr. Jonathan Blue
 Mr. Owsley Frazier
 Dr. Salem George
 Ms. Augusta Brown Holland
 Judge Rebecca Jackson
 Ms. Brucie Moore
 Mr. J. Chester Porter
 Mr. Robert W. Rounsavall, III
 Ms. Debbie Scoppechio
 Ms. Phoebe Wood

From the
University:

Dr. James R. Ramsey, President
Dr. Shirley Willihnganz, Executive Vice President and Provost
Dr. Larry Cook, Executive Vice President for Health Affairs
Dr. William Pierce, Interim Executive Vice President for Research
Ms. Angela D. Koshewa, University Counsel
Mr. Mike Curtin, Vice President for Finance
Mr. John Drees, Associate VP for University Advancement
Ms. Susan Howarth, Director of Budgets
Mr. Jason Tomlinson, Assistant VP for Finance
Mr. James Ford, Asst. VP for University Advancement
Mr. Mark Hebert, Director, Media Relations
Ms. Cindy Hess, Director, Communications & Marketing
Ms. Carolyn Cochran, Assistant to the Provost

Ms. Trisha Smith, Director of Special Programs
Ms. Debbie Dougherty, Board Liaison

I. Call to Order

Having determined a quorum present, Chair Abrams called the meeting to order at 1:00 p.m.

Minutes Approved

Mr. Minnifield made a motion, which Ms. Abrams seconded, to approve the minutes of July 9, 2010. The motion passed.

II. Action Item: Approval of the Facility Housing the Main Components of the College of Education and Human Development be Designated the Woodford and Harriett Porter Building

President Ramsey reported Mr. Woodford "Woody" Porter Sr. was the first African-American elected to the Louisville Board of Education. He also was the first African-American elected Chair of the Louisville Board of Education. He was the first African-American to serve on the University of Louisville's Board of Trustees and served 24 years as a Trustee. He was the first African-American member elected to serve as Chair of UofL's Board of Trustees and served four terms as chair. Mr. Porter received the Minerva Award of Merit from the University of Louisville (the University's highest recognition award) in 1980. He was a director of the UofL Foundation and a member of the UofL Board of Overseers.

The President said Mrs. Harriet Porter graduated from the Louisville Municipal College (later assumed by the University of Louisville). She taught for more than two decades at Central High School and retired in 1970. As a survivor of breast cancer in the late 1950's, Mrs. Porter became deeply involved in programs for husbands of women with breast cancer and the ACS Reach to Recovery program for women who had mastectomies.

The President further stated the Porters were avid Cardinal fans and supporters throughout their lives. They had a deep dedication to "education as the great equalizer" and set examples through their community involvement to promote educational opportunity. Dr. Cosby made a motion, which Dr. Lynn seconded, to approve the

President's recommendation that the facility housing the main components of the College of Education and Human Development be designated the Woodford and Harriett Porter Building

The motion passed. Dr. Cosby recognized Mr. Porter as an icon in the community. He said this action represents a very important message to the people he served and loved, realizing the University's commitment to reaching the underserved in higher education in the community. Message of hope, helps to institutionalize the message that Mr. Porter articulated that education is indeed the great equalizer. Dr. Cosby commended President Ramsey and the board of trustees for taking such action. Chair Abrams reminisced about Mr. and Mrs. Porter, recognizing their many contributions. She worked with them on a number of issues and reiterated the appropriateness of this action.

III. Action Item: Approval of Changes to Redbook 4.2.2.C

Provost Willihnganz reported the Commission on the Status of Women voiced a concern that the *Redbook* is not clear enough that faculty members may temporarily extend tenure cases for personal reasons such as having a child or taking care of an ill family member. The Commission suggested this action would recognize the University as a more family friendly organization if examples were included in the *Redbook*. The *Redbook* Committee of the Faculty Senate and the Faculty Senate approved this amendment. Mr. Fryrear made a motion, which Dr. Lynn seconded, to approve the

President's recommendation that Section 4.2.2.C of *The Redbook* be amended as follows:

Redbook 4.2.2.C

Extension of Probationary Period. A faculty member who faces extenuating circumstances that do not require a leave of absence but result in a significant reduction in ability to perform normal duties (such as personal illness, the birth or adoption of a child, or care of an ill family member) may request an extension of the probationary period for no less than six months and no more than one year. A second extension may be granted for a second extenuating circumstance. An extension shall not be granted more than two (2) times within the probationary period of a faculty member. Such extensions must be requested and approved before the end of the fifth year of the probationary period and must have documentation satisfactory to the Executive Vice President and University Provost.

The motion passed.

IV. Action Item: Approval of Changes to Job Description for Dean, University Libraries

Provost Willihnganz reported the job description of the Dean of University Libraries was rewritten by the Libraries faculty in conjunction with the search for a new dean. The Libraries faculty and Faculty Senate have approved the changes. Dr. Lynn made a motion, which Dr. Cosby seconded, to approve the

President's recommends that the Board of Trustees approve the revised job description of the Dean of University Libraries as attached hereto as Exhibit A.

The motion passed.

VI. Executive Session

Dr. Hughes made a motion, which Mr. Minnifield seconded, to go into executive session at 1:10p.m. The motion passed.

VII. Open Session Reconvened

The open session reconvened at 1:30 p.m. Chair Abrams reported that the Committee discussed personnel matters in executive session. Dr. Lynn made a motion, which Dr. Hughes seconded, to approve the

President's recommendation that the following personnel recommendation be approved by the Board of Trustees.

BRANDEIS SCHOOL OF LAW

Craig Anthony Arnold, J.D., Professor of Law and the Herbert F. Boehl Chair in Property and Land Use; additional appointment as Associate Dean for Academic Affairs and Faculty Development, September 2, 2010. The appointment as Associate Dean is at the pleasure of the Board of Trustees.

SCHOOL OF DENTISTRY

Dean Morton, B.D.S., Professor, Department of Diagnostic Sciences, Prosthodontics, and Restorative Dentistry, Interim Chair, Department of Periodontics, Endodontics, and Dental Hygiene, and Assistant Dean for Interdisciplinary Implant and Esthetic Dentistry; change of appointment to Professor and Chair, Department of Oral Health and Rehabilitation, October 1, 2010. The appointments as Chair and Assistant Dean are at the pleasure of the Board of Trustees.

The motion passed.

VII. Other Business

There was no other business.

VIII. Adjournment

Dr. Staat made a motion, which Mr. Minnifield seconded, to adjourn the meeting at 1:35 p.m. The motion passed.

Approved by:

Kathleen M. Smith

Asst. Secretary

RECOMMENDATION TO BOARD OF TRUSTEES

**September 2, 2010 (Personnel Committee)
September 2, 2010 (Board of Trustees)**

The President recommends:

That the following personnel recommendation be approved by the Board of Trustees.

BRANDEIS SCHOOL OF LAW

Craig Anthony Arnold, J.D., Professor of Law and the Herbert F. Boehl Chair in Property and Land Use; additional appointment as Associate Dean for Academic Affairs and Faculty Development, September 2, 2010. The appointment as Associate Dean is at the pleasure of the Board of Trustees.

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Committee Action:

Passed: X

Did Not Pass:

Other:

Kathleen M. Smith
Asst. Secretary

Board Action:

Passed: X

Did Not Pass:

Other:

Kathleen M. Smith
Asst. Secretary

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING NAMING THE COLLEGE OF EDUCATION AND
HUMAN DEVELOPMENT

Personnel Committee – September 2, 2010
Board of Trustees – September 2, 2010

RECOMMENDATION:

The President recommends that the facility housing the main components of the College of Education and Human Development be designated the Woodford and Harriett Porter Building.

Committee Action:

Passed: X
Did Not Pass: _____
Other: _____

Katalin M. Smith
Assistant Secretary

Board Action:

Passed: X
Did Not Pass: _____
Other: _____

Katalin M. Smith
Assistant Secretary

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING AMENDMENT OF REDBOOK 4.2.2.C

Personnel Committee - September 2, 2010
Board of Trustees - September 2, 2010

RECOMMENDATION:

The President recommends that Section 4.2.2.C of *The Redbook* be amended as follows:

Redbook 4.2.2.C

Extension of Probationary Period. A faculty member who faces extenuating circumstances that do not require a leave of absence but result in a significant reduction in ability to perform normal duties (such as personal illness, the birth or adoption of a child, or care of an ill family member) may request an extension of the probationary period for no less than six months and no more than one year. A second extension may be granted for a second extenuating circumstance. An extension shall not be granted more than two (2) times within the probationary period of a faculty member. Such extensions must be requested and approved before the end of the fifth year of the probationary period and must have documentation satisfactory to the Executive Vice President and University Provost.

Committee Action:

Passed: X
Did Not Pass: _____
Other: _____

Katalin M. Smith
Assistant Secretary

Board Action:

Passed: X
Did Not Pass: _____
Other: _____

Katalin M. Smith
Assistant Secretary

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING JOB DESCRIPTION FOR
DEAN OF UNIVERSITY LIBRARIES

Personnel Committee - September 2, 2010
Board of Trustees - September 2, 2010

RECOMMENDATION:

The President recommends that the Board of Trustees approve the revised job description of the Dean of University Libraries as attached hereto as Exhibit A.

Committee Action:

Passed: X
Did Not Pass: _____
Other: _____

Katalin M. Smith
Assistant Secretary

Board Action:

Passed: X
Did Not Pass: _____
Other: _____

Katalin M. Smith
Assistant Secretary

Job Description: Dean, University Libraries

The Dean leads the Libraries in its mission to meet the needs of a preeminent metropolitan research university, articulates a strategic vision, and serves as advocate for the Libraries within the university and larger community.

The Dean of the University Libraries is the chief administrator for the University Libraries, which includes Ekstrom Library, the Kornhauser Health Sciences Library, the Dwight Anderson Memorial Music Library, the Margaret Bridwell Art Library, and the University Archives and Records Center and works with the Law Library as appropriate. The Dean of University Libraries reports directly to the Executive Vice President and University Provost and is responsible for the successful administration of the Libraries in accordance with *The Redbook* and all other properly authorized policies and procedures of the University of Louisville.

Strategic Leadership

- Facilitates the continuing transformation of the University Libraries into a knowledge commons that integrates diverse resources, seeks new opportunities, engages with the community, collaborates with university units, and sustains a vibrant research and learning community.
- Creates an environment that facilitates research and scholarly activity with an understanding of innovative and traditional methods of information dissemination.
- Establishes a shared vision that promotes the University's and the University Libraries' missions.
- Implements a clear and concise strategic plan to advance that vision.
- Supports a culture of collegial governance.
- Fosters an organizational and educational climate that promotes and celebrates diversity.
- Communicates internally and externally regarding the University Libraries.
- Serves on the Provost's Council of Academic Officers and on the Board of Library Associates.
- Develops strong relationships with Deans of other units, the Provost, President and other University administrators.
- Develops and maintains good relationships with students, faculty, staff and community.
- Promotes and advocates for library programs that address the needs of students, staff, faculty, and the community.

Operational Leadership

- Works with library and department heads, as well as external sources, to identify, evaluate and implement programs that improve services and facilities, enhance the quality of resources and increase operational efficiency within the libraries.
- Functions as chief fiscal officer and provides clear communication about the budget.
- Delegates authority to others for specific administrative tasks.

- Recruits, retains, and leads high-quality faculty and staff.
- Creates an environment which supports professional advancement.
- Acts as an advocate for the libraries and its faculty and staff.
- Fosters professionalism, diversity and a positive work/learning environment in the University Libraries.
- Recommends personnel and annual salary increase actions in accordance with the provisions of *The Redbook*.
- Enforces policies and regulations adopted by the Board of Trustees, the offices of the President and University Provost, the Faculty Senate, and the University Libraries Faculty.

External Representation

- Cultivates external relations and fundraising opportunities with public and private sectors in support of the University Libraries' programs.
- Represents and promotes the University Libraries, formally and informally, to the University, community and the world.
- Participates actively in local, state and national library organizations

Job Description: Dean, University Libraries

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