

COSW General Meeting Minutes

12 Noon, Friday, May 27, 2016

University Club

Present: Jill Adelson, Delaina Amos, Beth Boehm, Debbie Dougherty, Sherry Duffy, Heather Fox, Bob Goldstein, Jeanne Guerrero (Chair), Jennifer Hall, Michele Kosiewicz, Ann Larson, J P Mohsen (representing CODRE), Desrie Nisbett, Kim Noltemeyer, David Owen, Natalie Pasquenza, Tamara Russell, Zihui Sun, Angela Taylor, Dr. Mordean Taylor-Archer, Carla Vidoni, Deborah Wade, Margath Walker

Absent: Victoria Allen, Kenny Brown, Valerie Casey, Ginevra Courtade, Gabe Draper, Sally Evans, Ellie Fridell, Seana Golder, Erica Gray, Wayne Hall, Katy Hopkins, Jeanell Hughes, Kim Maffet, Kenyatta Martin, Keri Mathis, Tawana McWhorter, Meg Peavy, Melissa Long Shuter, Mechelle Stoner, Nancy Theriot

Welcome and Announcements

Chair Guerrero welcomed the commissioners and made the following announcements:

- *The Spring Newsletter was distributed at the tables; additional copies are available from the website. The Newsletter also was distributed at the Pathways Conference.*
- *The meeting of the chairs with the president and interim provost went very well. The president and interim provost were very receptive for COSW to continue moving forward its initiatives.*
- *The June 24th COSW meeting will be combined with CODRE; the president and provost plan to attend and present at this combined meeting.*
- *Vice Chair Adelson will send to Commissioners a short survey to suggest speakers/topics of interest.*

Approval of Minutes

The minutes from April 2016 were approved.

Guest Speakers

Chair Guerrero introduced Professor Delaina Amos. Dr. Amos grew up in Louisville and is an alum of Ballard High School. She received her B.S. in Chemical Engineering from the University of Virginia. She later obtained her MS and PhD from the University of California Berkeley. After graduation, she joined Eastman Kodak, holding a variety of roles over a 13-year career. Dr. Amos joined UofL's faculty in 2010 as an associate professor in chemical engineering. Her research interests involve novel uses of materials for renewable energy and display applications such as lighting, solar cells and color writable electronic displays. In 2015, she was recognized for two inventions, which were licensed by a start-up company, at the 2015 President's Celebration of Faculty Excellence. She is an affiliate faculty of the Conn Center for Renewable Energy Research at UofL. She has a particular interest in broadening participation for women, women of color, and all underrepresented minorities.

Dr. Amos presented information on UofL's efforts for sustainability and energy conservation. She further discussed her career path, and her service on COSW.

She shared information from the World Energy Report on energy usage across the world, noting the US is the biggest consumer in the world. She discussed the Net Zero concept in building design, for buildings to produce more electricity than they use. UofL's Phoenix House, a solar house at UofL has many sustainability features, including solar panels, rain water harvesting, energy efficient lighting and generates 30% more energy than it uses. It was built by students for the 2013 decathlon.

The 2017 Renewable Energy and Energy Efficiency Workshop is scheduled for May 21-24, 2017. It is interdisciplinary and everyone is encouraged to attend. Chair Guerrero thanked Dr. Amos for an informative presentation.

Kim Noltemeyer

Chair Guerrero introduced Ms. Kim Noltemeyer. Kim currently works in Physical Plant as the UBM. She joined UofL in 2001 and has worked in Human Resources prior to reporting to Larry Owsley, VP for Business Affairs. She acquired her BS degree from the College of Business while at Humana, Inc.

While in Human Resources, Kim's role as an HR Security Systems Analyst eventually merged into a project management role. After moving to the Business Affairs Office in 2009, work in the emergency management and preparedness side of the university brought exposure to new and exciting projects. This includes the CardSafety phone application and Tornado Awareness video. Ms. Noltemeyer provides support to the university's Emergency Manager and the University Emergency Planning Work Group.

Ms. Noltemeyer demonstrated the Card Safety free phone application. UofL allowed other universities to use the free application. IT enhanced the app to include athletics, events, courses and news. She showed the Youtube video on tornado safety, each March faculty, staff and students are encouraged to watch the video. She also discussed the RAVE system for alerts. Chair Guerrero thanked Ms. Noltemeyer for an informative presentation.

Committee Compositions and Goals – Jill Adelson, Vice Chair

Campus Climate

David reported the committee continues conversations around the Title IX sexual harassment prevention training.

Communication

Sherry recognized the committee's work in completing the newsletter. Website updates are in progress, which is an ongoing endeavor. Ginevra has worked on a one-page information flyer about COSW. It is a wonderful synopsis about COSW. The committee will begin working on 2016-17 Goals. Sherry discussed her desire for the publications to reflect the honor and privilege of serving on COSW. Chair Guerrero noted in the chairs meeting with the president and provost ways to recognize and celebrate COSW and its affiliate members was discussed. Chair Guerrero will follow up with Kathleen Smith regarding possible banners, yard signs, etc.

Integration of Work and Family

Jennifer noted there was no new information to report at this time. Jennifer noted the committee is pursuing making the Guidelines into Policy for the university. Jennifer will send an email to Chair Guerrero for further follow up with the president. Chair Guerrero reported the need for Belknap Campus to have a 24/7 lactation room was discussed with the president and provost. The new academic building may be the appropriate location.

Representation, Recruitment and Retention

Michele noted the committee selected a candidate to attend Focus Louisville. That candidate later could not attend due to work issues, so an alternate attended. For future recipients, Chair Guerrero will notify the dean of the respective unit when a staff member is awarded a sponsorship to a professional function/conference. Michele encouraged all commissioners to apply for COSW sponsorships. The Leadership Louisville application process was discussed. The committee decided to pursue other professional programs. A Leadership Louisville representative will be invited to present at a Fall COSW meeting. The committee had assembled a document outlining the various professional opportunities and will assemble an additional document to summarize those options.

Michele encouraged commissioners to consider nominating someone in Fall 2016 for the Tachao Award.

Michele anticipates her committee will meet in June, and it is awaiting analysis from IR/Provost's Office, on faculty hires, promotions, persons of color, etc. The committee will need to identify new goals. Chair Guerrero thanked Michele and Bob Goldstein for their work putting this information together; it was instrumental in meeting with the president and provost.

Updates

HRAC

Jill reported

Staff Salary Survey:

- A. HR has benchmarked 99% of our jobs.*
- B. If there are funds for market increases, they are looking for best way for distribution and communication to employees.*
- C. HR is forming a compensation committee – will look for people to serve on it/provide input. If interested, please contact Jeanell Hughes directly.*

FLSA

- A. By executive order, President Obama recommended any employer with 50 employees making \$50,440 or less will become "hourly". The threshold may be lowered to \$47,000 due to public outcry. Details to announced in the next few weeks.*
- B. This change could affect 69% of our P&A employees -1643 P&A employees may become hourly.*
- C. There are a number of considerations such as:*
 - a. pay periods (bi-weekly vs. monthly) and number of hours worked (37.5 vs. 40) are different*
 - b. accrual schedules at different rates*

- c. *culture in which you manage hourly people*
- d. *there is no standardized timekeeping system*
- e. *implementation considerations*

Leave Policies - *Proposing some revisions:*

Family Medical Leave Act Policy -*Taking it back to how it was to be administered by law.*

- A. *Proposal is made to delete the “pay back” if a person does not return.*
- B. *Changing the number of days out from 7 to 5 days for FMLA protection.*
- C. *It should not be at the department’s discretion.*
- D. *No pro-rated FMLA.*

Education Leave:

- A. *Staff sabbatical (available after 10 years of service)*
- B. *Satisfactory performance appraisal will be required.*

Temporary Medical Disability (TML):

- A. *Will require a healthcare provider.*
- B. *Will be renamed to temporary medical leave.*
- C. *TML will run after FMLA.*
- D. *Benefit counselors will help you determine.*
- E. *Working with Marcia Hern to have nurse practitioners evaluate FML requests (review paperwork & will communicate with physician’s office)*
- F. *HR will run a benefits newsletter in next couple of months with more information.*

Applicant Tracking System:

HR currently uses Concensus & PeopleSoft for applicant tracking systems. At the present time, there are 180 jobs posted. HR is in the process of looking to move to one system.

Critical Employees:

- A. *HR has changed the name from “Essential” employees to “Critical” employees. HR recently met with Physical Plant supervisors. Some positions are obviously critical such as police officers, clinic operators, lab employees.*
- B. *It isn’t as obvious as to which physical plant employees fit into the “critical” category. Going forward as we hire new people, they will know they are considered “critical.” Some physical plant employees feel like their pay rate is not what it needs to be to be considered critical.*
- C. *The employees being called in are working 16 hours at times. Moving forward we will have a call system, we will create rotation system, if they are called in we will pay them and feed them.*
- D. *This would be another salary increase factor. Differential pay will need to be considered. It could be a seasonal differential. Many options will be explored.*

James Sears, an engineer, is the new VP for Facilities.

AVP HR Search:

HR is working with a search firm. Committee will interview three candidates within the next couple of weeks, but continues to search for applicants. HR had a solidly diverse pool of applicants. The candidates that withdrew were some of our diverse applicants.

Retirement Readiness:

- A. A Retirement Readiness Check List has been created and will be on a website.*
- B. HR is partnering with Commonwealth Credit Union to conduct retirement & other seminars.*
- C. HR is partnering with Fidelity to put together a retirement snapshot for individuals and should be ready in a couple of months.*
- D. Jeanell will send out a draft of the check list as well as a draft of the snapshot.*

Lactation Guidelines:

Patricia Benson has transitioned to HSC. Currently, HSC has 24-hour /7 days per week lactation rooms; Belknap Campus does not.

Faculty Senate

David reported the Faculty Senate will meet next week. He discussed the recent confidence/no confidence vote taken by Faculty Senate. Enid Trucios-Haynes was elected the chair and Krista Wallace-Boaz was elected the vice chair for 2016-17.

Staff Senate

Kim noted the elections will be finalized in June. Harlan Sands and Lee Smith presented business services for Belknap and new construction in SAC, as well as removal of Crawford Gym.

CODRE

J P reported that Chair Bridgeman and he met with the president and provost recently. Vickie presented data on faculty and staff gender and race. The provost suggested broadening the comparison.

DPS

No report.

PEACC

No report.

Women's Center

The Women's Center is working on its strategic plan; no report.

Lactation Workgroup

No report.

Pathways Women's Leadership Conference

The conference was a big success!

Old Business/New Business

There was no additional business.

Adjourn

The meeting adjourned at 2:15 p.m.