

UNIVERSITY of LOUISVILLE

STAFF SENATE MEETING SUMMARY

DATE: March 10th, 2026

TIME: 2:30 PM

LOCATION: Microsoft Teams

[LINK TO FULL VIDEO](#)

ACTION ITEM: Approval of the February minutes - Kevin Ledford

The February meeting minutes were approved.

INFORMATION ITEM: Provost's Report - Provost Cardarelli

Provost Cardarelli reported on the following topics.

Discontinuation of Early Learning Campus Management: Provost Cardarelli informed senators about the university's decision to discontinue management of the Early Learning Campus (ELC), discussed the rationale, addressed communications with affected families, and responded to questions regarding the process and lessons learned.

Decision Rationale and Communication: Dr. Cardarelli explained that the decision to discontinue management of the ELC was due to a longstanding financial drain on the College of Education and Human Development. She noted that after the announcement, she received a letter from the Early Learning Campus Families Coalition requesting a reversal, a meeting, and financial details. The provost responded promptly, clarifying the decision would not be reversed, offering to meet, and providing information, but the group declined further discussion.

Transition to New Vendor: The provost shared that the Family Scholar House announced a new vendor would provide childcare services, focusing on low-income families, which may exclude many university employees. She acknowledged the hardship this creates for affected families seeking alternative childcare.

Process and Stakeholder Engagement: Dr. Cardarelli described the challenges of open dialogue due to the employment implications for 40–50 affected staff. She explained that the decision was accelerated to ensure employees heard directly from the university, and protocols for reductions in force were followed. She emphasized that the Board of Trustees was consulted in executive session, but open forums were not feasible due to the sensitive nature of the employment decision.

Artificial Intelligence Implementation and Policy: A discussion took place regarding the university's ongoing efforts to implement artificial intelligence (AI) tools, address data privacy and ethics, provide training, and clarify the institution's approach to AI in academic and administrative contexts.

AI Implementation Planning: Dr. Cardarelli described the formation of committees and advisory groups to develop an institutional AI implementation plan, referencing reports from both a large committee and a time-limited advisory task force. She noted ongoing synthesis of recommendations with Charles Perusse and Karlis Kaugars, and upcoming visits from Apple representatives to discuss AI business solutions.

Tool Selection and Rollout: The university is finalizing a contract with Google to access Gemini and Notebook LM, with plans to provide these tools for classroom and campus use. The provost clarified that Microsoft Copilot will remain available, and the university will offer multiple AI tools for different needs. Training and rollouts are planned for the summer and fall, with further details pending a follow-up meeting with Google.

Data Privacy, Security, and Ethics: Concerns were raised about AI and data privacy, especially in counseling and medical records. Dr. Cardarelli confirmed that data privacy and security are major considerations, with dedicated subcommittees and legal counsel involved. She emphasized the rapidly evolving nature of AI, the need for ongoing advisory input, and the importance of ethical considerations, including environmental impacts and intellectual repercussions.

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Training and Literacy Initiatives: Plans were discussed for broad AI literacy training and assessment tools for faculty, staff, and students. The Delphi Center will continue to provide support and training, and the university is considering expanding these efforts to the entire campus community.

Policy and Academic Use: Provost Cardarelli addressed the need for faculty to clearly articulate their policies on student use of AI, as inconsistent messaging can confuse students. The student code of conduct is being updated to define unauthorized AI use as cheating. The university aims to balance the integration of AI in instruction with ethical and practical considerations.

To hear more, [please go to the video.](#)

INFORMATION ITEM: Inclement Weather Proposal - Gail DePuy

[Campus Closures During Inclement Weather & Emergency Events / University Closure Guidelines](#)

Senior Vice Provost, Dr. Gail DePuy reported on the following topics.

Remote Work and Inclement Weather Policy Revisions: Dr. DePuy discussed the revised inclement weather policy, which decouples class closure from work closure, and addressed questions about communication, essential employees, and alignment with local school closures.

Policy Changes and Rationale: Dr. DePuy explained that the revised inclement weather policy separates decisions about instructional delivery from university operations, allowing for more flexible responses. Administrative and student-facing services can continue remotely even if classes are canceled, and not all courses can be moved online at short notice.

Communication and Timing Concerns: Concerns were raised about the timing of closure announcements for the HSC campus, as students often travel before decisions are communicated. Dr. DePuy agreed to discuss earlier notifications with the provost and clarified that HSC may have different closure decisions due to clinical obligations.

Essential Employees and Remote Work: Questioned on the blanket requirement for essential employees to report during closures, even when there is little work to do, Dr. DePuy responded that supervisors determine essential status and should discuss expectations with employees. Concerns were raised on messaging about online class cancellations and remote work, and Dr. DePuy acknowledged ongoing efforts to improve communication.

Alignment with Local School Closures: A suggestion was made to align university closures with JCPS (local public schools) to simplify decisions for staff with children. Dr. DePuy explained that while there is coordination, the university cannot always match JCPS closures due to accreditation requirements and instructional obligations.

Equity and Accommodations: More concerns were raised about perceived inequities in remote work policies and accommodations for those unable to work remotely. It was emphasized that supervisors should proactively discuss remote work capabilities and accommodations with employees, and that the policy aims to address job role differences rather than faculty-staff distinctions.

The documents are linked above. To hear more, [please go to the video.](#)

INFORMATION ITEM: HR Report - Darrell Clark

Mr. Clark provided the following updates on performance evaluations, addressed questions about evaluation ratings and recognition, announced the relocation of HR, and informed the group about employee support programs and recent data breach notifications.

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Performance Evaluation Process: Mr. Clark reported on the ongoing performance evaluation cycle, noting progress in completion rates and efforts to provide detailed reports by unit. He emphasized the importance of fair and transparent evaluations, clarified that 'exceeds' ratings are not discouraged, and discussed the need for ongoing manager-employee engagement throughout the year.

Recognition and Employee Support: Mr. Clark highlighted upcoming recognition events, including presidential and staff awards, and encouraged participation. He also mentioned efforts to honor essential workers who contributed during recent closures and the relaunch of the employee discount program.

Data Breach Notification: Mr. Clark reported on letters received from Conduit regarding a data breach affecting employees with connections to Anthem and Medicare. He clarified that this was not a university breach and advised employees to review the notification and consider credit monitoring.

HR Relocation and Communication: HR is relocating to the MITC building on Belknap Campus, consolidating services for easier employee access. Formal communication about the move will be provided once details are finalized.

Evaluation Ratings and Merit: Mr. Clark addressed questions about the meaning and use of 'exceeds' ratings, the role of comments and signatures in evaluations, and the connection between evaluations, merit, and career ladders. He stressed the need for manager training and consistent application of evaluation standards.

To hear more, [please go to the video.](#)

ACTION ITEM: Proposed Bylaws Amendment – Rochester-Barrett

Senator Carcyle Rochester-Barret opened a discussion on a proposed a bylaws amendment.

Senator Conduct and Removal Procedures: A discussion took place on a proposed amendment to the bylaws regarding senator conduct and procedures for removal. There were concerns with some of the draft language, and feedback was collected for further revision.

Proposal Overview and Review Process: Senator Rochester-Barrett presented the ad hoc bylaws committee's proposed amendment to Article III, outlining duties of senators, expected conduct, and procedures for removal. The proposal was reviewed by University Council for legal compliance and distributed to the group for discussion.

Discussion of Definitions and Due Process: Concerns were raised about the subjectivity of terms like 'demeaning, hostile, or exclusionary language' and the need for clear definitions. Also questioned was the process for reporting, investigating, and notifying senators of alleged violations, emphasizing the importance of due process.

Feedback on Procedure and Constituent Involvement: Participants suggested clarifying the steps for reporting, investigation, and warning, and debated whether constituent groups should be involved in removal decisions.

Next Steps and Tabling: The ad hoc bylaws committee will incorporate feedback and revise the proposal before bringing it back for further review. The motion to table the current proposal was approved, and additional comments were invited via email.

To hear more, [please go to the video.](#)

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ACTION ITEM: Proposal on Emp Benefits A&S Fac Assembly - Kevin Ledford

Last month, a proposal regarding employee benefits from the A&S Faculty Assembly was presented to this body asking for endorsement for a cost analysis of the requested benefits. This request is for a cost analysis endorsement only, not the implementation of the benefits. The vote to endorse was unanimous.

This document is linked above. To hear more, [please go to the video.](#)

REPORT: Faculty Senate Representative - Courtney Stine

Professor Stine summarized the Faculty Senate meeting, including ELC Parent Coalition questions, discussion of House Bill 490 (tenure bill), and a detailed explanation of graduate stipend reallocations, which have impacted certain programs, especially those without instructional duties.

To hear more, [please go to the video.](#)

REPORT: Student Government Representative - Grant Avis

There was no report.

REPORT: Staff Senate Chair - Kevin Ledford

This report is linked above. To hear more, [please go to the video.](#)

REPORT: Staff Senate Vice-Chair - Kari Donahue

This report is linked above. To hear more, [please go to the video.](#)

REPORT: Staff Senate Secretary-Treasurer - Donald Dean

This report is linked above. To hear more, [please go to the video.](#)

STANDING COMMITTEE REPORTS

- **Cardinals for Action, Resilience and Education (CARE) - Leondra Gully**
There was no report.
- **Credentials and Nominations (C&N) - Barbara Bishop**
Senator Bishop presented the proportional calculation for Senate seat allocation for FY27 and answered questions about the process.
This report is linked above. To hear more, [please go to the video.](#)
- **Policies and Economic Development (PED) - Tessa McGilbra**
This report is linked above. To hear more, [please go to the video.](#)
- **Services and Facilities (S&F) - Katie Hasper**
This report is linked above. To hear more, [please go to the video.](#)
- **Staff Grievance Committee (SGC) - Ellyce Patton**
To hear this report, [please go to the video.](#)
- **Staff Help and Relief Effort (SHARE) - Tammy Lawson**
To hear this report, [please go to the video.](#)
- **Staff Morale and Engagement (SME) - Stephanie Kittle**
To hear this report, [please go to the video.](#)

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UNIVERSITY WIDE COMMITTEE REPORTS

- Academic Technology Committee - Mark Woolwine
- [ADA Advisory Committee](#) - Kim Sanders
- Bookstore Advisory Committee - Alden Silva
- Commission on Climate, Culture and Wellbeing - Lisa Sirles
- Community Engagement Steering Committee - Stephanie Kittle
- [Digital Experience Board](#) - Sammie Holmes
- [Dining Service Advisory Committee](#) - Eli Mudd
- [Faculty Senate Executive Committee](#) - Blessett, Patterson
- Faculty Senate Academic Programs Committee - Raymond Green
- [Faculty Senate Planning and Budget Committee](#) - Adam Detherage
- [HRAC/Benefits Design Workgroup](#) - Dean, McGilbra, Vangalur
- [Intellectual Property Committee](#) - Jody Heard
- [Legislative Monitoring Advisory Committee](#) - Dean, Sanders
- Meal Plan Waiver Committee - Lisa Floore
- [Parking Advisory Committee](#) - Elkins, Williams-Foster
- [Parking Appeals Committee](#) - Cox, Edwins, Hurley, Nunn
- Retirement Oversight Committee - Alden Silva
- [Student Government Association](#) - Tammy Lawson
- [Sustainability Council](#) - Kelly Green
- [University Naming Committee](#) - Kent Gardner
- [University Police Advisory Committee](#) - Jessie Browning

OLD BUSINESS

Searches: A brief discussion took place regarding the search for the HSC VP for Finance and Administration. Senator Ellyce Patton reported that the search committee is waiting on candidates to be submitted.

Construction: A question was raised about work at the research park behind the Speed School. Chair Ledford said that it is still in the early phase and nothing has been done besides moving dirt.

NEW BUSINESS

None

ANNOUNCEMENTS

None

ADJOURNMENT

The meeting adjourned at 4:50PM

Respectfully submitted,
Gretchen Henry

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