

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING
December 14, 2015

The Staff Senate of the University of Louisville met at 2:30pm on Monday, December 14, 2015 in the Chao Auditorium, on Belknap Campus, Chair Angela Lewis-Klein, presiding.

VOTING MEMBERS PRESENT:

A&S: Ginger Brown, Marian Vasser, Cynthia Jeffery **BUSINESS:** Erika Gabbard **DENTAL SCHOOL:** Laura McKinney, Jackie Wells, Vickie Tencer, Nancy Trabue **EDUCATION:** John Morgan **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **LAW SCHOOL:** Angela Beverly **LIBRARIES:** Rachel Hodge **MEDICAL SCHOOL:** Lihua Zhang, Kent Gardner, Tatyana Tarakanova, Lisa Hatter, Skip Hurley, Donna Bottorf, Angie Buck, Ruby Keith, Leslie Cooper, Alex, McWilliams, Shelly Reid, Will Armstrong, Diane Dougherty, Ellie Fridell, Bailey Baines **MUSIC SCHOOL:** Debby Kalbfleisch **NURSING SCHOOL:** Karen Rose **PROVOST'S OFFICE:** Linda Leake, Will Adamchik, Wes Partin, Erika DeSha, Valerie Casey **PUBLIC HEALTH:** Vicki Lewis **SPEED SCHOOL:** Patti Williams, Wendy Metcalf **VP-ATHLETICS:** Meg Peavy, Sabrina Haug, Matthew Banker **VP-FINANCE & BUSINESS AFFAIRS:** Rhonda Gilliland, Sandra Russell, Aaron Graham Steve Colston, David Schlaegel, Sally Molsberger, William Taylor, Kim Noltemeyer, Stephen Cotton, Paul Eitel, Carla Meredith **VP-COMMUNITY ENGAGEMENT:** Susan Jenkins **VP-HEALTH AFFAIRS:** Gary Southard **VP-HUMAN RESOURCES:** Kathryn Doaty **VP- INFORMATION TECHNOLOGY:** Kathy Brashear, Melissa Shuter **VP-RESEARCH:** Ann LaPerle, Angela Lewis-Klein **VP-STRATEGY & GENERAL COUNSEL:** Carol Norton **VP-STUDENT AFFAIRS:** Laurel Hajek, John Smith **VP-UNIVERSITY ADVANCEMENT:** Bonnie Dean

VOTING MEMBERS ABSENT:

A&S: Brett Hirsch **EDUCATION:** Shannon Frey **MEDICAL SCHOOL:** Miranda Sloan, Cathy Buckley, Andrea Robinson, Amy Reid, Patricia Moon **PRESIDENT'S OFFICE:** Tammy Lawson **VP-FINANCE & BUSINESS AFFAIRS:** Jill Riede

OTHERS IN ATTENDANCE:

CFO/COO: Harlan Sands

AVP for Administration & Operations: Jeanell Hughes

AVP for Performance Improvement & Business Analytics – Lee Smith

Guests: Dan Hall, Brian Buford, Robert Klein

Faculty Senate Representative: Robert Staat

SGA Representative:

ULARP Representative:

PRESS: Janet Cappiello (*UofL Today*)

Staff Senate Coordinator: Gretchen Henry

CALL TO ORDER – Lewis-Klein

Determining the presence of a quorum, Chair Lewis-Klein called the meeting to order.

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ACTION ITEM: Approval of the November minutes – Lewis-Klein

There was no discussion of the [November 9, 2015](#) meeting minutes. They were approved unanimously as distributed.

PRESENTATION: Day of Service – Dan Hall, Vice President for Community Engagement

Mr. Hall thanked the Staff Senate for its support of last year's pilot event and reported that the 2016 Day of Service will take place on Friday, April 8, 2016. Last year's event hosted 60+ volunteers on 3 different projects. Based on feedback from last year's event, additional projects will hopefully be added, and the number of volunteers increased to about 100. Details will be announced sometime in February.

PRESENTATION: Update on LGBT Center – Brian Buford, Assistant Provost for Diversity and Director of the [LGBT Center](#)

Mr. Buford reported that the University's LGBT Center has been ranked in the Top 25 in the country and #1 in the South. The University has become a major leader in this area, by being the first medical school in the country to include LGBT issues in the curriculum. The LGBT Center is more than just a crisis center. Asked about students who stay on campus during holidays, Mr. Buford said that the Center tried to match students with families and that the Center has its own Thanksgiving at the Red Barn. Asked how staff can help, he encouraged signing up on the website [here](#), or attend LGBT activities listed on its home page. For the annual fundraising, Feast on Equality, students made a video telling about finding their safe place at UofL. See the Feast on Equality video [here](#).

REPORT: CFO/COO – Harlan Sands

Mr. Sands updated the Senate on various topics. (View his presentation [here](#).) They included:

- **Active Searches** – the new administrative structure was put in place in June 2015.
 - Associate Vice President for Business Services – final interview in January 2016.
 - Associate Vice President for Facility Management – first interview in January 2016.
 - Associate Vice President for Humans Resources – a pool of candidates will be decided on by February 2016.
- **Active Shooter Training** – the national standard is "RUN, HIDE, FIGHT".
 - Bi-weekly training sessions will begin in January 2016. There will be 24 of these in 2016.
 - Training is available both on-site and online.
 - Training is not mandatory.
 - Asked about gun safety, Mr. Sands said the safety of our students, staff and faculty is first and best practices dictate – no guns on campus.

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- Asked about training for hospital staff, Mr. Sands said that is location-specific because of the various exits.
- Desktop training will begin in February.
- Active drills will begin later in the spring semester.
- **Weather Policy** – Inclement weather/Emergency Employees
 - There were 5 closings last year.
 - We need to communicate better and have the arrangements made before the bad weather hits.
 - There is a new group that communicates via conference call when bad weather is imminent and reports to the President and Provost.
 - He prefers to make a decision on whether to close or not the night before.
- **Healthcare** – everyone should have received an email confirmation after signing up last fall.
- **Travel/Entertainment Reimbursement** – now an online module is available.
 - Asked about changing the need for a purchase order for rental cars, Mr. Sands said he would look into it.
- **Smoking Policy** – not much more can be done.

REPORT: AVP for Administration & Operations – Jeanell Hughes

Ms. Hughes reported on various topics. They included:

- **Performance Management Training** – this was rolled out 1 week ago. There were 1100 invitations to attend sent out and 40% signed up for the half-day training. The first session will be on January 7, 2016. This is a huge turnout.
- **Performance Reviews for 2016** – are now required for everyone. If there is any money, the Staff Senate will make a recommendation on how to allocate merit funds.
- **Salary Compensation Survey** – Aeon is our partner in this endeavor. Data is now being defined and more information will be sent out when it is available. Finding out where we currently stand, is our #1 goal for now. When we get that information we will look at the funding side.

REPORT: AVP for Performance Improvement & Business Analytics – Lee Smith

Mr. Smith reported on the recent updates that have taken place in University processes in PeopleSoft, HR and finance. Some of those are:

- **Direct Deposit** – new employees will now have their first paycheck direct deposited, instead of waiting for a paper check.
- **Self-Service** – employees will be able to manage their information online themselves. A pdf file of paychecks will be available for easier printing. Employees can also change their banking and tax information.

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- **RFDs will be replaced by Payment Requests** – this feature should be ready in April 2016.
- **Timekeeping** – there will be a form where employees can enter their own time.
- **UofL Mobile app** – the bugs have all been worked out. SGA Rep, Kaylee Brandt, helped on this.
- Asked about taxes taken out for Indiana counties, Mr. Smith said he would look at that.

REPORT: Faculty Senate Representative – Dr. Robert Staat

The Faculty Senate met on December 3, 2015 in the Dental School. Dr. Staat reported on several points:

- A proposal for a PhD track in Interdisciplinary Studies with Specialization in Translational Bioengineering was endorsed by the Senate.
- The dean searches for Kent School, Dentistry, and Business will be completed and filled by July 1, 2016.
- University Libraries Dean Fox will undergo a 5 year review in the spring.
- A full time Title IX/ADA position is to be filled.
- There is ongoing study of a new budget model.
- President Ramsey was in Frankfort meeting with the new governor's transition team and could not attend the Senate meeting.

REPORT: Student Government – Brandt

No report was made.

REPORTS: Staff Senate Standing Committees – Armstrong

- **Credentials & Nominations (C&N)** – Doaty
 - This committee did not meet.
- **Policy, Economics & Development (PED)** – Metcalf
 - This committee did not meet.
- **Services & Facilities (S&F)** – Eitel
 - This report was online.
- **Staff Grievance Committee (SGC)** – Smith
 - This committee did not meet. No grievances have been filed.
- **Staff Help & Relief Effort (SHARE)** – Norton
 - This committee did not meet.
- **Staff Morale & Community Outreach (SMCO)** – Jenkins
 - This report was online. Chair Jenkins would like to see more staff listed on the *UofL Today's* NOTABLES feature. She read the December and January birthdays.

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REPORT: Secretary-Treasurer – Tencer

- GENERAL FUND BALANCE: \$13, 795.05
- SHARE BALANCE: \$10, 549.37
- TECH BALANCE: \$2500.00

REPORT: Staff Grievance Officer – Russell

No report was made.

REPORT: Staff Senate Chair – Lewis-Klein

Due to the Chair's eye surgery, no report will be made until January.

REPORTS: University-Wide Committees

- HRAC- has not been meeting.
- ULARP- A holiday reception took the place of the meeting.

OTHER BUSINESS

None

ANNOUNCEMENTS

ADJOURNMENT

The meeting adjourned at 4:15 p.m.

Respectfully submitted,
Gretchen Henry