

UNIVERSITY OF LOUISVILLE  
STAFF SENATE MEETING  
SEPTEMBER 14, 2015

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

**VOTING MEMBERS PRESENT:**

**A&S:** Ginger Brown, Marian Vasser, Cynthia Jeffery, Bret Hirsch **DENTISTRY:** Laura McKinney, Vickie Tencer, Nancy Trabue **EDUCATION:** John Morgan Shannon Frey **LAW:** Angela Beverly **LIBRARIES:** Rachel Hodge **MEDICINE:** Miranda Sloan, Lihua Zhang, Kent Gardner, Tatyana Tarakanova, Lisa Hatter, Skip Hurley, Donna Bottorf, Angela Buck, Andrea Robinson, Ruby Keith, Leslie Cooper, Amy Reid, Alex McWilliams, Shelly Reid, Will Armstrong, Diane Dougherty, Ellie Fridell, James McCracken, Bailey Baines **MUSIC:** Debby Kalbfleisch **PROVOST OFFICE:** Linda Leake, Will Adamchik, 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, Sandy Russell, Aaron Graham, Steve Colston, David Schlaegel, Sally Molsberger, Kim Noltemeyer, Stephen Cotton, Carla Meredith, Jill Riede **VP-COMMUNITY ENGAGEMENT:** Susan Jenkins **VP-HEALTH AFFAIRS:** Gary southward, Caroline Stephens **VP-HUMAN RESOURCES:** Kathryn Doaty **VP-INFORMATION TECHNOLOGY:** Kathy Brashear, Melissa Shuter **VP-RESEARCH:** Angela Lewis-Klein **VP-STRATEGY & GENERAL COUNSEL:** Carol Norton **VP-STUDENT AFFAIRS:** Laurel Hajek, John Smith

**VOTING MEMBERS ABSENT:**

**BUSINESS:** Erica Gabbard **DENTISTRY:** Jackie Wells **SIGS:** Jackie Fryer **KENT:** Kim Rogers **MEDICINE:** Sherry Gainous, Patricia Moon **NURSING:** Karen Rose **PRESIDENT OFFICE:** Tammy Lawson **PROVOST OFFICE:** Wes Partin **VP: FINANCE & BUSINESS AFFAIRS:** William Taylor, Paul Eitel **VP: RESEARCH:** Ann LaPerle **VP-UNIVERSITY ADVANCEMENT:** Bonnie Dean

**OTHERS IN ATTENDANCE:**

**COO/CFO:** Harlan Sands  
**Human Resources:** Jeanell Hughes  
**Faculty Senate Representative:**  
**SGA Representative:** Kaylee Brandt  
**ULARP Representative:** Bev Daly  
**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.

**ACTION ITEM: Approval of the July 13, 2015 meeting Minutes – Lewis-Klein**

There was no discussion of the July 13, 2015 meeting minutes. They were approved unanimously as distributed.

**REPORT: Chief financial Officer - Sands**

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Mr. Sands gave an update on the current administrative restructuring initiatives; administrative searches; new financial controls; operational support initiatives; new classroom building project; the online Policy and Procedures Library; and shared safety enhancements and the Emergency Operations Plan. The organizational chart in the Power Point presentation, showed who reports to whom. The reporting lines have changed. They all used to go directly to Dr. Willihnganz. The new operations is now linked to finance. All the units are logically linked. There is now a unit for processing only. The administrative searches include Human Resources. Ms. Jeanell Hughes has done a great job getting us started and will be on that search committee. She will become the new Associate Vice President for Operations. The Interim Associate Vice President for Finance is John Shipley. There will also be an Associate Vice President of Operations to cover business services (ex. Food/dining) and an Associate Vice President for Facility Management. For financial controls, each unit now has a Lead Financial Officer (LFO) and he meets with them monthly. He gets to know them and they discuss issues – cash/check procedures, account reconciliation, disbursement processes, electronic travel vouchers and non-university bank accounts. The operations support initiatives include: developing performance-based budget allocations; Belknap Shared Services Center; a UofL technology roadmap; an online and searchable Policy & Procedure Library; and, maximizing our buying power. He also is going to improve the HELP DESK; implement stronger passwords; partner with TIAA-CREF to develop a retirement transition program; and, enhance disease management programs. Updates on facilities included, the new Belknap classroom building, the SAC renovation and the classroom renovations over this summer. The new classroom building will take about 2 years to complete. The Emergency operations Plan will include training. He is the University Incident manager and, if needed during an emergency, the UofL Police office will be the command center.

He was asked if units can upload their own documents to the online Policy & Process Library, Mr. Sands said that will be available. Asked if the searches are internal or external, he said a search firm has been hired to help, though internal was his first choice, hiring the best was the goal.

Here is a link to the presentation: <http://louisville.edu/staffsenate/meeting-information/2015/presentations/sands0915>

**REPORT: Interim HR Director – Hughes**

Ms. Hughes updated the Senate on performance review training, a retirement readiness program, open enrollment, and open positions within HR. Regarding performance review training, STEP 1 has already taken place with this year's 100% return of evaluations. STEP 2 takes place from November through February with training for all supervisors and managers. This is where training in coaching, expectations and calibration takes place. Part of the training will also include how to write a good review. How do we encourage participation? Provost Pinto and CFO Sands personally invite them. As for the retirement readiness program, HR is working with ULARP and has appointed a Retirement Facilitator. This will work through Get Healthy Now. The first phase will begin in November 2015 and Phase 2, in March 2016. Open enrollment is October 19 – 30, 2015. It is now streamlined online and will be available year

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round. Benefits Fairs will be held on HSC October 20/21 and Belknap October 27/28. There will not be any changes to benefits this year. Open positions in HR include: Director of Compensation; benefits Coordinator; HR Coordinator; and, Employee Coordinator. Here is a link to the presentation: <http://louisville.edu/staffsenate/meeting-information/2015/presentations/hughes0915>

**REPORT: Student Government – Brandt**

Ms. Brandt reported that the L Trail has been a great success; the SGA is still involved in the SAC renovations; the SGA set up a TASK FORCE for new freshmen to shadow SGA members; and the SGA meets every other Tuesday at 7:30 p.m. in the Law School.

**PRESENTATION: HSC Shared Services Update – Southard**

Senator Southard updated the Senate on the HSC Shared Services Center's hiring practices, the next steps and acknowledgements. The pilot phase is almost over. It has been a process that was not top-down. The participation of the end-users is what will make this undertaking a success. There are many staff senators who have contributed to the process. Some of the process improvements will come in purchasing and timekeeping. In moving from the pilot phase, hiring will be fair, equitable and compliant. This is not in any way a ploy to RIF or lay off employees, but to be prepared for growth by having the best employees on the job. At this time a brief discussion took place on several examples of how some positions have lost duties and given other functions. Chair Lewis-Klein reminded the Senate that this was a presentation and not a forum for discussing the pros and cons of the Shared Services initiative. Some of the benefits to staff in the Shared Services is that it can forge a career path, increase job satisfaction, improve work/life balance and employees can learn new skills.

Here is the link to the presentation: <http://louisville.edu/hsc/evpha/hsc-shared-services/staff-senate-communication-9-14-15-pdf/view>

**REPORTS: Staff Senate Standing Committees – Armstrong**

- **Committees & Nominations (C&N) – Jeffrey**
  - The committee reported: Caroline Stephens was elected vice chair; G&Os will be posted; a senator profile card will help with committee selection; change/update senate application; review all committee bylaws; mentors to email staff senate account.
- **Policy, Economics & Development (PED) – Metcalf**
  - The committee reported: Patti Williams was elected vice chair; looking at G&Os with Jeanell Hughes' input; would like a staff rep in HR and termination/RIF process; looking at tuition remission and grades; meets monthly on the first Tuesday at 3p.m.
- **Services & Facilities (S&F) – Eitel**
  - This committee reported that Kent Gardner was elected vice chair; it reviewed last year's G&Os; meets monthly on the first Thursday at 3p.m.

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- **Staff Grievance Committee (SGC) – Smith**
  - This committee reported: Jill Riede was elected vice chair; its #1 goal is 0 grievances; discussed the line of filing a grievance.
- **Staff Help & Relief Effort (SHARE) – Norton**
  - **This committee reported:** Skip Hurley is the vice chair; there was one application in July/August that was approved for \$905; G&O is to improve application and process; stressed confidentiality and recusing oneself from voting when applicant is known; start a marketing program.
- **Staff Morale & Community Outreach (SMCO) – Jenkins**
  - This committee reported: Ellie Fridell was elected vice chair; G&Os are posted; recognizes birthdays and perfect attendance.

**REPORT: Other Break Out Sessions – Shuter/Graham**

Senator Shuter reported: there were 9 brainstormed ideas. Focus will be on 3 + a bonus.

1. To hold a New Senator Orientation 15 minutes before each Staff Senate meeting.
2. To rotate members on committees to coordinate a sort of “torch passing”.
3. To hold an Annual Introduction of the Staff Senate to all of UofL
4. BONUS: More discounts to staff listed on the HR site.

**REPORT: Secretary-Treasurer – Tencer**

GENERAL FUND: BALANCE - \$20,115.99

SHARE: BALANCE: \$11,614.05

TECH: \$2500.00

**REPORT: Staff Grievance Officer – Russell**

No report was made.

**REPORT: Staff Senate Chair – Lewis-Klein**

This report was online. The Chair added that President Ramsey received a 3% raise. Also, Great Place to Work has been suspended for now. All recommendations made at the end of last year are under review by Harlan Sands and Provost Pinto. They will develop a new charge for the committee. The campus climate and salary survey will be released soon. Asked about the letter regarding the lack of diversity on the Board of Trustees, Chair Lewis-Klein replied that the Faculty Senate was not interested in addressing the issue as it is outside the Senates’ purview as advisory to University administration. They may take it to their Executive Committee for discussion. We may write a position if the Faculty Senate takes action, but must be sensitive to the current board members. We can also discuss at our next Executive Committee meeting.

**REPORTS: University-Wide Committees**

- **COSW** – Senator Noltemeyer – Dean Mordean Taylor-Archer presented on diversity.

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- **UPAC** – Senator Cotton - Police cook out – Monday 9/21 from 11.30-1.30 in the patio area between the Belknap DPS and Parking offices.

**OTHER BUSINESS**

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

The meeting adjourned at 4:45 p.m.