

UNIVERSITY OF LOUISVILLE

STAFF SENATE

FEBRUARY 8, 2016

MIDDLETON AUDITORIUM, STRICKLER HALL

The Staff Senate of the University of Louisville met at 2:30pm on Monday, February 8, 2016 in the Middleton Auditorium, on Belknap Campus, Chair Angela Lewis-Klein, presiding.

VOTING MEMBERS PRESENT:

A&S: Ginger Brown, Marian Vasser, Cynthia Jeffery, Brett Hirsch **BUSINESS:** Erica Gabbard
DENTAL SCHOOL: Laura McKinney, Jackie Wells, Vickie Tencer **EDUCATION:** Shannon Frey, John Morgan
KENT SCHOOL: Kim Rogers **LIBRARIES:** Rachel Hodge **MEDICINE:** Miranda Sloan, Tatyana Tarakanova, Lisa Hatter, Ruby Keith, Leslie Cooper, Alex McWilliams, Shelly Reid, Will Armstrong, Ellie Fridell, Bailey Baines **PRESIDENT'S OFFICE:** Tammy Lawson **PROVOST'S OFFICE:** Linda Leake, Will Adamchik, Wes Partin, Erika DeSha, Valerie Casey **PUBLIC HEALTH:** Vicki Lewis
SPEED SCHOOL: Patti Williams **VP-ATHLETICS:** Sabrina Haug **VP-FINANCE:** Rhonda Gilliland, Aaron Graham, Steve Colston, Sally Molsberger, Bill Taylor, Kim Noltemeyer, Stephen Cotton, Paul Eitel, Carla Meredith, Jill Riede **VP-COMMUNITY ENGAGEMENT:** Susan Jenkins **VP-HEALTH AFFAIRS:** Gary Southard **VP-HUMAN RESOURCES:** Kathryn Doaty **VP-INFORMATION TECHNOLOGY:** Kathy Brashear **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:

DENTAL SCHOOL: Nancy Trabue **GRAD SCHOOL:** Jackie Fryer **LAW SCHOOL:** Angela Beverly
MEDICINE: Lihua Zhang, Kent Gardner, Cathy Buckley, Skip Hurley, Donna Bottorf, Angie Buck, Amy Reid, Patricia Moon, Diane Dougherty **MUSIC:** Debbie Kalbfleisch **NURSING:** Karen Rose
SPEED: Wendy Metcalf **VP-ATHLETICS:** Meg Peavy, Matt Banker **VP-FINANCE:** Sandy Russell, David Schlaegel **VP-INFORMATION TECHNOLOGY:** Melissa Shuter

OTHERS IN ATTENDANCE:

CFO/COO: Harlan Sands

AVP for Administration & Operations: Jeanell Hughes

AVP for Performance Improvement & Business Analytics – Lee Smith

Faculty Senate Representative: Robert Staat

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 November minutes – Lewis-Klein

There was no discussion of meeting minutes. They were approved unanimously as distributed.

PRESENTATION: Update on the SAC and Academic Classroom Building Construction – Brandt/Stewart

Follow this [link to the presentation](#).

REPORT: Chief Financial Officer – Sands

Mr. Sands updated the Staff Senate on several points, including;

Administrative searches

- AVP for Business Services – there are a couple of finalists and a decision will be made soon.
- AVP for Facilities Management – a finalist is coming for a second interview and a decision will be made soon.
- AVP for Human Resources – the search committee will review the list of candidates provided by the consulting firm.
- A new position has opened up due to Dave Barker’s retirement in Audit.
- University Provost and Chief Academic Officer – this search is internal.

Performance Evaluations

- Performance reviews are now required. They will be done effectively and kept on file in HR.
- Performance Takes Flight – training for performance reviews is up and running with high participation. He encouraged those giving performance reviews to attend.

Community Service Day

- The pilot program has been going for 3-4 years. The staff requested, and was given, 1 day as a Service Leave Day. He is now at the point of codifying this and asked how it should be used while also considering the Office of Community Engagement’s Day of Service.

Questions

Performance Takes Flight – all the classes on HSC were full and there is a waiting list.

- He wants all who are interested in it to be able to take it. He will look into this.

Budget Forum – will the staff be included in developing the metrics to be used in the coming performance-based budget? And if our constituents have ideas on that, where do they send them?

- We will want the Staff Senate to weigh in on the performance-based funding. All previous discussions may be moot, now that the governor has some new ideas. The original idea that we had started working on, was performance-based for “new” dollars. The governor now wants it for all funding.

Salary Increase – asked if it was safe to assume there would be no salary increase?

- Mr. Sands said it was too soon to tell. Right now, we are in Scenario A with a big red number in the deficit column. We are just getting started and we won't know about the funding until April. We are working on revenue enhancements by using our brand in the community to increase funds. Utility savings, money from the Foundation and the tax increment credits all brought in a lot of money last year.

NCAA – when will they finish the investigation?

- No information.

The Chestnut Street garage – there is a daily issue with exiting at afternoon rush hour from 4-6 p.m. Our Services & Facilities Committee is looking into this.

- Mr. Sands said he will ask Public Safety about this ASAP to see what can be done.

When will the new credit union in the Floyd Street Garage open?

- There has been no update, but the lease started today, so it should start soon.

Shooting at the liquor store – why wasn't a Rave Alert sent out?

- This incident happened at 2 am and the person was caught before we received the information. There was no imminent harm to campus. Our protocol is to weigh if the information presents an immediate threat to the campus community.

REPORT: AVP for Administration & Operations – Hughes

Ms. Hughes updated the Senate on several topics. They included:

Performance Takes Flight – All of the 20 sessions that have been held were full.

- 2 classes were added for next week.
- 575 comments from those sessions have been grouped into topics.
- 1085 people were invited to the training and 500 have attended.

Performance Reviews – are now required for all employees

- They are due to HR by April 30th.
- Each unit is to send reviews to HR in a spreadsheet.
- Not sure about a salary increase at this point.
- If you need help with the review process, Mary Elizabeth Miles, in HR, can help.

Inclement Weather

- Ms. Hughes is working on defining which employees fall into the category of emergency personnel.
- Live animals, police and clinics all have their own policy.
- Physical Plant has no policy specific to it and so one designated as emergency personnel.
- Job descriptions are being rewritten for custodians, laborers and groundskeepers. Clarifications are being made as to the description of how much weight constitutes heavy-lifting involved with certain positions.

- Ms. Hughes plans to communicate these changes with the workers, the EC and the campus at large.
- Potential additional compensation for Emergency Employees is being evaluated.

Questions

- Could the essential employee be on a volunteer basis?
 - We will address this. Some of these employees may be asked to stay over. Mr. Sands noted that the police have a 4 wheel drive to get to essential employees to campus during bad weather, if necessary.

Tuition Remission

- This benefit has been streamlined. You, and your dependents, no longer have to apply for it.

Self-serve Benefits

- The online roll-out for this feature will be March or April.
- Health, dental and vision will be online. Retirement will not.

Questions

- On tuition remission – will the student fees be removed for employees?
 - No.
- Regarding ULARP – are there any changes/improvements in retirement preparation?
 - Last week the Retirement Readiness Program was finalized. Ms. Hughes will meet with ULARP soon. Fidelity Investments has offered a live person as an advisor.

REPORT: AVP for Performance Improvement & Business Analytics – Smith

Mr. Smith walked through some of the PeopleSoft System updates. Some of the changes are on the back-end and not obvious. They included:

- Pay stub print out – this improvement makes it much easier to print out a pay stub.
- Hiring/Criminal Background check – training is now provided and running the check is easier.

Working on these changes:

- W4Form – this will be online next week.
- Direct deposit – this is now a paper process. It will be available online in March or April and you will be able to designate dollar amounts into multiple accounts.
- Pre-noting on direct deposit – makes it easier with fewer paper checks.
- RFD Process – this requires a lot of paperwork. By the end of April/early May it will change to an easier online Payment Request.
- Onboarding – hiring temps, students and grad students with a 36 page application. This will be streamlined and online.

Questions

Regarding Indiana residents and local taxes taken out of pay – will that ever change?

- We will look at that as soon as we get the federal taxes in place.

- Ms. Hughes added that Mary Alexander Conte has just been hired as Director of Payroll and has a lot of experience in taxes.

Is there a place to see these projects?

- Yes. A web site is coming in early March under the Office of Financial Administration

REPORT: Faculty Senate Representative – Staat

The Faculty Senate met on February 3rd and heard the following reports:

- The SGA gave the same presentation to the Faculty Senate.
- Provost Pinto updated the Senate on the current budget issues. There will be an immediate 4.5% cut, representing \$6.3M dollars. More cuts will come in the next fiscal year. Presently, none are expected in fiscal year 17/18. The governor has invested \$100M in workplace readiness. It is not clear what is meant by workplace readiness. The governor wants 1/3 of funding in this biennium to be performance-based. The provost said it is not clear who decides who sets the performance metrics. The biggest disappointment was that the metrics were initially to be placed on new funding and now the governor wants them on all funding. This will lead to schools fighting one another for funding. The administration is looking at various ways to supplement the cuts.
- President Ramsey gave the same report on the budget. Some faculty members were unhappy that the provost search will be internal. He said if a provost is not found through the internal search, an external one will be held.

REPORT: SGA Representative – Brandt

In addition to the presentation, Kaylee reported that:

- Student tickets - There is a new student ticketing system for next year. Football and basketball tickets will be bundled. There are other new options and the students are very excited.
- Library renovation – The second and third floors are being renovated. The first floor will be open 24 hours soon.
- For the SAC renovation, she is on a committee working on classroom specifics.
- SGA elections will begin next month. She will be on campus until the end of the semester.

Questions

- Will there be parking in the garage for the new bookstore?
 - Yes, it is under consideration.
- Will there be new food and coffee places in the SAC?
 - This is under discussion. The SGA President, Victoria Allen, is on a committee to decide the types of food vendors that will be in the SAC. Students want national names as well as local vendors. We're keeping Heine Brothers and adding a Starbucks.

REPORTS: Staff Senate Standing Committees – Armstrong

- **Credentials & Nominations (C&N) – Jeffery**
 - A call will be sent out for 1 seat on SHARE, 1 on C&N and 1 on Intellectual Properties.
 - The C&N Committee voted to seat Patti Williams on HRAC and Ginger on C&N.
 - Chair Lewis-Klein called the vote and both were seated unanimously.
 - There were more applications than seats for the 3 MED seats, so an election will be held on Survey Monkey.
 - Two applications for the seat in Health Affairs. One applicant declined to be in the election, so now there is no need for an election.

- **Policy, Economics & Development (PED) – Williams**
 - This committee meets this Thursday and will work on revising the RIF Policy.

- **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 approved an application in December for \$1000.
 - It is working on changing the application at its meeting this week.
- **Staff Morale & Community Outreach (SMCO) – Jenkins**
 - This committee met and reviewed the survey results. There were 75 surveys sent out and the response rate was 78% (59). The committee looked for themes within the responses. These are what surfaced: professional development; communication; recognition; and, respect.
 - Day of Service – going ahead with plans, but waiting on sponsorships. There will be an increase in sites to 4-5, and volunteers. Last year there were 60 volunteers and hope to have 100 this year.
 - The February birthdays were announced.

REPORT: Secretary-Treasurer – Tencer

- GENERAL FUND BALANCE: \$10, 538.15
- SHARE BALANCE: \$10, 078.37
- TECH BALANCE: \$2500.00

REPORT: Staff Grievance Officer – Russell

No report was made.

REPORT: Staff Senate Chair – Lewis-Klein

This report was online. In addition:

- BOT member Paul Diaz has resigned. The BOT is in a state of flux. The monthly meetings were changed to quarterly. There is discussion of a return to monthly meetings, but as of now, seem to be randomly scheduled.

Questions

Did the BOT weigh in on the basketball decision?

No. The ULAA Board meets in March. The BOT may get an update then.

REPORTS: University-wide Committees

- ULARP – This committee did not meet last month. It meets this Wednesday.

Other Business:

- **Question:**
 - Is there any information for employees who live in Indiana about help with the bridge toll?
 - Accounts can be set up on RiverLink.
 - It may be possible to have funds direct deposited into a RiverLink account once it (direct deposit) comes online. Will check with Lee Smith.
 - The Alternate Transportation Committee will be setting up more carpools.
- **Concern:**
 - The light on Eastern Parkway going into the Speed parking lot – cars usually run the light at the crosswalk making it very dangerous for walkers. Senator Aaron Graham will look into it.

Adjournment: 4:45 p.m.

Respectfully submitted,
Gretchen Henry