

**UNIVERSITY OF LOUISVILLE**

STAFF SENATE

APRIL 11, 2016

Chao Auditorium

The Staff Senate of the University of Louisville met at 2:30pm on Monday, April 11, 2016 in the Chao 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 **DENTISTRY:** Laura McKinney, Jackie Wells, Vickie Tencer **EDUCATION:** Shannon Frey, John Morgan **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **LIBRARIES:** Rachel Hodge **MEDICAL SCHOOL:** Miranda Sloan, Lihua Zhang, Tatyana Tarakanova, Donna Bottorf, Ruby Keith, Leslie Cooper, Alex McWilliams, Shelly Reid, Will Armstrong, Diane Dougherty, Ellie Fridell **MUSIC:** Debbie Kalbfleisch **PRESIDENT'S OFFICE:** Tammy Lawson **PROVOST'S OFFICE:** Linda Leake, Will Adamchik, Wes Partin, Erica DeSha, Valerie Casey **SPEED SCHOOL:** Patti Williams, Wendy Metcalf **VP-ATHLETICS:** Meg Peavy, Sabrina Haug, Matt Banker **VP-FINANCE:** Sandy Russell, Aaron Graham, Steve Colston, David Schlaegel, 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-INFORMATION TECHNOLOGY:** Melissa Shuter **VP-RESEARCH:** Ann LaPerle, Angela Lewis-Klein **VP-STRATEGY & GENERAL COUNSEL:** Carol Norton **VP-STUDENT AFFAIRS:** John Smith **VP-UNIVERSITY ADVANCEMENT:** Bonnie Dean

**VOTING MEMBERS ABSENT:**

**LAW SCHOOL:** Angela Beverly (5) **MEDICAL SCHOOL:** Kent Gardner, Cathy Buckley, Lisa Hatter, Skip Hurley, Amy Reid (5), Bailey Baines **SCHOOL OF NURSING:** Karen Rose **PUBLIC HEALTH:** Vicki Lewis **VP-FINANCE:** Rhonda Gilliland **VP-HUMAN RESOURCES:** Kathryn Doaty **VP-INFORMATION TECHNOLOGY:** Kathy Brashear **VP-STUDENT AFFAIRS:** Laurel Hajek

**OTHERS IN ATTENDANCE:**

**CFO/COO:** Harlan Sands

**AVP for Performance Improvement & Business Analytics –** Lee Smith

**SGA Representative:** Kaylee Brandt, Lauren Greenwell

**ULARP Representative:** Bev Daly

**PRESS:** Alicia Kelso (*UofL Today*)

**GUESTS:** Libby Marquardt, Christina Reed, Wendy Smithson

**Staff Senate Coordinator:** Gretchen Henry

**CALL TO ORDER – Lewis-Klein**

Determining the presence of a quorum, Chair Lewis-Klein called the meeting to order at 2:35 p.m.

**ACTION ITEM: Approval of the February minutes – Lewis-Klein**

The March minutes were approved unanimously as distributed.

**PRESENTATION: Staff Grievance Officer – Russell**

Senator Sandy Russell, the Staff Grievance Officer, gave her report. She was appointed as SGO in 2014. Her full report can be found on the Staff Senate web site.

Because of the confidentiality of the position, statistics are offered by anonymous markers (dates, gender and results) to give an overall picture of activity. Senator Russell read the report as posted, but gave some anecdotal information, as well. This information included:

- May 2015 was the busiest month, so far. Seven people were seen.
- A retired employee wanted to file a grievance. This is not possible.
- The monthly average is about 2 people seen and double that for phone calls.
- Performance evaluations have not been a big issue.
- Several employees were concerned about retaliation if a Step 1 grievance was filed.
- There was some confusion about mediation and several questions about the Ombudsman. Senator Russell does not work with the Ombuds Office and is not sure when an employee would seek assistance there. (As a side note: the Ombudsman has resigned effective June 30, 2016 and that position will be assessed to determine how to best to fill it moving forward.)
- HR has been very helpful with solutions.
- Overall, the main issue seems to be communication between employees and supervisors.

**REPORT: Chief Financial Officer – Sands**

Mr. Sands thanked the Senate for the opportunity to come before the body and update it on his activities. His updates included:

**Shared Services - Belknap Forums**

Two forums have been scheduled to update the campus community.

- 3 p.m. Thursday April 21, 2016 in Middleton Auditorium
- 10 a.m. Friday April 22, 2016 in Chao Auditorium

**Dining Services Partner**

It is almost final that Aramark will be the new Dining Services partner. It will transform the dining experience by investing millions of dollars across the University. New restaurants will be added, the VilleGrill will be upgraded and the new academic building will have dining options. The renovation of the SAC will offer more dining options to eliminate long lines. Current food service employees will have the opportunity to transition to Aramark, if interested. Working with locally-sourced food providers is a big issue for students and staff and the plan is to increase those offerings. He is confident that a balance can be made between local and national food providers. A brief discussion took place on the current recycling issues and how future vendors should address it. During the question and answer session, Mr. Sands was asked about the state budget and the possibility of another VSIP. Mr. Sands said that the subject may be discussed again. President Ramsey has said everything is on the table for discussion.

## **REPORT: Interim University Provost – Pinto**

Dr. Pinto updated the Staff Senate on various topics, including;

- **Administrative Searches**

- **Dean searches:**

- Kent School – the search committee did an excellent job. Two finalists were recommended and interviewed by community leaders. An announcement will be made soon.

- College of Business – The second round of interviews is complete. The finalists are strong.

- Dentistry – This search committee met today. There are 5 finalists that will come to campus for interviews at the end of the month.

- **Title IX/ADA Search**

- There are 2 finalists for this position. References are being checked and a decision will be made soon.

- **Five Year Reviews**

- University Libraries Dean – Robert Fox

- This review is underway.

- **Budget News**

- The budget information coming out of Frankfort is somewhat confusing. The governor was very clear on what he wanted, but there is an impasse and no decision has been made. A decision is not likely by the April 12<sup>th</sup> deadline. The Democrats want an extension to April 15<sup>th</sup>. His opinion is that higher education funds will be cut. He thinks the Democrats will compromise and the cuts may not be as high as the governor initially wanted. He has asked all deans to plan for a 5% cut (half way between 9.5% and 0%). He is meeting with all deans (academic and administrative) to get feedback and ideas on how to make these decisions more palatable. These meetings are helpful to him as they bring concerns to the forefront. He has asked units under him to plan for a theoretical 7.5% cut – to see what could be done under that possibility.

- Question:** Asked about the hiring freeze – A month ago, President Ramsey sent a note reaffirming the freeze for both this and next year. All hiring decisions must be strategic and not just to fill open lines. He has asked Susan Howarth to provide data to help make informed decisions.

- Question:** Asked about the paid week between Christmas and New Year's, Dr. Pinto replied that he had heard that rumor, as well, though it has not been discussed by leadership and is not founded.

- Question:** Asked where the money from parking at events goes, Mr. Sands replied that Parking is an auxiliary department and, though designed to be self-sufficient, it is subsidized by the University. As such, there are no extra funds from parking.

Regarding the hiring freeze, Dr. Pinto said that we must decide what is necessary and what is not. Enrollment Management is a huge piece and could be developed into an opportunity to increase revenue. Enrollment increases will fund growth. This strategy has been used at other institutions.

**Question:** There seems to be a hiring freeze at the lower levels but not at the higher levels, where costs are double. Dr. Pinto replied that overall, administrative costs have been reduced. President Ramsey established central control on high level hires and they are aware of the importance of reducing administrative costs.

**Question:** Regarding the VSIP cost and the additional return of unit funds to central administration. The original plan was to hire faculty at a junior level, but some units did not confirm to the change. It is not an additional cut, it was due when it happened and has not been paid yet.

Dr. Pinto added that it is difficult to be disciplined about our strategic plan when budgets are cut. We should not let these challenges make us change our values and mission. We need to be first rate for all and for those who cannot afford to come here. It is important to keep true to our ideals and mission in the midst of the budget crisis.

Back to hiring: The Provost said that, as an institution, you always have to invest in the future and not just manage crises. With that in mind, he went on to discuss the following:

- **Vice Provost for Strategic Enrollment and Student Success** – this is a strategic hire that has worked well for other universities. We want someone with a national reputation to serve as a senior administrator. We want to increase our enrollment, but more importantly, we want someone to increase our student success. We are at a 55% graduation rate, and that is still 5-10 per cent lower than where we should be. For every 100 students who spend another year here, brings in \$1M. This is a benefit of investing in our students. It is not the reason for investing, it is merely a side benefit. Student success is one of our core values and revenue is a core enabler of student success.

The hiring of the Vice Provost is only one step in this direction. It will not be the only hire. The classroom environment, advising, technology all require an investment and all contribute to student success. We must stay focused on our 2020 Plan and the positive things we are aiming for.

**Question:** Asked about a new engineering park, Dr. Pinto said that a CEO has been hired to work on this from a business standpoint. It is in the budget to develop this location in the Third Street TIF area.

**Question:** Asked about hiring staff with PhDs, Dr. Pinto said that all searches are open for applications.

**Question:** Regarding investing and revenue – not everything will make money. There are many outreach programs that benefit the community. For example, the summer engineering camps. Will they be cut? Dr. Pinto replied that universities are not here to make money. Those programs are good for us, as

well. They are part of our mission. The idea is to not include those in revenue. For example, a PhD program does not pay for itself, but we need it and it is good for us, the city and the country. We do it because it is beneficial to society.

**Question:** Is there any discussion of adding new programs, such as Physical Therapy? Dr. Pinto said when there is a demand, we will consider it.

**Question:** Are we pricing ourselves out of the market? We are losing some to high tuition. The Provost noted that the Tuition-setting Task Force considers all that into its decisions. We are getting close to the point where it is too high, but there is still a market for the best students.

The Provost thanked the senators for all they do for UofL students. Chair Lewis-Klein then announced that Dr. Pinto is a finalist in the Provost search. The interview forums are April 13<sup>th</sup> at noon in Bigelow Hall (Belknap), April 15<sup>th</sup> at 11:45 a.m. in CTR101 (HSC).

#### **REPORT: Sensitive Data – AVP for PI&BA Smith**

Over the past month, Mr. Smith has received numerous questions about sensitive data: what is it? Why do you need it? Where is it stored?

**What is it?** – It is social security numbers, banking information, pro card information.

**Where is it stored?** - It is stored in PeopleSoft, OnBase and in the Cardinal Card office.

**Why do you need it?** – The social security number is needed for paychecks, taxes and benefits. The banking information is needed for direct deposit. Students' social security numbers are needed for financial aid.

**Ways we keep your information safe:** Strategy 1 is encryption. All PeopleSoft databases and network traffic are encrypted.

Strategy 2 is redaction. In our databases, only a very few can actually see information. This has been applied this year to social security numbers and banking information.

**What is next?** – We are improving security with technology. We are starting on PeopleSoft and increasing from there. We will also increase redaction.

**Question:** How many data fields will be encrypted? Mr. Smith replied that only sensitive data was encrypted.

#### **REPORT: Faculty Senate Representative – Brown**

Senator Brown reported that faculty senators reported on their unit polling regarding the confidence/no confidence issue. The polling was not uniform. The next move is for faculty senators to be anonymously polled.

#### **REPORT: SGA Representative – Brandt**

Ms. Brandt reported the results of the SGA polling of its constituent groups should be in by tomorrow. The students are excited about the new dining service provider – Aramark. The new Bookstore contract should be done soon. This is Kaylee's last meeting for the semester. She introduced Lauren Greenwell as the new Services AVP for the next academic year.

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

- **Credentials & Nominations (C&N)** – Jeffery
  - Senator Jeffery reminded senators with seats expiring this year that they need to reapply. A public call for applications will be made. After all seats are filled, the committee preference sheets will be sent out.
- **Policy, Economics & Development (PED)** – Metcalf
  - This committee will meet tomorrow, April 12<sup>th</sup>.
- **Services & Facilities (S&F)** – Eitel
  - This committee did not meet last month. The next meeting is scheduled for April 21, 2016. Regarding the Chestnut Street garage: issues were reported on entering the garage in the morning. They have been addressed successfully.
- **Staff Grievance Committee (SGC)** – Riede
  - One on-going grievance concludes tomorrow.
- **Staff Help & Relief Effort (SHARE)** – Norton
  - The revised application and guidelines were linked in the agenda. The revisions made by the committee included: lowering the award to \$500 and only bills which are payable by credit card and online are accepted.
  - Question: It is confusing to not allow retro-active payments but require the applicant to be in arrears, to which Senator Norton replied the guidelines should clearly define what is intended and that needs to be fine-tuned to eliminate any confusion.
  - The committee's decision to lower the award amount was based on the fact that continuing to award \$1000 will soon deplete the program's financial resources.
  - Question: what is being done to promote the program and get more donations? Senator Norton replied that the committee is hesitant to publicize the program at this time before the revised application and guidelines are available. She reiterated the confidentiality of the program with no committee members knowing the identity of the applicant. If the applicant is unable to print the application, the Senate Coordinator will assist them.
- **Staff Morale & Community Outreach (SMCO)** – Jenkins
  - This committee did not meet. The Day of Service was this past Friday, April 8<sup>th</sup>. There were 60 volunteers at 3 different sites. The committee is reviewing the evaluations.

## **ELECTIONS: OFFICER ELECTIONS - Shuter**

Parliamentarian Senator Shuter reminded senators of the election timeline: nominations are due by the May meeting, Q&A and voting in June and the elected are seated in July. Asked why there are two opportunities for candidates to speak, Senator Shuter replied that it has been the senate's tradition to have an introduction to the candidates in May and then a Question & Answer session in June, before voting. She pointed out that only nominees from the floor must be present at the May meeting to accept or decline their nomination. Also, the subject of absentee-voting is brought up each year and will be discussed and the proposal will be voted on at the May meeting. The absentee-ballots will be available only to senators in good standing –

based on the attendance sheets. Chair Lewis-Klein encouraged senators to attend the June meeting when elections are held, even though absentee ballots will be accepted this year. Chair Lewis-Klein emphasized the importance of hearing what the candidates had to say.

**REPORT: Secretary-Treasurer – Tencer**

- GENERAL FUND BALANCE: \$7,461.03
- SHARE BALANCE: \$10,639.21
- TECH BALANCE: \$2500.00

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

This report can be found on the Senate web site. Asked if the Staff Senate was the only group not polling constituents on President Ramsey, Chair Lewis-Klein replied that she had sent out an email requesting feedback for the senators. A brief discussion took place on the confidentiality of responses to the poll. Several senators shared their polling experiences. Chair Lewis-Klein stated that she did not ask senators to conduct a poll, but if they decided to reach out to their constituents, then any method they chose was acceptable. There was no request from the chair for any senator to conduct a formal poll. Chair Lewis-Klein reported that she has received a lot of feedback, but has not reviewed it in depth, due to a recent illness. The general feel was evenly split and most comments were directed more to the University than towards President Ramsey personally. There is a general sense of fear in commenting because staff feel they are in a vulnerable position, different from students and faculty, who may be tenured. Asked if she will share her voting intentions with the Senate, prior to voting at a board meeting, Chair Lewis-Klein said that she is hesitant to do that as more information may be forthcoming during the meeting - and she would not want to be a “lame duck” – by announcing her voting decision ahead of any meeting. Additionally, she does not want to add to the media frenzy on the subject. Asked about the vacancies on the Board of Trustees, Chair Lewis-Klein responded that BOT Chair Larry Benz does not think the board will be fully seated by April 20<sup>th</sup> because of the budget crisis taking the attention of the governor. If the board does meet, without being legally constituted, it cannot vote on personnel issues.

**Other Business:**

None

**Adjournment:** 5:01 p.m.

Respectfully submitted,  
Gretchen Henry