

UNIVERSITY OF LOUISVILLE

STAFF SENATE

MAY 9, 2016

Chao Auditorium

The Staff Senate of the University of Louisville met at 2:30pm on Monday, May 9, 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
DENTAL SCHOOL: Laura McKinney, Vickie Tencer, Nancy Trabue EDUCATION: John Morgan
GRAD SCHOOL: Jackie Fryer KENT SCHOOL: Kim Rogers LAW SCHOOL: Angela Beverly (5)
MEDICINE: Lihua Zhang, Tatyana Tarakanova, Cathy Buckley, Lisa Hatter, Skip Hurley, Donna
Bottorf, Angie Buck, Ruby Keith, Leslie Cooper, Alex McWilliams, Shelly Reid, Will Armstrong,
Diane Dougherty, Ellie Fridell MUSIC: Debbie Kalbfleisch NURSING: Karen Rose PROVOST'S
OFFICE: Linda Leake, Will Adamchik, Wes Partin, Erika DeSha, Valerie Casey PUBLIC HEALTH:
Vicki Lewis SPEED SCHOOL: Wendy Metcalf VP-ATHLETICS: Meg Peavy, Sabrina Haug
VP-FINANCE & BUSINESS AFFAIRS: Rhonda Gilliland, Sandy Russell, Steve Colston, David
Schlaegel, Sally Molsberger, Bill Taylor, Kim Noltemeyer, Carla Meredith, Jill Riede VP-
COMMUNITY ENGAGEMENT: Susan Jenkins VP-HEALTH AFFAIRS: Gary Southard, Cindy Simpkins
VP-HUMAN RESOURCES: Kathryn Doaty 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:

DENTAL SCHOOL: Jackie Wells, EDUCATION: Shannon Frey LIBRARIES: Rachel Hodge MEDICINE:
Miranda Sloan, Kent Garner, Bailey Baines PRESIDENT'S OFFICE: Tammy Lawson (5) SPEED
SCHOOL: Patti Williams VP-FINANCE & BUSINESS AFFAIRS: Aaron Graham, Stephen Cotton, Paul
Eitel VP-INFORMATION TECH: Kathy Brashear, Melissa Shuter VP-STUDENT AFFAIRS: Laurel Hajek

OTHERS IN ATTENDANCE:

CFO/COO: Harlan Sands

AVP for Administration & Operations – Jeanell Hughes

AVP for Performance Improvement & Business Analytics – Lee Smith

SGA Representative: Lauren Greenwell

ULARP Representative: Bev Daly

PRESS: Alicia Kelso (*UofL Today*)

GUESTS: Inna Elkin, Helen Combs, Brittany Forrest, Dionne Griffiths, Jon-Paul Moody, Terri
Morgan, Aaron Schechter, Wendy Smithson, Carol Zehnder

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 amended (Trabue attendance noted).

ACTION ITEM: Officer Nominations – Acting Parliamentarian – McWilliams

Chair Lewis-Klein introduced Senator Alex McWilliams, who assumed the Parliamentarian duties for today's officer nominations. Senator McWilliams stated that nominations closed today at noon. There are three positions open: Chair; Vice Chair; and, Secretary-Treasurer.

- Nominees for Secretary-Treasurer: Wendy Metcalf. Calling for nominations from the floor, Senator Norton nominated Senator Sabrina Haug. Verifying that Senator Haug was present, she accepted the nomination. Hearing no further nominations from the floor, the nominations were closed.
- Nominees for Vice Chair: Vickie Tencer. Calling for nominations from the floor, and hearing none, nominations were closed.
- Nominees for Chair: Will Armstrong. Calling for nominations from the floor, and hearing none, nominations were closed.

The candidates for Secretary-Treasurer were each given three minutes to speak before the Senate.

- Senator Haug stated that professional development was a core activity for her and has served the University through her engagement with the Staff Senate. She has served on the Services & Facilities Committee, the Academic Programs Committee and on the Staff Senate Executive Committee. The additional service on committees provides more opportunities to meet and advocate for staff. Her goal as Secretary-Treasurer is to voice concerns, dreams and goals of all staff that are presented to her. She belongs to a national professional association and has held leadership positions at both the local and state level. She currently serves as a UBM in her unit and would appreciate your vote.
- Senator Metcalf has been at the University for twenty-three years and has served on the Staff Senate for eight years. She has worked in finance for the Micro/Nano Technology Center and has good financial knowledge. She serves on the Human Resources Advisory Committee (HRAC) and is currently chair of the Policy, Economics and Development Committee (PED). As PED chair, she worked on the merit increase and RIF policy. Her goal is to be an advocate for staff. She has done a good job fighting for staff. She thanked the Senate and said she hopes for its consideration.

The candidate for Vice Chair was given time to speak.

- Senator Tencer said she is currently the Secretary-Treasurer and has been at UofL for eight years, serving on the Staff Senate for 5-6 years in various capacities. She is a big advocate for staff.

The candidate for Chair was given time to speak.

- Vice Chair Will Armstrong said he is honored and humbled to run for Chair of the Staff Senate. He has worked with many senators on committees. He said he is quiet and thoughtful and has a servant's heart. He takes working for the staff very seriously. Shared governance has been the core of past Senate chairs, and he will continue to serve with an open heart. He will be available via email, phone and an open door. He thanked the Senate.

REPORT: Sensitive Data – AVP for PI&BA Smith

Mr. Smith came before the Senate today to give an update on the progress of the Belknap Shared Services Center and PeopleSoft System updates.

- Regarding the Belknap Shared Services:
 - Attendance at the town hall meetings was very good – about 300-400 attended and there were 2 online. More town hall meetings will be scheduled.
 - The web site will be available in the next couple of weeks. Updates will posted there.
 - The first work group has been formed for the On Boarding process. There will be eleven more work groups, with about 63 people participating from every CSD and HSC. The work group members will consist of the heaviest users; how those users engage (not just unit LFOs); and others who volunteered or were recommended.
 - Once each process is completed, a focus group will review them.
 - The On Boarding work group met a few times and are testing this week. A focus group will review it soon.
 - The Belknap and HSC Shared Services Centers will work together. The leadership of both will meet to ensure that the processes are parallel.
 - The location of the BSS will be announced soon.
 - Two students from Industrial Management in the Speed School have been hired to work over the summer in mapping.
 - Question: Are there any faculty members on the work groups?
 - Not yet. It is a time commitment of about 2 hours a week. He would like faculty to be pulled in on special areas, where the time commitment is less. He will confirm that a steering committee will be formed after the work groups have finished. Anyone interested can participate.
- PeopleSoft System:
 - PeopleSoft Self-Serve – banking information, direct deposit capabilities and fraud prevention controls have been added and are anticipated to be complete by June 1.
 - Reimbursements – accounts have been revised.
 - The online W4 forms will change to include both Kentucky and Indiana withholding.
 - Trainings for year-end processing begin this week. This training will always be available.
 - Payment Requests – a new online process for RFDs is being tested this week. Anticipate a July 1 start date.
 - University Reports – This is difficult to use and find what you want. He is looking for other reporting options. He will update with more information later.

REPORT: Chief Financial Officer – Sands

Mr. Sands updated the Senate on the Dining Services.

- Dining Services: He is now in the final phase of negotiations with Aramark.
 - The SAC will have a Sports Legends Café, Marks' Feed Store (local), and a Starbuck's. More options are needed to eliminate long lines and move people through quicker.
 - The review committee was very engaged.
 - Asked the fate of the SAC gyms, Mr. Sands replied that one will become the bookstore and the other will be used for CEHD/HSS offices displaced by the demolition of the Crawford Gym. The larger gyms will become conference space large enough for 700.
 - SGA President, Victoria Allen was in attendance and said that the Dining Services Advisory Committee received a lot of different feedback. Some committee members were interested in keeping Heine Brothers Coffee available on campus. Mr. Sands said it is difficult to please everyone and make the best decisions.
 - Regarding City Café, it was noted that this is a very popular eatery on HSC and moving it to Belknap will be a loss to HSC.

REPORT: Types of Leave - Hughes

Ms. Hughes came before the Senate today to present proposed revisions to various leave policies.

The revisions should:

- Be clear and easy to interpret
- Promote a work/life balance
- Provide income protection

The types of leave include:

- WITH PAY – There are no revisions to these policies, which include;
 - Annual Leave
 - Parental Leave
 - Educational Leave
- WITHOUT PAY – The revisions include:
 - Temporary Medical Leave (no longer Temporary Medical Disability)
 - Only the employee may request this leave.
 - Must be certified by the healthcare provider.
 - It is effective post-FMLA (3 months)
 - A request for an extension of up to 3 months requires a VP/Dean and HR approval.
 - A brief discussion took place to clarify details.
 - Educational Leave is currently only available to P&A employees. It was suggested it should be open to all employees.

- FMLA is a federally-mandated non-paid leave that holds/protects your job until you return to work. Every employee is entitled to FMLA, no matter their job title.

Ms. Hughes then reported on the staff market equity compensation study. Working with Aon, Human Resources, under the guidance of Mimi Bell, Wendy Smithson and Helen Combs, developed a well-structured study and made recommendations. This market analysis used high quality and reliable published data. It was not conducted using internet searches. The study included:

- A compensation matrix that identified groups of positions by industry, geography and income
- Positions: Both Professional & Administrative and Classified levels were included
- Industry: Higher education, non-profits and industry positions were considered
- Geography: Local and regional institutions
- Definitions developed for:
 - Market Study – respect to the external environment
 - Market Pay – Market Study + Similar Work + Similar Region. Market Pay is a range based on education and years of relevant experience. It is not merit. Merit is based on job performance.
- A study was done on benchmark institutions, as well.
 - Market base pay was gathered from benchmark institutions.
 - A key finding was that we are about 10% below the 50th per centile in salaries.
 - Data was gathered for roughly 3601, or 99%, of the jobs at UofL.
- Observations and Recommendations:
 - There is variability in pay when compared to market. Departments have free reign to pay whatever they want in any position.
 - There is a misalignment between the market and the structure mid-points.
 - Our job classifications are not in line with the market.
- Next Steps:
 - Staff Salary Compensation Committee
 - Set goals – Define the UofL compensation philosophy and develop a strategy to address shortcomings.
 - Structural issues – The pay ranges are too numerous and too broad and not aligned with market. The minimum qualifications are often exempted and there is a proliferation of titles.
 - Process – create a new process of salary administration for new and current employees.
 - Performance – what is our philosophy on job performance?
- Work Group
 - We are looking for people with experience in any of these areas.
- Questions
 - Minimum education requirements will be eliminated?
 - No. Our current practice is to replace the education requirement with experience. We will no longer do that. In certain categories (post-doc, ED/ED) this practice does not align with NIH standards. Job descriptions will be revised to address this. Current employees will not be effected. This adjustment will slowly take place over time.

- The federal government's Fair Labor Act (FLSA), regarding overtime pay, will change the way we manage timekeeping. Employees making \$50,440, or less, annual salary will now be eligible for overtime. This annual salary amount, as defined by the government, may be lowered. HR is looking at this and Ms. Hughes will report next month.

REPORT: Faculty Senate Representative – Lewis-Klein

Dr. Staat was not in attendance, but he sent a report and Chair Lewis-Klein read it, as follows:

Elections were held and Enid Trucios-Haynes was elected as FS Chair and she will take office at the September meeting. Krista Wallace-Boaz was elected vice chair. Yours truly ran unopposed for SS rep and I won ... you're stuck with me for another year.

Academic Programs Committee brought forth the motion to approve a new B.A. degree in Sustainability in the department of Public and Urban Affairs. There will be three possible tracts: Sustainability in Urban Systems, Sustainability in Policies and Government, and Sustainability of Society.

The program is the first of its kind in KY, but there are 300+ across the country.

The motion passed.

Other agenda items were 1) results of the Faculty Senate Poll of members regarding support for President Ramsey's continued leadership of UofL where 55% supported Jim, 40% did not and 5% abstained. It was emphasized that the vote was totally confidential.

2) The Executive Committee set budget priorities and included salary increases, salary equity adjustments and possible transfer of funds from units such as athletics.

3) It was announced that House Bill 15 which included an amendment giving voting privileges for BoT chair elections to the UofL constituency trustees passed.

REPORT: SGA Representative – Greenwell

Ms. Greenwell introduced herself. She is from Bagdad, Kentucky and a pre-Law senior, majoring in English. She is taking the summer to learn about the SGA.

REPORTS: Staff Senate Standing Committees – Armstrong

- **Credentials & Nominations (C&N)** – Jeffery
 - Senator Jeffery reported that the application deadline has passed and C&N will begin filling seats. After all seats are filled, the committee preference sheets will be sent out.
- **Policy, Economics & Development (PED)** – Metcalf
 - This committee met yesterday and will meet again tomorrow to discuss the RIF policy.
- **Services & Facilities (S&F)** – Eitel
 - This committee met and discussed the HSC parking garage issues. The change in the traffic light sequence seems to have helped the situation.
- **Staff Grievance Committee (SGC)** – Riede
 - A grievance was filed this morning and another one has just been completed.
- **Staff Help & Relief Effort (SHARE)** – Norton
 - **Revised SHARE application**

- o Last month's comments about the revised application led to further revisions.
- o The committee would like the revised application to take effect on June 1, 2016.
- o The new application is easier to read and linked to the guidelines.
- o The motion to approve the revised SHARE application was approved unanimously and will be put into effect on June 1, 2016.
- **Revised SHARE Guidelines**
 - o 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.
 - o A discussion on the clarification of the wording "temporary situation" took place.
 - o The motion to approve the revised SHARE Guidelines passed unanimously and will be put into effect on June 1, 2016.

Committee Chair Norton then reported to the Senate that this will be her last Staff Senate meeting as she is retiring from UofL. Senator Skip Hurley will serve as interim chair for the SHARE Committee.

- **Staff Morale & Community Outreach (SMCO) – Jenkins**
 - o This committee met last week and worked on its year-end report.

REPORT: Secretary-Treasurer – Tencer

- GENERAL FUND BALANCE: \$5,497.69
- SHARE BALANCE: \$10,897.88
- TECH BALANCE: \$2500.00

REPORT: Staff Senate Chair – Lewis-Klein

This report can be found on the Senate web site. Additionally, the chair reported that recent Board of Trustees meetings have been tabled and the search for the AVP-HR is ongoing, with hopes of a decision by this fall.

Other Reports:

Academic Programs Committee – Haug

There was no report, but Senator Haug said it was an interesting process.

Other Business:

None

Adjournment: 4:15 p.m.

Respectfully submitted,
Gretchen Henry