

UNIVERSITY OF LOUISVILLE

STAFF SENATE

JULY 11, 2016

Chao Auditorium

The Staff Senate of the University of Louisville met at 2:30pm on Monday, July 11, 2016 in the Chao Auditorium on Belknap Campus, Chair Angela Lewis-Klein, presiding.

VOTING MEMBERS PRESENT: **A&S:** Ginger Brown, Cynthia Jeffery, Brett Hirsch, Sabrina Haug
BUSINESS: Erica Gabbard **DENTAL SCHOOL:** Laura McKinney, Nancy Trabue, Sharon Hinton **EDUCATION:** Shannon Frey, John Morgan **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **LAW SCHOOL:** Angela Beverly **LIBRARIES:** Rachel Hodge **MEDICAL SCHOOL:** Cathy Buckley, Skip Hurley, Donna Bottorf, Angie Buck, Stephanie Martin, Ruby Keith, Leslie Cooper, Jennifer Stephens, Shelly Reid, Miranda Sloan, Bailey Baines, Ellie Fridell, Victoria King, Jie Liu, Will Armstrong, Lihua Zhan, Jason Beare **NURSING:** Karen Rose **PRESIDENT'S OFFICE:** Tammy Lawson **PROVOST'S OFFICE:** Linda Leake, Will Adamchik, Wes Partin, Erica DeSha, Valerie Casey, Glenn Gittings, Erica LaMarche, Gerri Morgan, John Smith **PUBLIC HEALTH:** Rachel Quick **VP-ATHLETICS:** Meg Peavy **VP-FINANCE & BUS ADMIN:** Aaron Graham, Steve Colston, Paul Eitel, Jill Riede, Sally Molsberger, David Schlaegel, Bill Taylor, Kim Noltemeyer, Dennis Thomas, Sandy Russell, Kathryn Doaty **VP-HEALTH AFFAIRS:** Gary Southard, Cindy Simpkins **VP-INFORMATION TECHNOLOGY:** Kathy Brashear, Melissa Shuter **VP-RESEARCH:** Ann LaPerle, Angela Lewis-Klein **VP-UNIVERSITY ADVANCEMENT:** Eileen Chapoton, Libby Marquardt **AT LARGE:** Vickie Tencer, Marian Vasser, Peggy Moore, Bonnie Dean, Patti Williams, Tatyana Tarakanova, Erika DeSha

VOTING MEMBERS ABSENT: **A&S:** Lindsey Ronay **DENTAL SCHOOL:** Jackie Wells, Lisa Wade
LIBRARIES: Donald Dean **MEDICAL SCHOOL:** Diane Dougherty **MUSIC:** Debby Kalbfleisch **SPEED SCHOOL:** Wendy Metcalf, Kim Kerns **VP-ATH:** Regina Johnson **VP-FINANCE & BUS ADMIN:** Rhonda Gilliland, Carla Meredith **VP-INFORMATION TECHNOLOGY:** Kathy Brashear

OTHERS IN ATTENDANCE:

CFO/COO: Harlan Sands

INTERIM EXECUTIVE DIRECTOR - HR: Jeanell Hughes

FACULTY SENATE: Robert Staat

PRESS: Alicia Kelso (*UofL Today*)

STAFF SENATE COORDINATOR: Gretchen Henry

GUESTS: Robert Klein, Kyeland Jackson

CALL TO ORDER – Lewis-Klein

Determining the presence of a quorum, Chair Lewis-Klein called the meeting to order at 2:32 p.m.

TRANSITION: STAFF SENATE LEADERSHIP

As Chair Lewis-Klein bid the Senate farewell, she passed the ceremonial gavel to Chair-elect, Will Armstrong. Chair Armstrong accepted the gavel noting that Past Chair Lewis-Klein would remain on the Senate Executive Committee as an ex-officio member. Past Chair Lewis Klein was presented with a gavel and stand in token of her years of service as Chair.

ACTION ITEM: Approval of the June minutes – Armstrong

The following edits were made to the June minutes:

- Page 1 – change February to June
- Page 2 – add Laura McKinney’s name to the search committee for the Associate Provost for Human Resources
- Page 3 – Public Health02 is not At Large.

The motion to approve the minutes, as amended, passed unanimously. At this time, Chair Armstrong reminded the Senate of the importance of signing in on the attendance sheet. It is the only record of attendance and is the final arbiter when attendance is called into question.

REPORTS: Staff Senate Standing Committees – Tencer

Chair Armstrong introduced the newly-elected Vice Chair, Vickie Tencer. She reported that the committees have not yet convened this year, thus no new committee chairs have been seated. The interim chairs will give the committee reports.

- **Credentials & Nominations (C&N)** – Jeffery
The C&N Committee reported on the unit election results:

A&S

Cynthia Jeffery
Sabrina Haug
Lindsay Ronay

PROVOST OFFICE

Will Adamchik
Wes Partin
Patti Williams
Kathy Brashear

STUDENT AFFAIRS

John Smith gets his 2017 seat back
Glen Gittings wins the other seat

VPUA

Eileen Chapoton
Libby Marquardt

In addition to the election, the following were also seated

DENTL 05 Sharon Hinton
VPFA14 Peggy Moore
VPFA15 Melissa Shuter (VP-IT lost its seats so Melissa Shuter will move to VPFA 15)
MED Jason Beare
PH01 Rachel Quick
EDU02 John Morgan
EDU03 Alex McWilliams

At large senators will be:

Tatiana Tarakanova
Marian Vasser
Vickie Tencer
Erika DeSha
Erica LaMarche
Geri Morgan
Bonnie Dean
Aria Higgins declined being an at large senator.

The following will be At large seats:

ATH03&04
VPFA 16 &17
VPHA 03
LIB 02
Med (13 seats at large) SPD 03
ULFA01
VPEA01
VPFA 16, 17, 18, 19, 20
VPST01The vote was taken on C&N's recommendations, as listed above. All passed unanimously.

- **Policy, Economics & Development (PED)** – Williams
 - This committee did not meet.
- **Services & Facilities (S&F)** – Eitel
 - Committee chair, Paul Eitel, is working with Planning & Design on changes to the Chestnut Street garage on HSC.
- **Staff Grievance Committee (SGC)** – Smith
 - There have been 4 grievances filed. One resulted in favor of the staff person.
- **Staff Help & Relief Effort (SHARE)** – Hurley
 - This committee had no report.
- **Staff Morale & Community Outreach (SMCO)** – Fridell
 - Susan Jenkins has retired from the Senate. She sent in the report earlier last month.

REPORT: Secretary-Treasurer – Haug

- GENERAL FUND BALANCE: \$2,518.69
- SHARE BALANCE: \$11,404.72

- TECH BALANCE: \$2500.00

Any remaining funds have been carried over for this fiscal year. Chair Armstrong told the Senate that all the financial information is available in the Senate Office. He will discuss with the Executive Committee the possibility of purchasing a new lap top for the Senate Office this year.

REPORT: Staff Senate Chair – Armstrong

Chair Armstrong reported on several topics, including:

- A survey will be sent to senators this week, to gauge the interest in having a retreat.
- The new arrangement of the meeting agenda is intended to have senate business first, so, if necessary, a quorum is present.
- Meetings will follow Robert's Rules of Order. Since digital recordings of the minutes are now being taken, senators are requested to please state their name when making a motion or asking a question.
- The Chair has asked President Ramsey to issue a current copy statement of support for staff use of work time for senate business that can be shared with supervisors.
- A Staff Senate ad hoc committee is being formed to work with HR on various issues – hiring, RIF policy, etc. Anyone interested in serving on this committee is asked to send their name to the Chair.
- Senators Gilliland and Fry are members of the Compensation Work Group.
- The Chair said that, going forward, the Executive Committee minutes will be available to the Senate body.
- Those serving on University wide committee will be called upon to provide reports.

REPORT: Faculty Senate Representative – Staat

The Faculty Senate met on July 6th in Chao Auditorium. The major item of discussion was the governor's abolishment of the Board of Trustees and a statement that was generated at the Special Meeting held the week before. The Executive Committee drafted a statement that was unanimously approved by the Faculty Senate. The Provost spoke about enrollment changes for the fall and updated on administrative searches. Dr. Staat will be the interim Ombudsman until a permanent one is hired. He further reported on ongoing searches for Deans.

REPORT: Chief Financial Officer – Sands

Chair Armstrong introduced Mr. Sands, who said he is here to serve the Staff and Faculty Senates and the SGA, and he seeks feedback from all groups on issues. He reported that he was hired to make the organization more efficient. In doing so, he has done some administrative restructuring, but wanted to emphasize that the restructuring and hiring of new support members was done with a savings to original costs. Updates he shared about other activities include:

- Searches are underway for the AVP for Human Resources and AVP Finance/Controller. Another new position is the VP for Enterprise Risk Management to collect compliance efforts under one umbrella.
- The employee self-service feature is now available for Indiana and Kentucky residents to get their tax forms.
- Anthony Travel is now our new travel partner.
- Business Centers on both campuses are now moving forward. Onboarding will be the first process that is updated.

- Health insurance for dependents will be audited to verify the eligibility of those covered.
- iTechXpress retail operations are moving to the new bookstore and a one-stop-tech center is planned for the newly renovated Student Center.
- QUESTIONS
 - Q: Is there a plan for parking? Will there be a permit price increase?
 - A: No increases will be made until there is a concrete plan in place, which is currently under discussion.
 - Q: Is there any plan to compensate employees using the toll bridge?
 - A: Not all the bridges are toll. A brief discussion took place on alternate routes available to avoid using the toll bridges.
 - Q: When will the self-serve direct deposit feature be available?
 - A: In about 30 days.
 - Q: Will the credit union have a branch on HSC?
 - A: There are ATMs, but no branch office.

REPORT: Human Resources – Interim Executive Director – Hughes

Ms. Hughes reported on several issues. These included:

- An announcement will be made in about 2 weeks about new dental/vision coverage options for the 2017 open enrollment. The aim is to always offer better benefits to employees.
- Work is well underway for meeting the FLSA guidelines. Meetings will be held this week with deans and unit heads. It will come to the Staff Senate for discussion before any decisions are made. All aspects of each position are being reviewed to make sure duties meet the exemption. Recommendations will be made by the end of July, with full implementation by December 1, 2016.
- A new Leave Coordinator will be appointed to handle FMLA, Shared Leave, etc. An announcement will be made when the position has been appointed..
- QUESTIONS
 - Q: Is there a hold on Shared Leave?
 - A: That program has over-allotted time and is being reorganized.
 - Q: Can you clarify the TMD classification?
 - A: Temporary Medical Disability is now Temporary Medical Leave and runs concurrent with FMLA. The new Leave Coordinator will go out into the units and educate employees on the various leaves.

Other Business:

Chair Armstrong reminded senators to look for the Committee Preference Form and Retreat Survey.

Adjournment: 3:55 p.m.

Respectfully submitted,

Gretchen Henry