

THE UNIVERSITY OF LOUISVILLE
STAFF SENATE MEETING
OCTOBER 10, 2016

The Staff Senate of the University of Louisville held its regular meeting on October 10, 2016 in Room 124 of the Dental School, in the Health Sciences Campus, Chair William Armstrong, presiding.

VOTING MEMBERS IN ATTENDANCE:

A&S: Sabrina Haug, Lindsey Ronay **BUSINESS:** Erica Gabbard **DENTISTRY:** Laura McKinney, Jacqueline Wells, Sharon Hinton, Nancy Trabue, Lisa Wade **EDUCATION:** Shannon Frey, Alex McWilliams **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **LIBRARIES:** Donald Dean **MEDICINE:** Bailey Baines, Skip Hurley, Victoria King, Diane Dougherty, Jason Beare, Ruby Keith, Shannon Martin, Lihua Zhang, Cathy Buckley, Will Armstrong, Vickie Tencer, Donna Bottorff, Miranda Sloan, Jie Liu, Leslie Cooper, Angie Buck **PRESIDENT'S OFFICE:** Tammy Lawson **PROVOST'S OFFICE:** Linda Leake, Patti Williams, Will Adamchik, Valerie Casey **SPEED SCHOOL:** Kim Kerns **VP-ATHLETICS:** Regina Johnson, Meg Peavy **VP-FINANCE & BUSINESS ADMINISTRATION:** Melissa Shuter, Sally Molsberger, Peggy Moore, Jill Riede, Bonnie Dean, Erika DeSha, Kathryn Doaty, Kim Noltemeyer, Paul Eitel, Erica LaMarche, Geri Morgan, Steve Colston, William Taylor, Rhonda Gilliland **VP-HEALTH AFFAIRS:** Gary Southard, Ellie Fridell **VP-RESEARCH:** Ann LaPerle, Angela Lewis-Klein **VP-STUDENT AFFAIRS:** Glenn Gittings, John Smith **VP-UNIVERSITY ADVANCEMENT:** Libby Marquardt, Eileen Chapoton

VOTING MEMBERS NOT IN ATTENDANCE:

A&S: Ginger Brown, Cynthia Jeffery, Bret Hirsch **EDUCATION:** John Morgan **MEDICINE:** Tatyana Tarakanova, Shelly Reid, Angela Beverly, Jennifer Stephens **MUSIC:** Debby Kalbfleisch **NURSING:** Karen Rose **PROVOST'S OFFICE:** Kathy Brashear, Wes Partin **PUBLIC HEALTH:** Rachel Quick **SPEED SCHOOL:** Wendy Metcalf **VP-ATHLETICS:** Marian Vasser **VP-FINANCE & BUSINESS ADMINISTRATION:** Aaron Graham, Sandy Russell, David Schlaegel, Carla Meredith, Dennis Thomas **VP-HEALTH AFFAIRS:** Cindy Simpkins

OTHERS IN ATTENDANCE:

INTERIM EXECUTIVE DIRECTOR OF HUMAN RESOURCES: Ms. Jeanell Hughes

FACULTY SENATE REPRESENTATIVE: Dr. Bob Staat

ULARP: Ms. Bev Daly

GUESTS:

SVP FOR FINANCIAL ADMINISTRATION: Mr. Lee Smith

CALL TO ORDER

Chair Armstrong called the meeting to order at 2:32 p.m.

ACTION ITEM: APPROVAL OF THE MINUTES – Chair Will Armstrong

The September 12, 2016 meeting minutes were unanimously approved as distributed.

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ACTION ITEM: STAFF SENATE STATEMENT- Chair Will Armstrong

Chair Armstrong read the Staff Senate statement. It passed unanimously, with no discussion.

The Staff Senate of the University of Louisville, along with the Faculty Senate and the Student Government Association, is part of the University's shared governance structure. We value our collective place in that governance structure, and take solemnly our advisory role to the leadership of the University of Louisville. Further, the Staff Senate affirms statements issued previously by the Faculty Senate and Student Government Association as they relate to the KRS compliance of appointment to, and the makeup of, the UofL Board of Trustees.

The Staff Senate of the University of Louisville also values the University's commitment to diversity and inclusion and the teaching, service, and research missions of the University. We respectfully submit this to the University's leadership so they have a guide as to how the Staff Senate feels about the present situation surrounding the Board of Trustees. Our hope is this insight will help to guide decisions and conversations yet to come.

It is in this spirit the Staff Senate takes the following as its stance:

Governor Matt Bevin should, without delay, appropriately constitute his Postsecondary Nominating Committee. Further, the Governor should utilize this legally constituted Postsecondary Nominating Committee to recommend an appropriate number of seats on the UofL Board of Trustees whose political affiliations and racial backgrounds comply with KRS 164.821 and its subsequent 1992 and 1997 amendments, as a direct response to the recent ruling of Franklin Circuit Court Judge Phillip Shepherd. The Staff Senate joins the Faculty Senate and Student Government Association in requesting prompt attention to this issue so that focus can, once again, return to providing the highest quality education to our students, researching questions of importance to the commonwealth's citizens, and providing service to our community, commonwealth and beyond.

The Staff Senate wishes to make clear this statement is not to be interpreted as neither approval nor disapproval for the Board of Trustees, its current make-up or any actions it has taken to date.

STANDING COMMITTEE REPORTS – Vice Chair Vickie Tencer

ACTIVITY REPORT: Vice Chair Vickie Tencer reported that she attended the interview for the Controller position; attended the Budget Advisory Committee meeting and the Staff Recognition Ceremony; almost all committee goals and objectives are completed.

- Credentials & Nominations Committee (C&N) – Vice Chair Tencer
 - The committee voted to seat the following:
 - LAW01 Christie Ballenger
 - LIB01 Angela Ren
 - MED10 Candace Allen
 - MED16 Tiffany Harrington
 - MED17 Luis Marsano

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- MED18 Ellyce Patton
- MED19 Ray Yeager
- MED27 Hanna Martin
- ATH03 Carlton Hill
- ST01 Carcyle Barrett
- Policy, Economics & Development Committee (PED) – Senator Gary Southard
 - This report was online. The committee decided to meet monthly, on the third Thursday and is scheduled to meet on October 20th. It discussed its goals and objectives for the year with the EC. There are 3 items the committee wants to work on this year: wrap up the RIF policy; staff training and development with an IN/OUT placement service of available resources for displaced employees; and, using email communication to discuss opportunities for staff (similar to the School of Medicine’s SMART Program).
- Services & Facilities Committee (S&F) – Senator Paul Eitel
 - This committee met on October 6th and discussed:
 - SERVICES – The RAVE Alert system has some discrepancies in its service between cell phones, office phones and emails, especially with the last several incidents. Alerts were sent, but no follow up to give an ‘all clear’ message. He will follow up and find out how these are sent out.
 - FACILITIES – UofL received a lighting grant that will be used to increase lighting on walkways and the L Trail.
- Staff Grievance Committee (SGC) – Senator John Smith
 - This committee did not meet and no grievances have been filed. The committee is in the process of developing its goals and objectives.
- Staff Help and Relief Efforts committee (SHARE) – Senator Bonnie Dean
 - This committee did not meet and had no applications submitted. It will review ways to raise awareness and funds.
- Staff Morale & Community Outreach (SMCO)- Senator Ellie Fridell
 - This committee met on September 22nd and via email. The Executive Committee approved its goals and objectives. It is interested in developing a couple of outreach activities this year. It will continue to recognize birthdays and perfect attendance. It is interested in changing its name, which will require a bylaw change.

REPORT: SECRETARY/TREASURER – Senator Sabrina Haug

ACTIVITY REPORT: Senator Haug reported that she attended the interview for the Controller position and met with President Pinto and CFO Harlan Sands

- GENERAL FUND: \$16,294.06
- TECHNOLOGY FUND: \$1613.00
- SHARE FUND: \$11,895.79

REPORT: INTERIM EXECUTIVE DIRECTOR OF HUMAN RESOURCES – Ms. Jeanell Hughes

Ms. Hughes updated the Staff Senate on several topics, including:

- OPEN ENROLLMENT – The dates are October 17 through October 28th, 2016. Employees will get a reminder card in their home mail. If you wish to have dental and vision

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benefits, you must enroll in the appropriate plan. There are new vendors for dental and vision with enhanced coverage and lower premiums.

- **DEPENDENT VERIFICATION AUDIT** – Ninety per cent of participants have been verified. The remaining participants are waiting on documents, or are in the appeals process. Dana Hummel, in Humans Resources, is in charge of the appeals process. This audit will take place every 3-5 years. In November, premiums will not be deducted from paychecks, as many employees transition from exempt to non-exempt.
- **EQUITY SALARY ADJUSTMENT** – The pool of \$2M will be equally divided between faculty and staff. The market study will determine the disbursement as it takes effect on January 1, 2017.
- **FAIR LABOR STANDARDS ACT (FLSA)** – The new date for implementation is December 1, 2016. Sessions explaining the changes to the affected employees will be held on both campuses. There will also be training sessions for supervisors. There is a process to have positions reevaluated: employee contacts supervisor, and supervisor contacts the unit LFO. All positions must be reevaluated by the end of October. A spirited discussion took place regarding the criteria used to determine exemption status and what constitutes overtime.

REPORT: AVP HEALTH, WELLNESS & DISEASE MANAGEMENT – Ms. Patricia Benson

Ms. Benson thanked the Staff Senate for having her present today. The presentation is linked here. Ms. Benson reported on three major areas today. They included:

- **OPEN ENROLLMENT** – will be held from October 17 through October 28, 2016. Employees must sign up for Get Healthy Now and FSA (flexible spending account) if they wish to take advantage of these programs. The health assessment will be open from October 17 – November 17, 2016 and is required to receive the discount. There will be 2 health fairs this semester – on Belknap: October 25th and 26th and in HSC: October 19th and 20th.
- **GET HEALTHY NOW** – this program is nationally recognized as a leader in the field of employee health. UofL has an 84% employee participation rate. Get Healthy Now offers wellness coaching and disease management. Wellness coaching is over the phone, with your own personal coach, or online with a vast array of resources.
- **EXPANDING DISEASE MANAGEMENT PROGRAM** – Currently, COPD and diabetes are in the program. In early 2017, Hypertension and High Cholesterol will be added, expanding the ULP partnership. Programs under development are Asthma, Congestive Heart Failure and Obesity.

REPORT: FACULTY SENATE REPRESENTATIVE - Dr. Robert Staat

The Faculty Senate met last week in the Dental School, Room 125. The Senate reviewed the SGA resolution regarding the membership of the Board of Trustees. The Senate saw a presentation on the proposed new QEP for the upcoming SACS review. President Pinto spoke about the CPE's performance-based funding model and the establishment of metrics by December 1, 2016. Regarding RAVE alerts, there is an issue with LMPD reporting to UofL Police, when crimes are committed just off campus and outside the University's jurisdiction.

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REPORT: STUDENT GOVERNMENT REPRESENTATIVE – Ms. Lauren Greenwell

The report of the SGA representative was given by Chair Armstrong in the absence of Ms. Greenwell. SGA met in September and passed a resolution regarding Governor Matt Bevin and his process. In addition, SGA has asked Aramark to lengthen the hours of the “construction cups of coffee” in Ekstrom Library from 8:00 p.m. to 10 p.m.; this has been approved. SGA has been hard at work developing a safety campaign promoting the University’s safety app.

REPORT : STAFF SENATE CHAIR’S REPORT – Chair Will Armstrong

Chair Armstrong gave an update on events and meetings he’s attended on behalf of the Staff Senate. The Budget Advisory Committee reconvened, under the leadership of Interim Executive Vice President and University Provost, Dr. Dale Billingsley, and is working to answer questions surrounding what the goals of the BAC ought to be, and how can EVPUP assist in terms of resources. The Board of Trustees met on September 9 and 22. Chair Armstrong was named to the Board’s Executive Committee, and has been made Vice Chair of the Personnel Committee. The Senate Refresher occurred on September 12 and seems to have been well regarded. The Officers and members of the Executive Committee met to discuss several AVP candidates for the position overseeing Finance/Controller.

REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong

- **Community Engagement Steering Committee** – Senator Ellie Fridell
 - This report was available online.
- **Academic Technology Committee (ATC)** – Senator Linda Leake
 - Discussion of lecture capture technology took place, and focused on vendors capable of providing similar service such as Panopto and Echo 360. Request for Proposal (RFP) is being developed for Print as a service, with the hope a selected bidder would create a long-term partnership; would own and maintain copiers; U of L would pay on usage and selected partner would be incentivized to help U of L lower print costs. Other items mentioned included possible outsourcing of non-time sensitive print shop jobs not sent to U of L Print and look at our mailroom facilities. A focus group may be developed to address questions related to department centrally-located printers and whether allowing of desktop printers is a good strategy in reducing costs.

OTHER BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 4:20 p.m.