

## STAFF SENATE MEETING DECEMBER 12, 2016

The Staff Senate of the University of Louisville held its regular meeting on December 12, 2016 in the Chao Auditorium in Ekstrom Library on Belknap Campus, Chair William Armstrong, presiding.

### **VOTING MEMBERS IN ATTENDANCE:**

**A&S:** GINGER BROWN, SABRINA HAUG, CYNTHIA JEFFERY, LINDSEY RONAY, BRET HIRSCH **BUSINESS:** ERICA GABBARD **DENTISTRY:** LAURA McKINNEY, JACKIE WELLS, SHARON HINTON, NANCY TRABUE, LISA WADE **EDUCATION:** JOHN MORGAN, SHANNON FREY, ALEX McWILLIAMS **GRAD SCHOOL:** JACKIE FRYER **KENT SCHOOL:** KIM ROGERS **LAW SCHOOL:** JIM BECKER **LIBRARIES:** ANGELA REN, DONALD DEAN **MEDICINE:** BAILEY BAINES, SKIP HURLEY, VICTORIA KING DIANE DOUGHERTY, JASON BEARE, TATYANA TARAKANOVA, LUIS MARSANO, RUBY KEITH, SHELLY REID, SHANNON MARTIN, CANCEACE ALLEN, LIHUA ZHANG, WILL ARMSTRONG, ANGELA BEVERLY, TIFFANY HARRINGTON, VICKIE TENCER, TIM DILL, JIE LIU, LESLIE COOPER, HANNA MARTIN, ANGIE BUCK **MUSIC:** DEBBY KALBFLEISCH **PRESIDENT'S OFFICE:** TAMMY LAWSON **PROVOST'S OFFICE:** LINDA LEAKE, WILL ADAMCHIK, VALERIE CASEY **PUBIC HEALTH:** RACHEL QUICK **SPEED SCHOOL:** KIM KERNS **UofL FOUNDATION:** VACANT **VP-ATHLETICS:** MARIAN VASSER, REGINA JOHNSON, CARLTON HILL, MEG PEAVY **VP-COMMUNITY ENGAGEMENT:** VACANT **VP-FINANCE & BUSINESS ADMINISTRATION:** MELISSA SHUTER, AARON GRAHAM, SANDY RUSSELL, BONNIE DEAN, DAVID SCHLAEGEL, ERIKA DeSHA, KATHRYN DOATY, CARLA MEREDITH, KIM NOLTEMEYER, ERIC LaMARCHE, GERI MORGAN, DENNIS THOMAS, STEVE COLSTON, WILLIAM TAYLOR, RHONDA GILLILAND **VP-HEALTH AFFAIRS:** GARY SOUTHARD, ELLIE FRIDELL, CINDY SIMPKINS **VP-RESEARCH:** ANN LaPERLE, ANGELA LEWIS-KLEIN **VP-STRATEGY & GENERAL COUNSEL:** CARCYLE BARRETT **VP-STUDENT AFFAIRS:** GLENN GITTINGS, JOHN SMITH

### **VOTING MEMBERS NOT IN ATTENDANCE:**

**MEDICINE:** CATHY BUCKLEY, ELLYCE PATTON, RAY YEAGER, DONNA BOTTORF, MIRANDA SLOAN, JENNIFER STEPHENS **NURSING:** KAREN ROSE **PROVOST'S OFFICE:** KATHY BRASHEAR, PATTI WILLIAMS, WES PARTIN **SPEED SCHOOL:** KARI DONAHUE, WENDY METCALF **VP-FINANCE & BUSINESS ADMINISTRATION:** SALLY MOLSBERGER, PEGGY MOORE, JILL RIEDE, PAUL EITEL, STEVE LINDSEY **VP-UNIVERSITY ADVANCEMENT:** LIBBY MARQUARDT, EILEEN CHAPOTON

### **OTHERS IN ATTENDANCE:**

SVP FINANCIAL ADMINISTRATION/CFO/COO: MR. HARLAN SANDS  
INTERIM EXECUTIVE DIRECTOR OF HUMAN RESOURCES: MS. JEANELL HUGHES  
AVP PERFORMANCE IMPROVEMENT AND BUSINESS ANALYTICS: MR. LEE SMITH  
FACULTY SENATE REPRESENTATIVE: DR. BOB STAAT  
SGA REPRESENTATIVE: MS. LAUREN GREENWELL  
ULARP: MS. BEV DALY  
UofL TODAY: MS. ALICIA KELSO

### **GUESTS:**

MS. INGRID GENTRY, INTERIM AVP FINANCE / CONTROLLER  
MS. PATTY PAYETTE, EXECUTIVE DIRECTOR, DELPHI CENTER

# STAFF SENATE MEETING

## DECEMBER 12, 2016

### **CALL TO ORDER**

Chair Armstrong called the meeting to order at 2:31 p.m.

### **ACTION ITEM: APPROVAL OF THE MINUTES – Chair Will Armstrong**

The November 10, 2016 meeting minutes were unanimously approved as distributed.

### **ACTION ITEM: STAFF SENATE STATEMENT- Chair Will Armstrong**

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

### **ACTION ITEM: Ad hoc – Presidential Qualities - Chair Will Armstrong**

Until the Board of Trustees is legally populated, no action will be taken for the search for a new president. However, in preparation, the Executive Committee has authorized an ad hoc committee to prepare a statement of desired presidential qualities, building on a statement from the Faculty Senate. Those interested in participating should contact Chair Armstrong.

### **ACTION ITEM: Ad hoc – Strategic Planning, Vision – Chair Will Armstrong**

The Executive Committee has authorized an ad hoc committee to develop a strategic plan, mission and vision statement for the Staff Senate. Those interested in participating should contact Chair Armstrong.

### **INFORMATION ITEM: Executive Committee Purpose – Chair Will Armstrong**

Chair Armstrong read the statement of the Executive Committee's purpose – to represent the Staff Senate in any University business that occurs over the holiday break. The Chair also reminded senators that there is no meeting in January. The Executive Committee will meet on December 19<sup>th</sup> with Ms. Jeanell Hughes and Ms. Helen Combs about proposed plans for implementing salary equity adjustments in January 2017

### **STANDING COMMITTEE REPORTS – Vice Chair Vickie Tencer**

- Credentials & Nominations Committee (C&N) – Senator Cynthia Jeffery
  - Currently, there are 6 vacancies on the Senate. Senator Jeffery asked senators to encourage their coworkers to consider serving on the Senate. The University-wide Non-Academic Grievance Committee has 5 open seats – 3 members and 2 alternates.
- Policy, Economics & Development Committee (PED) – Senator Gary Southard
  - This report was online. The next meeting is on December 15<sup>th</sup>.
- Services & Facilities Committee (S&F) – Senator Paul Eitel
  - This committee did not meet and has no report.
- Staff Grievance Committee (SGC) – Senator John Smith
  - This committee developed a document outlining the grievance process. No grievances have been filed this semester, though it is expected that activity will increase in January.
- Staff Help and Relief Efforts committee (SHARE) – Senator Bonnie Dean
  - This committee met and discussed fundraising and marketing ideas. No applications have been submitted. An event in the spring is under development.
- Staff Morale & Community Outreach (SMCO)- Senator Ellie Fridell

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- Committee Chair Fridell read the names of birthdays in December and January. The committee met on November 17<sup>th</sup> and 18<sup>th</sup> to finalize details of the December event. On December 9<sup>th</sup>, the committee participated in Ronald McDonald House's Adopt-A-Meal. It is a dinner for families whose children are hospitalized for an extended period. Senators cooked and served families using over \$275 in donations of food and funds provided by the Staff Senate and individual senators. The committee is also developing a brochure to be given to new employees.

### **REPORT: SECRETARY/TREASURER – Senator Sabrina Haug**

A budget has been developed for the Staff Senate and approved by the Executive Committee. The expenditures include: officer x-pay, fall refresher, network charges for the office, outgoing president's gift, name tags, holiday reception, SMCO brochure, Day of Service T-shirts, 2 events in January (Meet Your Senator), and \$150 for each committee to develop ideas to reach out to staff.

- GENERAL FUND: \$13, 189.96
- TECHNOLOGY FUND: \$1674.00
- SHARE FUND: \$12, 632.80

### **REPORT: STUDENT GOVERNMENT REPRESENTATIVE – Ms. Lauren Greenwell**

Ms. Greenwell thanked the Staff Senate for the support of students, especially given the recent news of accreditation probation. The SGA will have a new lobbying group beginning in January called Cards in Action, who will visit Frankfort in an effort to help resolve issues currently facing the University and its students.

### **PRESENTATION: QEP – Ms. Patty Payette**

Ms. Payette gave a brief update on the current QEP titled, "Find your Fit". This is part of the process for reaffirming the University's SACS accreditation. It is driven by our own student data and focuses on enhancing student learning or the learning environment. The data shows that there is a drop-off in student retention between the second and third years and this will help them focus on their college goals. Since the SACS probation was announced, the QEP cannot fully move forward without its approval, but will initiate a soft pilot before the SACS campus visit. Ms. Payette encouraged feedback via the QEP web site.

### **REPORT: INTERIM EXECUTIVE DIRECTOR, HUMAN RESOURCES – Ms. Jeanell Hughes**

Ms. Hughes reported on several topics, including:

- Dependent Verification Audit – It is now completed. About 200 employees did not submit their verification and will be given a second chance to do so, after the holidays.
- FLSA – This was completed on December 1, as mandated. About 700 employees were affected. And about 400 received a salary increase. There were about 250 re-evaluations requested. A change in employee status cannot be grieved. Employees changing to bi-weekly paychecks were offered interest-free loans, among other considerations, to mitigate any financial hardship.

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- Staff Salary Equity – This will take effect in January,. As noted the Executive Committee will be meeting with Ms. Hughes to review proposed plans for implementation. She also said she would make a summary of the salary adjustment study, conducted by Aon, available.
- First 100 Days – Ms. Hughes will become the Associate Vice President for Human Resources on January 1, 2017. Her plan for the first 100 days is to assess HR structure based on the 21<sup>st</sup> Century University Strategic Plan. Focus will be on: effective delivery of HR services; its value to the University and its employees; the optimization of resources; technology needs; and, its direction for the next several years.

### **REPORT: AVP-PERFORMANCE IMPROVEMENT & BUSINESS ANALYTICS – Mr. Lee Smith**

Mr. Smith updated the Senate on several projects, including:

- Self-Service/Direct Deposit – this feature is close to completion and will be launched on January 12<sup>th</sup>. He explained that the delay was in working out an issue if the employee were to enter the wrong bank routing or account number, they would have to wait until the next pay period to get their money. His department is working on fixing this by January.
- Self-Service/Benefits – His team is working on a way to change benefits mid-year for a qualifying event (having a baby, for example) without having to contact HR or fill out paperwork.
- Travel Expense Reimbursement – currently, this is not an easy task. Updates to PeopleSoft will make this a much more streamlined process. A mobile application is under development so a picture can be taken of a receipt and uploaded to accompany electronic the travel expense form.
- Security/Authentication – Two-factor authentication, use of a second identifier in addition to a user name and password, is being implemented. It will typically be required for employees who have high-level access to PeopleSoft information. When they log on, they will get a text on their phone with a log-in code that also has to be entered.
- Mobile App – His team is working with the SGA on a mobile app to tie various student apps together into one.
- Timekeeping - As of December 1, 2016, timekeeping became web-based. The first phase was bi-weekly paychecks. The second will be monthly in 2017.
  - Asked if supervisors can see timesheets throughout the timekeeping period, Mr. Smith said they can. They can also change a timesheet after employee submission. It is expected that the supervisor to discuss with the employee any changes made to their timesheet after submission.

### **REPORT: CFO/COO - Mr. Harlan Sands**

Mr. Sands took questions today, as he had no prepared report to make. He has taken a position at the Wharton School of Business in Pennsylvania and will leave UofL in early January. He introduced Ms. Ingrid Gentry as the Interim AVP for Finance. She will take on some of his duties.

- Asked about the shuttle/escort service hours, Mr. Sands said it runs into the night and then the police take the calls for pickup.

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### **REPORT: FACULTY SENATE REPRESENTATIVE - Dr. Robert Staat**

The Faculty Senate met on December 7, 2016. Senate Chair Trucios-Haynes read a memorial for Dr. Steven Myers, who passed away earlier in December. The Chair's report also included information of the establishment of a 'Sanctuary Campus' and how to manage the issue of undocumented students. Interim Provost Billingsley spoke about the SACS probation designation and that he fully anticipates a positive resolution. Also, the Senate's statement regarding the Board of Trustees was reaffirmed.

### **REPORT: STAFF SENATE CHAIR'S REPORT – Chair Will Armstrong**

This report was online.

### **REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong**

- **Academic Technology Committee (ATC)** – Senator Linda Leake
  - This report was online.
- **University Police Advisory Committee (UPAC)** – Senator Cynthia Jeffery
  - This report was online.

### **OTHER BUSINESS**

None

### **ADJOURNMENT**

The meeting was adjourned at 3:55 p.m.