

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on February 13, 2017 in the Chao Auditorium, Ekstrom Library, Belknap Campus, Chair William Armstrong, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE:

A&S: Ginger Brown, Sabrina Haug, Cynthia Jeffery, Lindsey Ronay, Bret Hirsch **BUSINESS:** Erica Gabbard
DENTISTRY: Laura McKinney, Sharon Hinton, 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, Candace Allen, Cathy Buckley, Will Armstrong, Angela Beverly, Tiffany Stover, Ellyce Patton, Ray Yeager, Tim Dill, Donna Bottorff, Leslie Cooper, Hanna Martin, Jennifer Stephens **MUSIC:** Debby Kalbfleisch **NURSING:** Karen Rose **PROVOST'S OFFICE:** Kathy Brashear, Linda Leake, Patti Williams, Wes Partin, Will Adamchik, Valerie Casey **PUBLIC HEALTH:** Rachel Quick
SPEED SCHOOL: Kari Donahue, Kim Kerns, Wendy Metcalf **VP-ATHLETICS:** Marian Vasser, Regina Johnson, Carlton Hill **VP-FINANCE & BUSINESS ADMINISTRATION:** Melissa Shuter, Aaron Graham, Sally Molsberger, Sandy Russell, Peggy Moore, Jill Riede, David Schlaegel, Erika Desha, Kathryn Doaty, Kim Noltemeyer, Erica LaMarche, Geri Morgan, Steve Lindsey, Dennis Thomas, Steve Colston, 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 **VP-UNIVERSITY ADVANCEMENT:** Libby Marquardt, Eileen Chapoton

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

DENTISTRY: Nancy Trabue, Jackie Wells **MEDICINE:** Luis Marsano, Ruby Keith, Shelly Reid, Shannon Martin, Lihua Zhang, Vickie Tencer, Jie Liu **PRESIDENT'S OFFICE:** Tammy Lawson **VP-ATHLETICS:** Meg Peavy **VP-FINANCE & BUSINESS ADMINISTRATION:** Bonnie Dean, Carla Meredith, Paul Eitel, William Taylor

OTHERS IN ATTENDANCE:

INTERIM CHIEF ADMINISTRATIVE OFFICER: Mr. David Adams

INTERIM CHIEF OPERATING OFFICER: Mr. Lee Smith

ASSOCIATE VICE PRESIDENT HUMAN RESOURCES: Ms. Jeanell Hughes

ASSISTANT VICE PRESIDENT GOVERNMENT RELATIONS/LEGISLATIVE LIAISON: Ms. Shannon Rickett

FACULTY SENATE REPRESENTATIVE: Dr. Bob Staat

UofL TODAY: Ms. Alicia Kelso

GUESTS:

Aaron Brags, Wendy Smithson, Christina Reed

CALL TO ORDER

Chair Armstrong called the meeting to order at 2:30 p.m.

Welcome and Introduction of New Senators – Chair Will Armstrong

As Chair Armstrong called the names of new senators, they came forward and received their name tags.

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ACTION ITEM: APPROVAL OF THE MINUTES – Chair Will Armstrong

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

STANDING COMMITTEE REPORTS – Secretary/Treasurer Sabrina Haug

On behalf of Vice Chair Tencer (absent), Secretary/Treasurer Haug presented the following activity report:

- In the months of December and January, attended 2 PED committee meetings.
- Attended the University of Louisville Athletics Association board meeting.
- Participated in the search committee for the Assistant Vice President for Alumni Relations and Annual Giving. After skype interviews, 3 candidates were brought to campus for interviews. It is anticipated that an offer will be extended by the end of this month.
- Arranged and attended both Meet and Greet your Senator events at the end of January.

Secretary/Treasurer Haug introduced the following committees in turn for reports:

- Credentials & Nominations Committee (C&N) –Senator Cynthia Jeffery
The committee is scheduled to meet on February 22nd. Committee Preference Forms and other information will be coming out in the next couple of months.
- Policy, Economics & Development Committee (PED) – Senator Gary Southard
This report is online. The committee met on January 26th and discussed staff development and finalized the recommendations to the RIF Policy. He thanked past PED chair Wendy Metcalf for all her work over the past few years. One recommendation is changing the name to DOS (Downsizing of Staff) to change the previously-held negative connotation of the policy. The revised version will be distributed over the listserv for review.
- Services & Facilities Committee (S&F) – Senator Skip Hurley
The committee has discussed the current safety situation. Metro Police is rehiring retired officers, some who work at UofL, thus, reducing the number of officers on campus.
- Staff Grievance Committee (SGC) – Senator John Smith
The committee heard one grievance since the December Senate meeting. Despite some complexities, it was handled very well, in Chair Smith’s assessment. He reminded the Senate that in December a document was distributed explaining the grievance process, and he encouraged senators to share this with their constituents.
- Staff Help and Relief Efforts committee (SHARE) – Senator Donna Bottorf
The committee met on February 1 and designed a postcard as part of the committee’s promotional program. No applications have been filed since the December Senate meeting.
- Staff Morale & Community Outreach (SMCO)- Senator Ellie Fridell
The committee is working on a brochure for new employees that incorporates information about the staff senate and the activities available to staff members. Birthdays for January and February were announced.

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FINANCIAL REPORT: Secretary/Treasurer Sabrina Haug

Secretary/Treasurer Haug reported the following activities during December and January: SSEC meeting with Dr. Pinto and Dr. Billingsley; SSEC meeting with Ms. Hughes and Ms. Combs on salary equity discussions; January SSEC meeting; Belknap and HSC Meet Your Senator events; met twice with SS Officers; met with HRAC.

- GENERAL FUND: \$9,843.23
- TECHNOLOGY FUND: \$1,674.00
- SHARE FUND: \$13,170.47

PRESENTATION: Assistant Vice President For Government Relations - Ms. Shannon Rickett

Ms. Rickett gave a [brief presentation](#) on the work of the Office for Government Relations (OGR). The OGR works with the Louisville Metro Council, the Kentucky State Legislature and the Kentucky representatives in Washington, D.C. With the Metro Council, the OGR serves as a liaison with the University community; in Frankfort, when the legislature is in session, the OGR team meets weekly to review all the bills under consideration and it also interacts with the state legislature on behalf of the University's faculty and staff; and, in Washington, the OGR team meets with officials to promote the excellent achievements at UofL. Ms. Rickett went on to explain the two ways to interact with elected officials: As representative of the University or as an individual citizen expressing a personal opinion. When interacting as a University representative, the achievements of UofL are showcased. When expressing a personal opinion, clearly state you are a private citizen and this is your personal opinion; and, do not use a UofL email address, phone or letterhead. For any questions, please contact the Office of Government Relations at 852-4876.

REPORT: ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES – Ms. Jeanell Hughes

Ms. Hughes updated the Senate on several topics ([Information Slide](#)), including:

- **BENEFITS:** Several benefits have contracts expiring this year: Long Term/Short Term Disability; Flexible Spending Account Administration; COBRA Administration; and Life Insurance.
- **EQUITY ADJUSTMENTS:** All Staff are now at 81% of market. Implemented with January paychecks; a lump sum representing adjustment for July to December 2016, will be in the March paychecks. Notices were sent to those employees who were affected. Those not notified are already at 81%.
- **PERFORMANCE REVIEWS:** All staff will be reviewed by April 30th. This year the information will be tracked. Units will file their documents through a database. There will not be training this year, but all the materials will be available. The 360° review will be looked at this year.
- **VOICE OF THE CUSTOMER:** This is a mechanism for feedback on HR initiatives. The first one will be for the performance review. She encouraged senators to fill them out and encourage participation of staff.
- **HR STRATEGIC PLAN/100 DAY OBJECTIVE:** With all the administrative changes, this has been paused. It will come out later.
- **QUESTIONS:**
 - Q: FLSA – grant-funded jobs are being lost. A: There have been no RIFs due to FLSA. Grants end and jobs go with it, but not because of FLSA.

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- Q: Benefit contract – When will the RFPs to vendors go out? A: Information will be sent out before open Enrollment.

- Q: Staff Equity – Questions about being 81%? A: Call Helen Combs

REPORT: Interim Chief Administrative Officer – Mr. David Adams

Mr. Adams spoke on several topics, including:

- **BACKGROUND:** Mr. Adams gave a brief report on his background. He is a Louisville native and a UofL graduate. For the past 30 years, he has had experience in private industry and public service. The themes that run through his work have been – working with challenged organizations or working with organizations that are growing.
- **CHALLENGES:** Mr. Adams said it is important to understand the challenges we face and to put plans in place to manage them. By prioritizing the issues, we can work collectively to eliminate them one by one. We must work together and he welcomes all feedback.
- **QUESTIONS:**
 - Concerned about continuing the shared governance that has been the tradition at UofL.
 - Staff input and communication is needed to collectively work on the issues.
 - With so many administrative changes, it's difficult to bring issues forward.
 - Will Armstrong be your conduit. He will bring all issues forward.

REPORT: Interim Chief Operating Officer – Mr. Lee Smith

Mr. Smith reported on a few items, including:

- **REPORTING AREAS:** The following areas now report to him: Facilities, DPS, Business Services, and IT.
- **CAPITAL PROJECTS:** There are 4 large capital projects underway: SAC Renovation, Belknap Academic Building, Football Stadium, and the Pediatrics Building on HSC. He recently visited each site, and all are on schedule and expected to open in summer/fall 2018.
- **POWER OUTAGE:** The outages in December were LG&E related. The most recent one on Belknap was due to the construction on the new Academic Classroom Building. It will take about 12 weeks to get back to normal. During that time there will be scheduled power shut downs. The first is coming this weekend to the Lutz and Chemistry buildings. Only because of the hard work of the facilities team was Belknap able to reopen the next day.
- **DIRECT DEPOSIT:** Employees may now divide their paycheck into multiple bank accounts.
- **QUESTIONS:**
 - Q: Issues with travel reimbursement taking extraordinarily long. A: There have been issues with the new vendor. It is being worked on.
 - Q: With new building, are new jobs being added? A: That will be part of the building's assessment. We will know in 18 months.

REPORT: FACULTY SENATE REPRESENTATIVE - Dr. Robert Staat

Dr. Staat reported on the Faculty Senate's February meeting. This included:

- Senate Bill 107 is being revised by the state legislature. The Executive Committee assisted in those revisions.

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- New General Education requirements are coming soon.
- Dr. Postel attended and made a report.
- Faculty Senate is seeking faculty representation on the Foundation Board.

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

This report was [online](#). Chair Armstrong added the following points:

- The Staff Senate has been invited to the UofL basketball game this weekend. If you did not get your invitation, let Joe Elliott in the President's Office know.
- The March meeting is on HSC in the Dental School. Some senators requested meeting in the CTRB because it has a free parking lot.
- Dr. Postel will attend the March meeting.
- Susan Howarth will attend the Executive Committee meeting and report to the full Senate sometime this semester.
- Themes that came out of the Meet Your Senator events were: communication, web site use, new senator orientation, and meeting announcement in *UofL Today*.

REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong

- University Police Advisory committee (UPAC) – Senator Cynthia Jeffery
 - This report was [online](#).
- The University Overseers conducted a parking study and from that, a parking subcommittee is being formed. Senators Nancy Trabue, Jackie Fryer and Paul Eitel have been recommended to sit on that committee.
- Community Engagement Steering Committee – Senator Ellie Fridell reported that the annual Day of Service will be April 21. Information will come out soon. The Senate is sponsoring T-shirts again this year.

OTHER BUSINESS

OMBUDS SEARCH: Senator Sandy Russell reported that applications are coming in and will be reviewed by the search committee.

ADJOURNMENT

The meeting adjourned at 4:30 p.m.