

**UNIVERSITY of LOUISVILLE**  
**STAFF SENATE MEETING MINUTES**

The Staff Senate of the University of Louisville held its regular meeting on March 13, 2017 in the CTR Building, HSC Campus, Chair William Armstrong, presiding.

**VOTING MEMBERS IN ATTENDANCE:**

**A&S:** GINGER BROWN, SABRINA HAUG, CYNTHIA JEFFERY, LINDSEY RONAY **BUSINESS:** ERICA GABBARD  
**DENTISTRY:** LAURA MCKINNEY, JACKIE WELLS, SHARON HINTON, NANCY TRABUE **EDUCATION:**  
SHANNON FREY, ALEX McWILLIAMS **KENT SCHOOL:** KIM ROGERS **LAW SCHOOL:** JIM BECKER **MEDICINE:**  
BAILEY BAINES, SKIP HURLEY, VICTORIA KING, JASON BEARE, LUIS MARSANO, SHANNON MARTIN,  
CANDACE ALLEN, LIHUA ZHANG, CATHY BUCKLEY, WILL ARMSTRONG, VICKIE TENCER, ELLYCE PATTON  
TIM DILL, DONNA BOTTORF, JIE LIU, LESLIE COOPER, HANNA MARTIN, JENNIFER STEPHENS **NURSING:**  
KAREN ROSE **PRESIDENT'S OFFICE:** TAMMY LAWSON **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, MEG PEAVY **VP-FINANCE & BUSINESS ADMINISTRATION:** MELISSA  
SHUTER, AARON GRAHAM, SALLY MOLSBERGER, SANDY RUSSELL, PEGGY MOORE, JILL RIEDE, BONNIE  
DEAN, DAVID SCHLAEGEL, ERIKA DeSHA, KATHRYN DOATY, CARLA MEREDITH, KIM NOLTEMAYER, PAUL  
EITEL, GERI MORGAN, STEVE COLSTON, WILLIAM TAYLOR, RHONDA GILLILAND **VP-HEALTH AFFAIRS:**  
ELLIE FRIDELL **VP-RESEARCH:** ANN LaPERLE, ANGELA LEWIS-KLEIN **VP-STRATEGY & GENERAL COUNSEL:**  
CARCYLE BARRETT **VP-STUDENT AFFAIRS:** JOHN SMITH **VP-UNIVERSITY ADVANCEMENT:** LIBBY  
MARQUARDT, EILEEN CHAPOTON

**VOTING MEMBERS NOT IN ATTENDANCE:**

**A&S:** BRET HIRSCH **DENTISTRY:** LISA WADE **EDUCATION:** JOHN MORGAN **GRAD SCHOOL:** JACKIE FRYER  
**LIBRARIES:** ANGELA REN, DONALD DEAN **MEDICINE:** DIANE DOUGHERTY, TATYANA TARAKANOVA, RUBY  
KEITH, SHELLY REID, ANGELA BEVERLY, TIFFANY STOVER, RAY YEAGER, MIRANDA SLOAN, **MUSIC:** DEBBY  
KALBFLEISCH **VP-FINANCE & BUSINESS ADMINISTRATION:** ERIC LaMARCHE, STEVE LINDSEY, **VP-HEALTH  
AFFAIRS:** GARY SOUTHARD, CINDY SIMPKINS **VP-STUDENT AFFAIRS:** GLENN GITTINGS

**OTHERS IN ATTENDANCE:**

**INTERIM UNIVERSITY PRESIDENT:** Dr. Greg Postel

**INTERIM COO:** Mr. Lee Smith

**EXECUTIVE DIRECTOR OF HUMAN RESOURCES:** Ms. Jeanell Hughes

**FACULTY SENATE REPRESENTATIVE:** Dr. Bob Staat

***UofL Today:*** Ms. Alicia Kelso

**GUESTS:**

Wendy Smithson

**CALL TO ORDER**

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

**ACTION ITEM: APPROVAL OF THE MINUTES – CHAIR WILL ARMSTONG**

The February 13, 2017 meeting minutes were unanimously approved as distributed.

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**ACTION ITEM: RESOLUTION FOR PHYSICAL PLANT- CHAIR WILL ARMSTRONG**

Chair Armstrong read the Staff Senate resolution honoring the Physical Plant employees for their extraordinary work during the Belknap Campus power outage of February 2, 2017. The resolution passed unanimously, with no discussion. It is attached below.

**REPORT: INTERIM UNIVERSITY PRESIDENT: DR. GREG POSTEL**

Dr. Postel thanked Chair Armstrong for inviting him today. Dr. Postel was glad for the resolutions and had visited the Physical Plant to thank them for their heroic work. He then reported on several topics, including:

- Accreditation
  - SB 107 - Everything seems to be moving forward on this front. Dr. Postel said that Senate Bill 107 was passed by the Kentucky Senate last week, and he expects it will also pass the House. This will be the state legislation necessary to address the SACS concerns.
  - SACS - In answering the questions regarding the oversight of and, UofL's relationship with the Foundation, a 550 page document was sent to SACS. This will be available on the President's web site.
  - Internal Documents – Some housekeeping work is to be done on The REDBOOK to make sure it is consistent with state law.

All this is to be completed soon and presented to SACS at its June Board of Trustees meeting. A site visit is scheduled for next fall with University of Virginia President Teresa Sullivan. Though SACS usually addresses this issue in December, there may be a chance it will consider it early.

- UofL Foundation
  - The state audit has been completed.
  - The forensic audit is ongoing. There was more work than they had anticipated. It should be completed in early May, when a report will be sent to UofL's Board of Trustees. Dr. Postel is not sure what the audit will show, but significant measures have been taken so this does not happen again.
  - Dr. Postel was in New York last week for some fundraising. He had 11 meetings with private Foundation donors. At an alumni meeting, with about 100 people, he made a presentation on research. He also met with other ACC presidents. The donors are holding off until the audit report comes out. They still love UofL, in spite of all the negative publicity.
- Presidential Search
  - The first search committee meeting is coming up this week on Wednesday. The 16 member committee will meet regularly and is co-chaired by David Grissom and John Schnatter. An RFP will be made for a search firm. Through the spring and summer, the search committee will talk to groups across campus - the Staff and Faculty Senates, the SGA - and survey each to get an idea of the desired qualities, experience and background for a university president. He expects to be interim president for about 18 months.

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- UofL Hospital
  - The hospital board voted last fall to leave Kentucky One. As of July 1, 2017, it will return to UofL/University Medical Center. All faculty, staff, consultants and lawyers will remain UMC employees, not UofL employees. The transition is going well.
- Law School
  - Dr. Postel refuted rumors that he wanted to close the Law School. The problems can be addressed and fixed. The search for a dean is ongoing. Susan Duncan, the current interim dean, is leaving at the end of June.
- Budget
  - Dr. Postel said that UofL is too big for its income. As the state appropriations were cut over the years, no adjustments were made to UofL's budget, and we outgrew the revenue stream. Then, Foundation reserve funds and UofL cash reserves were spent until there was no more money to spend. All that is left in the Foundation are restricted funds. If the University were faced with a disaster, with the amount of cash we have on hand, we would be in trouble. The Board of Trustees asked how much it would take to balance the budget and the answer is \$48M. Input from faculty, staff and students generated hundreds of ideas on how to address this issue. His team is looking at every conceivable idea, and prefers those with less impact on the staff. They are looking at AC/heating costs, advertising, loans and financing, slowing down building projects, accounts receivable/payable and every single operational cost to eliminate duplication and waste. His hope is that this will be a substantial part of the total \$48M. He will know by May, and it will be a couple of months before the deans know how much to cut.
- Hiring Frost
  - Dr. Postel's aim is to avoid RIFs and layoffs. There will not be large scale layoffs. Only 25% of positions vacated by attrition will be filled.
- Forums
  - Budget Forums will be held next week. The budget is a work in progress and is only one part of the process. It is how we work with it that matters. We will know by June 2018 if we were successful. We will continue to work on it over the next fiscal year.
- Questions
  - What exactly is a forensic audit?
    - It's the - who, what, where and why - of financial income and expenditures. The state audit was a process audit – the how.
  - Quest for Excellence and employee donations?
    - Keith Inman is looking into that.
  - Priorities for the Law School dean?
    - Same as any other dean – financial experience, alumni/donor relations, recruit students and improve scores, have a strategy for successful academic endeavors.
  - How has probation affected enrollment?
    - Applications are up 6% from last year. Minority student applications are up 15%. Scholarship acceptances are up, as well. He asked the tour guides if they have

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had any questions about probation; and they have had none. So, there does not seem to be an impact on applications, which may be because the probation is administrative and not academic.

- Is the hospital return included in the \$48M?
  - UMC and UofL are separate and their books don't affect ours.
- There has been a 12% tax on units to Central Administration, but not all units pay it.
  - The total budget model needs to change. There are a lot of remnants from past budgets that may have made sense at one time, but no longer work.
- The deans don't have the number for their cuts?
  - Not for fiscal year 17/18. A working number of 10% is suggested. The cut next year will be less than this year. The current spend rate (run rate) is the guideline for the remainder of the year. That rate gives us an idea for next year.
- So, this year no cuts?
  - For this year, we took the actual spend amount. Example: If you have a \$1M budget, but you only spend \$800K, then your budget next year will be \$200K less. Seven people were cut from the President's Office. They had been paid by the Foundation. He realizes these were long-term employees and is trying to minimize staff loss.
- The endowment has lowered its spend rate from 5.5% to 3%.
  - That was factored in the \$48M.
- What is the difference between a freeze and a frost?
  - When you have a freeze and 100 employees quit, none of the positions are filled. With a frost, if 100 quit, some positions may be filled.
- Were any RIFs in the President's Office administrators?
  - No, there were no administrators. All RIFs are eligible for rehire at UofL. One person was rehired, one was offered another job. We are looking at having our own, internal temporary employee pool.
  - A short term RIF pool was discussed with Dr. Postel. This was tried when ULP offices spun off, but was not widely implemented. Dr. Postel was interested in potentially trying the same concept now and requested more information if available.
- With the reduced spend rate and the actual spend rate, where does that money go?
- The reduction in the budget does not produce money. They are not returning money to the central fund – it is being removed from the “possibility” of funds.
- What about units that overspend?
  - We will look carefully at that, but most are at or below budget.
- Why do we spend money for headhunters and search firms?
  - At the top level, there are many issues to consider. Firms can bring in candidates that we could never get on our own or may not know about. It is worth the investment.

**STANDING COMMITTEE REPORTS – VICE CHAIR VICKIE TENCER**

**VICE CHAIR'S REPORT:**

- Credentials & Nominations Committee (C&N) – Senator Cynthia Jeffery

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- The committee met on February 22<sup>nd</sup>. It was decided to have all senators fill out a new application and Committee Preference Form. Those senators interested in serving on the Executive Committee are required to also send in a written statement for consideration. If the statement is not included, they will not be considered. The deadline to return the forms is April 15, 2017.
- Policy, Economics & Development Committee (PED) – Senate Chair Will Armstrong
  - This report and the RIF documents were online. Chair Armstrong asked for questions or concerns on the RIF policy. There were none and no discussion was held. Calling for the vote to approve the RIF policy revisions to be forwarded to administration, the motion passed with one dissention.
- Services & Facilities Committee (S&F) – Senator Paul Eitel
  - This committee did not meet.
- Staff Grievance Committee (SGC) – Senator John Smith
  - This committee did not meet and no grievances have been filed.
- Staff Help and Relief Efforts committee (SHARE) – Senator Bonnie Dean
  - This committee did not meet in March. There were no applications this month. It has developed a promotional postcard with program information and donation information. A fundraiser will be held this spring.
- Staff Morale & Community Outreach (SMCO)- Senator Ellie Fridell
  - This committee met on February 23<sup>rd</sup> and discussed creating a brochure and other methods of communication. Senator Fridell announced birthdays and committee members passed out candy.

**REPORT: SECRETARY/TREASURER – SENATOR SABRINA HAUG**

**SECRETARY/TREASURER ACTIVITY REPORT:**

- GENERAL FUND: \$8108.89
- TECHNOLOGY FUND: \$1674.00
- SHARE FUND: \$13326.47

**REPORT: ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES- MS. JEANELL HUGHES**

Ms. Hughes reported on several topics today, including:

- Customer Service – HR is focused on improving its customer service. These improvements include:
  - A dedicated retirement counselor
  - A 24 hour response to a call or email
  - Tours to units to do a Q&A with employees
  - Revising HR's web site
  - RIFs can get career counseling via the EAP
- Questions
  - Are evaluations underway?
    - HR will receive all reviews, which will be put into a database. Last year's (2015) are paper, the electronic reviews will be starting this year.

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**REPORT: INTERIM CHIEF OPERATIONS OFFICER – MR. LEE SMITH**

Mr. Smith reported on several topics, including:

- Power Outage – Repairs are still going on in the Lutz and Chemistry buildings. He appreciates Chair Armstrong taking the lead on the Physical Plant resolution. The day the power went out, those employees worked through the night with no complaints. He asked all Physical Plant employees to stand, and they were applauded by the Senate.
- Email Migration – As a modernization of UofL's email system, now through December 2017, the email platform will migrate over to Office 365. Current Outlook users will notice very little difference. It is the same platform with students and ULP and will unite all the groups. Communications will be sent out. The browser interface will look a bit different and the archive folders will collapse down to one. Office 365 opens up the use of other products offered in that pack.
- Exceptional Employees – Mr. Smith is going to start highlighting exceptional employees on his social media accounts. –He asked senators to follow him on Twitter at @UofLCOO.
- Software Licenses – There are 2 challenges regarding software: Many individual copies of a software license can be more expensive than an Enterprise license. There are many products available and we don't know who buys what, which causes a lot of overlap and duplication. There are so many different software needs, and these are the issues that the STEC and ATC work on. There is also a Tier 1 Advisory Group that could help.
- Question
  - Through attrition, units are left to pay for faculty labs, phones and other expenses, even if the faculty member is no longer here.
    - Mr. Smith said there are challenges, not all logical, in every area and cannot say how soon a solution can be found.

**REPORT: FACULTY SENATE REPRESENTATIVE – DR. ROBERT STAAT**

The Faculty Senate met on March 1<sup>st</sup> and received a similar report from Interim President Postel as given at this meeting. Kent Dean David Jenkins made a presentation and told the Senate about the new Social Work/Oncology program. Interim Provost Billingsley also made a budget presentation. Dr. Staat noted that as the Interim Ombudsman, he is very busy.

**REPORT: STUDENT GOVERNMENT ASSOCIATION – SENATOR JENNIFER STEPHENS**

Senator Stephens reported that the SGA elections recently concluded. The annual SGA event RaiseRED, a dance marathon to raise funds for the Pediatric Oncology department raised \$450K this year. Interim Provost Billingsley made a budget presentation at the SGA meeting.

**REPORT: STAFF SENATE CHAIR'S REPORT – CHAIR WILL ARMSTRONG**

[This report was online.](#)

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**REPORT: AD HOC & UNIVERSITY-WIDE COMMITTEES – CHAIR WILL ARMSTRONG**

**AD HOC COMMITTEES:**

- STRATEGIC PLANS AND BYLAWS – SENATOR SABRINA HAUG
  - This committee is made up of 6 senators and will meet tomorrow at 9 a.m. Discussions will begin from the 21<sup>st</sup> Century Initiatives and other University documents to develop a Staff Senate mission and vision statement. The committee will also review and propose amendments to the Senate Bylaws. Senator Haug asked that any suggestions for changes be sent to her.
- PRESIDENTIAL QUALITIES – SENATOR VICKIE TENCER
  - This committee will meet on Friday at 9:30 a.m. There are about 9 members. The committee work will be finished in about 2 months. Please send ideas to her.
- ACADEMIC TECHNOLOGY COMMITTEE (ATC) – SENATOR LINDA LEAKE
  - [This report was online.](#)
- UNIVERSITY POLICE ADVISORY COMMITTEE (UPAC) – SENATOR CYNTHIA JEFFERY
  - [This report was online.](#)
- COMMUNITY ENGAGEMENT STEERING COMMITTEE – SENATOR ELLIE FRIDELL
  - The 2017 Day of Service is April 21<sup>st</sup>. There will be 2 sites on and 2 sites off campus. Activities will be mainly gardening and painting. Small groups can work together at various sites. The rain date is April 28<sup>th</sup>.

**OTHER BUSINESS**

HR also has a Twitter account. It is @UofLHR

**ADJOURNMENT**

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,  
Gretchen Henry