

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on April 10, 2017 in the Chao Auditorium, Ekstrom Library, Belknap Campus, Chair William Armstrong, presiding.

VOTING MEMBERS IN ATTENDANCE:

A&S: GINGER BROWN, SABRINA HAUG, LINDSEY RONAY, BRET HIRSCH **BUSINESS:** ERICA GABBARD
DENTISTRY: LAURA MCKINNEY, SHARON HINTON, NANCY TRABUE, LISA WADE **EDUCATION:** JOHN MORGAN, SHANNON FREY, ALEX McWILLIAMS **GRAD SCHOOL:** JACKIE FRYER **KENT SCHOOL:** KIM ROGERS **LIBRARIES:** ANGELA REN, DON DEAN **MEDICINE:** VICTORIA KING, DIANE DOUGHERTY, JASON BEARE, LUIS MARSANO. RUBY KEITH, SHELLY REID, CANDACE ALLEN, CATHY BUCKLEY, WILL ARMSTRONG, ANGELA BEVERLY, VICKIE TENCER, ELLYCE PATTON, RAY YEAGER, TIM DILL, DONNA BOTTORF, LESLIE COOPER **MUSIC:** DEBBY KALBFLEISCH **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, MEG PEAVY **VP-FINANCE & BUSINESS ADMINISTRATION:** MELISSA SHUTER, AARON GRAHAM, SALLY MOLSBERGER, SANDY RUSSELL, PEGGY MOORE, JILL RIEDE, BONNIE DEAN, ERIKA DeSHA, KATHRYN DOATY, CARLA MEREDITH, KIM NOLTEMEYER, GERI MORGAN, STEVE LINDSEY, DENNIS THOMAS, 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:** GLENN GITTINGS, JOHN SMITH **VP-UNIVERSITY ADVANCEMENT:** LIBBY MARQUARDT, EILEEN CHAPOTON

VOTING MEMBERS NOT IN ATTENDANCE:

A&S: CYNTHIA JEFFERY **DENTISTRY:** JACKIE WELLS **LAW SCHOOL:** JIM BECKER **MEDICINE:** BAILEY BAINES, SKIP HURLEY, TATYANA TARAKANOVA, SHANNON MARTIN, LIHUA ZHANG, TIFFANY STOVER, JIE LIU, HANNA MARTIN, JENNIFER STEPHENS **NURSING:** KAREN ROSE **PRESIDENT'S OFFICE:** TAMMY LAWSON **VP-ATHLETICS:** REGINA JOHNSON, CARLTON HILL **VP-FINANCE & BUSINESS ADMINISTRATION:** DAVID SCHLAEGEL, PAUL EITEL, ERICA LaMARCHE, STEVE COLSTON **VP-HEALTH AFFAIRS:** GARY SOUTHARD, CINDY SIMPKINS

GUESTS:

INTERIM UNIVERSITY PROVOST: Dr. Dale Billingsley
INTERIM CHIEF OPERATING OFFICER: Mr. Lee Smith
EXECUTIVE DIRECTOR OF HUMAN RESOURCES: Ms. Jeanell Hughes

OTHERS IN ATTENDANCE:

ULARP: Ms. Bev Daly
UofL Today: Alicia Kelso
Also Attending: Terri Morgan, Carol Zehnder, Dana Hummel, Wendy Smithson, Karen Harrell

CALL TO ORDER

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

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ACTION ITEM: APPROVAL OF THE MINUTES – Chair Will Armstrong

The [March 2017 meeting minutes](#) were unanimously approved, as distributed.

REPORT: STANDING COMMITTEE REPORTS – Vice Chair Vickie Tencer

ACTIVITY REPORT:

- Credentials & Nominations Committee (C&N) – Senator Ginger Brown
 - Senator Brown reminded the Senate that the Committee Preference Forms are due soon. Also, nominations for officers are due by May 8, 2017 at noon.
- Policy, Economics & Development Committee (PED) – Senator Sally Molsberger
 - [This report is online](#). Senator Molsberger reported that the RIF policy has been sent to HR. The committee's next initiative is to work on personal development and training, though with the budget crisis, this may have to be tabled.
- Services & Facilities Committee (S&F) – Senator Paul Eitel
 - No report was made.
- Staff Grievance Committee (SGC) – Senator John Smith
 - [This report is online](#). Based on the activity reported by the Ombudsman, Dr. Bob Staat, Senator Smith said the committee's goal to raise awareness of the grievance process has succeeded. Both the Ombuds and Staff Grievance Officer (SGO), Sandy Russell have been very active. This has lowered the number of grievances filed.
- Staff Help and Relief Efforts committee (SHARE) – Senator Bonnie Dean
 - This committee did not meet.
 - Senator Dean thanked Senator Laura McKinney (DTL01), who arranged for the proceeds (\$89) of the School of Dentistry's "**Dress Down Day**" to be donated to the SHARE Program.
- Staff Morale & Community Outreach (SMCO)- Senator Ellie Fridell
 - [This report is online](#). The committee met on March 23rd and discussed renaming the committee and changing its mission. The effort to expand its role led to a review of other schools' staff senate's structures. Most committees fell in line, except SMCO.

REPORT: SECRETARY/TREASURER – Senator Sabrina Haug

ACTIVITY REPORT:

- GENERAL FUND: \$6722.55
- TECHNOLOGY FUND: \$1674.00
- SHARE FUND: \$13,803.47

Asked if the Staff Senate's budget will be cut, Senator Haug said she had not heard yet.

REPORT: INTERIM UNIVERSITY PROVOST – Dr. Dale Billingsley

Dr. Billingsley updated the Senate on several topics, including:

- Personnel in the Provost's Office
 - Vice Provost for Faculty Affairs Dr. David Hein is retiring June 30, 2017.
 - Vice Provost for Undergraduate Affairs – Professor Beth Willey

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- Vice Provost for Academic Affairs – Dr. Beth Boehm. This includes undergraduate, as well as graduate education.
- Ombudsman – Given the atmosphere the budget crisis has created, Provost Billingsley said having an Ombudsman available is essential. Of the forty-two applications submitted, eight phone interviews will take place.
- Dean Searches
 - Law School – The committee will recommend Colin Crawford, from Tulane, as the new dean at UofL.
 - Speed School – The search committee is composed of 8 people from Speed, CODRE and COSW, students, and is chaired by Libraries Dean Bob Fox.
 - Nursing – Dean Marcia Hern has resigned, but will stay on until a new dean is hired. Medical School Dean Toni Ganzel is the chair of that search committee.
- SACS Accreditation
 - We will have a special visit in September to address the current issues. They have since added questions about our budget.
 - Another matter to address is the early ordering of textbooks and posting of course syllabi. In order for students to have time to get a good price on the textbooks, faculty are required to have this done before the end of the previous semester. This is difficult to do that early.
- Budget
 - After much work by President Postel, Finance and the Board of Trustees Chair, it was decided to work on an all funds approach to the budget. Most of what he can discuss today is on the General Funds – not clinical, not ULP, not hospital, not athletics, not foundation.
 - Last fall, Acting President Pinto wanted a committee to study how to allocate General Funds better and to make the budget more transparent. In the past, allocating general funds was incremental over time, and based on estimated projections, or guesswork. One of the consequences is a gradual distancing from actual numbers. The budgeted funds were higher than the actual funds. The budget numbers were fictional. From this point forward, we will use actual numbers. We will take the 2016 budget and compare with 2017's numbers to project for 2018. To deal with the deficit, we will try to work ahead with all the numbers we have worked on, so far.
 - On the General Fund, the Budget Committee (with representatives from Staff Senate, Faculty Senate and Student Government), went through all the suggestions and decided to take 3% for reallocation. Also included was a call to cut spending, while increasing revenue. Some FY17-18 commitments could not be changed, i.e., no tuition increase.
 - From the 3%, some units with an inevitable need received funds. An example is the School of Music. It had an accreditation issue that was addressed with \$720K.
 - Increasing enrollment is an example of increasing revenue. Acting President Postel has an aggressive plan to increase enrollment to 30,000 in five years, and to decrease the cost to teach them. Given that the best students coming to UofL are going to Speed School, funds will go to Speed for teaching those students. Funds will move from lower priority needs.

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- Question: Why is Education taking such a huge hit, about \$500K, when it has always met its goals?
 - It is a well-managed unit with great faculty and programs. Over the years, it has developed programs with special tuition arrangements that do not support those programs. The committee advised removing funds. Dr. Postel wants to do the most without losing staff or closing programs.
- Question: Is there any hope with a new enrollment plan?
 - If more students apply, more will come - and, not just to Speed. Our enrollment pool is too small. In an attempt to increase the applicant pool and enrollment, we have hired three regional recruiters – one each in Nashville, Cincinnati and Chicago. We have ended our relationship with Shoreline, a company that helped recruit international students. It is more expensive to have international students than just out of state, and they both pay the same tuition.
- Question: What is the revenue impact from ShelbyHurst?
 - Dr. Billingsley said he does not know, but it is a revenue stream.
- Question: Are the auxiliaries self-supporting?
 - Yes. Examples: Housing, dining, bookstore.
- Question: When will this be final?
 - Probably by the end of this week. There are many complex pieces. The General Fund alone is incredibly involved. The deans have all this information and the numbers.
- Question: It looks like there is a focus on research instead of the teaching mission.
 - Dr. Billingsley said he does not see it that way. There is very little difference in research funding. Research is part of the mission and is very expensive to support. A concern he has with teaching is the number of part-time faculty teaching lower level courses. He thinks older faculty should teach introductory courses and younger faculty teach upper level.
- Question/Comment: The Speed School is planning to double its enrollment over the next 5 years, and currently, there is nothing to facilitate that increase.
 - Senate Chair Armstrong answered that the state's new performance-based funding model's metrics are heavy on the STEM funding. This will help Speed address the increase in enrollment.
- Question: How does research cost the University?
 - Dr. Billingsley replied that federal research is a contract that must be honored, as proposed. Whatever expenses are in the approved grant proposal are to be spent exactly that way. We cannot tell the grantees to change anything. The University pays a portion of the research faculty's salary. Some need labs, support staff and various other expenses.

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- Question/Comment: We have taken so many cuts over the years, but this 3% feels like layoffs are coming.
 - Before, with cuts this size, we sustained ourselves. The communication is good and the strong fabric of the UofL community will sustain as we move forward. The speed of the monumental change is unfamiliar. Acting President Postel said that we have been operating with a rigid budget, but it will be more flexible moving forward.
- Question: What do the terms “service efficiency” and “administrative economy”, which are in the memo, mean?
 - Administrative Economy means that two vice-provost position lines are going away. No other changes have been made.
- Dr. Billingsley cautioned the Senate that enrollment growth in fall 2017 would be small. None of these changes began until it was too late for the fall semester. Changes will begin in fall 2018.
- The next thing for the Budget Development Committee to do, when it meets tomorrow afternoon, is to discuss its own future. The committee was based on a plan that is no longer viable. This reallocation will take place for several years to come. The committee will need new members who are global thinkers, not unit-based. Priorities need to be rearticulated, not separately, but into one list. The committee will have to work very hard before a new president and provost are appointed.
- The Provost finished by saying that we will need the most transparent and globally minded thinkers to move us forward.

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

Ms. Hughes reported on several topics, including:

- Customer Service
 - As part of this initiative, a team of HR employees is touring units to answer questions.
 - For convenience, HR is open on Tuesdays and Thursdays from 7:30 a.m. until 6 p.m.
 - The week of April 17th, for feedback, a survey of staff will be sent out.
- Self-service
 - Employees can change their benefits online.
- Cost-savings
 - Ms. Hughes is currently identifying areas of cost savings in the HR budget.
- Question/Comment: The SMCO Committee wants to change its mission and include HR.
 - Ms. Hughes said there is no money to fund development, but welcomes ideas on how to do that without funding.
- Question: Is a raise or one-time payout an option?
 - There are no funds to do that.
- What about performance evaluations?
 - The deadline is extended until May 31st.

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REPORT: INTERIM CHIEF OPERATING OFFICER - Mr. Lee Smith

Mr. Smith reported on several topics, including:

- The power outage
 - Repairs are still going on from the electrical accident in February. This weekend the second major repair will take place this coming weekend. On Saturday morning, from 6-7 a.m., the Chemistry, Lutz and Houchens buildings will be without power. The Service Complex will be without power on Saturday from 6 a.m. until 7 p.m. It is a holiday weekend and some physical plant employees will be working. Please thank them, when you see them.
- Question: Are contractors paying for the cost of the repairs?
 - He is limited to what information he can share, but attorneys are involved. UofL is filing a claim. The contractor has paid some costs.
- Email migration to Office 365
 - The process has started. Working with Tier Ones, it will be a gradual migration and completed by December 2017. ULP and students are already using it.
- Question: Will emails be encrypted using the new platform?
 - Mr. Smith does not believe they will be. He suggested typing “send secure” in the subject line to ensure encryption.
- Phishing emails
 - Several weeks ago, UofL had a phishing attack. Fewer than 10 people had their bank information updated in ULink. A change is being made on how we handle these phishing attacks - a new password will be required.
- Banking services
 - An RFP for banking service is complete. The responses will be reviewed. PNC is our current bank. This is an attempt to streamline the University’s banking.
- Cost savings
 - Purchasing – looking at ways to get better pricing.
 - Piggyback with other state institutions
 - Renegotiate pricing
- Question/Comment: So many times there are better deals outside of our approved vendors.
 - Contracts can cause challenges with office supplies. We look at the aggregate savings, not individual purchases. These savings are very large and for expensive equipment. He is working with Tier Ones to reduce choices for PCs.

REPORT: FACULTY SENATE REPRESENTATIVE - Dr. Robert Staat

No report was given.

REPORT: STUDENT GOVERNMENT REPRESENTATIVE – Ms. Lauren Greenwell

No report was given.

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

This [report is online](#).

REPORT: AD HOC COMMITTEES

- **STRATEGIC PLAN & BYLAWS – Senator Sabrina Haug**
 - This committee includes: Ellyce Patton, Rhonda Gilliland, Victoria King, Carcyle Barrett, and, Lindsey Ronay. Senator Sabrina Haug is the committee chair. This committee met and discussed its mission. Senator Haig will send an email asking for input.
- **PRESIDENTIAL QUALITIES – Senator Vickie Tencer**
 - This committee includes: A link to a survey was sent out to all senators seeking the top five qualities desired for UofL's president. A list will be compiled and used as a guide by the Senate chair.

REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong

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

OTHER BUSINESS

Question: Can budget information be sent to constituents? Chair Armstrong will ask Dr. Billingsley.

ADJOURNMENT

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Gretchen Henry