

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on June 12, 2017 in the Chao Auditorium, Ekstrom Library, Belknap Campus, Chair William Armstrong, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE:

A&S: Sabrina Haug, Cynthia Jeffery, Lindsey Ronay **DENTISTRY:** Laura McKinney, Sharon Hinton, Nancy Trabue, Lisa Wade **EDUCATION:** John Morgan, Shannon Frey, Alex McWilliams **KENT SCHOOL:** Kim Rogers **LAW SCHOOL:** Jim Becker **LIBRARIES:** Angela Renn **MEDICINE:** Skip Hurley, Victoria King, Jason Beare, Tatyana Tarakanova, Luis Marsano, Ruby Keith, Shelly Reid, Candace Allen, Lihua Zhang, Will Armstrong, Angela Beverly, Vickie Tencer, Ellyce Patton, Ray Yeager, Tim Dill, Leslie Cooper, Jennifer Stephens **MUSIC:** Debby Kalbfleisch **NURSING:** Karen Rose **PROVOST'S OFFICE:** Linda Leake, Wes Partin, Will Adamchik **PUBLIC HEALTH:** Rachel Quick **SPEED SCHOOL:** Kari Donahue, Kim Kerns, Wendy Metcalf **VP-ATHLETICS:** Marian Vasser, Meg Peavy **VP-FINANCE & BUSINESS ADMINISTRATION:** Melissa Shuter, Sally Molsberger, Sandy Russell, Jill Riede, Bonnie Dean, David Schlaegel, Erika DeSha, Carla Meredith, Kim Noltemeyer, Erica LaMarche, Geri Morgan, Steve Lindsey, Dennis Thomas, Bill Taylor, Rhonda Gilliland **VP-HEALTH AFFAIRS:** Ellie Fridell, Cindy Simpkins **VP-RESEARCH:** Ann LaPerle, Angela Lewis-Klein **VP-STUDENT AFFAIRS:** Glenn Gittings, John Smith

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

A&S: Ginger Brown, Brett Hirsch **BUSINESS:** Erica Gabbard **GRAD SCHOOL:** Jackie Fryer **LIBRARIES:** Donald Dean **MEDICINE:** Bailey Baines, Diane Dougherty, Shannon Martin, Cathy Buckley, Donna Bottorf Jie Liu, Hanna Martin **PROVOST'S OFFICE:** Kathy Brashear, Patti Williams, Valerie Casey **VP-ATHLETICS:** Regina Johnson, Carlton Hill **VP-FINANCE & BUSINESS ADMINISTRATION:** Aaron Graham, Peggy Moore, Kathryn Doaty, Steve Colston **VP-HEALTH AFFAIRS:** Gary Southard **VP-STRATEGY & GENERAL COUNSEL:** Carcyle Barrett **VP-UNIVERSITY ADVANCEMENT:** Eileen Chapoton, Libby Marquardt

OTHERS IN ATTENDANCE:

FACULTY SENATE REPRESENTATIVE: Dr. Bob Staat

ULARP: Ms. Bev Daly

UofL Today: Alicia Kelso

GUESTS:

INTERIM CHIEF FINANCIAL OFFICER: Ms. Susan Howarth

INTERIM CHIEF OPERATING OFFICER: Mr. Lee Smith

EXECUTIVE DIRECTOR OF HUMAN RESOURCES: Ms. Jeanell Hughes

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

CALL TO ORDER

After calling the meeting to order at 2:32 p.m., Chair Armstrong said that a discussion of the Foundation's forensic audit will be held during "Other Business" on the agenda. He asked that senators not bring personal information into the discussion. He needs information to help him at the Board of Trustees meeting later this week.

ACTION ITEM: APPROVAL OF THE MINUTES – Chair Will Armstrong

The [May 8, 2017 meeting minutes](#) were unanimously approved as distributed.

STANDING COMMITTEE REPORTS – Vice Chair Vickie Tencer

VICE CHAIR ANNUAL REPORT

- Credentials & Nominations Committee (C&N) – Senator Cynthia Jeffery
 - Officer Elections
 - Parliamentarian Senator Melissa Shuter announced that the candidates for Secretary/Treasurer would each have three (3) minutes to speak. Then, a ten (10) minute Q&A session, followed by the election.

Candidate Senator Wendy Metcalf

Good Afternoon Fellow Senators,

This past year has been a difficult year for the UofL community and I'm sure that the recent news of ULF's Audit findings has all of us even more fearful of the next few years here at UofL. Many of us have worked more years without pay raises than ones with a bonus and/or raise in recent years. It was quite disturbing to me to read the audit's findings of \$1.7 million in additional payments to select employees, while we have gone without raises. And it has disheartened me to have put so much trust and faith in our previous administration only to now question my beliefs. But, as Mr. Grissom stated recently, "The activities highlighted in this forensic investigation happened under previous university leadership and under a previous Foundation board. The new leadership and new board have committed to open and honest action and communication, and we already have taken steps to review our policies and procedures."

Dr. Postal stated "Our students, faculty and staff are looking forward". I would very much appreciate the opportunity to work with Administration to ensure that the University does move forward, work to preserve staff positions, to ask the hard questions, especially, when communication between Administration and Staff may not seem to be open, be a strong advocate for continued shared governance once the new University Administration is set, and work to make sure that Staff is treated fairly and equitably.

I echo Dr. Postal's vision of working to move this University forward and to preserve staff positions for those hard-working employees. I have been with the University for 24 years and it is my plan to remain at UofL for many more, through thick and thin. I take pride in my job and in my accomplishments on Staff Senate.

As an experienced Staff Senator for 9 years, I would very much appreciate your vote! Thank you!

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

Candidate Senator Sabrina Haug

For those who do not know me, I am Sabrina Haug, UBM Intermediate in the department of chemistry. I would like to thank you for the privilege of serving as Secretary/Treasurer this last year and ask for the honor of doing so again this coming year.

I am beginning my fifth year with UofL and my fourth year on the staff senate. As a UofL employee I have completed the University Business Training program and participated in the Provost's Staff Leadership Academy. Prior to UofL, I worked 18 years for a construction company that held government contracts; other industries of employment included manufacturing, education, and foodservice. Extracurricularly, I was treasurer for a local chapter of a national administrative professional association. That is the background I bring with me.

As Secretary/Treasurer this last year, I have participated in meetings with University administrators, participated on various University wide committees, and have overseen the administrative and financial aspects of the staff senate. With the many changes in administration over the last year, I think the coming year is an opportunity to create new relationships and rebuild broken trust. To move forward, I believe Staff must move past wrongs to the background and work together in partnership with Administration, Faculty and Students to pursue new and adventurous directions for the good of the institution and the ultimate experience for students.

I look forward to the next year, be it the wish of this body, to work with the executive committee as an officer to promote education opportunities for staff, to continue our effort at improved communication with constituents and administration, to strengthen the Senate itself with review of our bylaws and establish a mission statement, to promote helping our own with SHARE and to build strong relationships that foster positive growth for the University and its constituents.

Questions and Answers

To Senator Metcalf: At the Speed School are you a UBM or a reconciler?

She works at the Business Center reconciling grants and accounts.

For both candidates: Why should I vote for you?

Both candidates responded with the reasons they feel qualified for the position.

Ballots were distributed to all eligible voters and collected. The Credentials and Nominations Committee left to tally the votes. Parliamentarian Shuter was present for the tally. Results reported later in this meeting.

- Senator seating for 2018-2020 terms
- Policy, Economics & Development Committee (PED) – Senator Sally Molsberger
 - The [PED Annual Report](#) is online. The PED Committee met with HR Director Jeanell Hughes to discuss staff training and development. The RIF policy was finalized, endorsed by the Staff Senate and sent to HR. The RIF policy and training are connected. Training would help RIFs in being rehired.

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

- Services & Facilities Committee (S&F) – Senator Skip Hurley
 - This committee did not meet.
- Staff Grievance Committee (SGC) – Senator John Smith
 - The [SGC Annual Report](#) is online. No grievances were filed this month. For the year, three (3) grievances were filed. One (1) was decided in favor of the staff person and two (2), were not. Part of the committee’s charge was to train committee members. Training was held last fall, and Senator Smith found that was a good way to start the year. Another charge was to increase awareness of the grievance process. The committee developed a document that was widely distributed. Senator Smith noted that with the increase in RIFs, it is more difficult to get enough committee members to hear grievances. He would like to increase the number of committee members.
- Staff Help and Relief Efforts committee (SHARE) – Senator Bonnie Dean
 - The [SHARE Annual Report](#) is online. This committee did not meet and had no applications submitted. The main focus of the SHARE Committee this year was to develop an action plan for an awareness campaign and fundraising. An article that includes testimonials is ready for release. SHARE is now listed with University giving programs. Thanks to the Dental School and the Research Office for raising money with Dress Down Days. In addition, shopping on AmazonSmiles or at Kroger can now benefit SHARE.

At this time, Chair Armstrong noted the return of the Credentials and Nominations Committee with the election results.

Parliamentarian Senator Melissa Shuter announced that 63 ballots were used and five absents ballots. Senator Sabrina Haug was elected as Secretary/Treasurer for 2017-2018. Both the Chair and Vice Chair positions were unanimous by acclamation: Chair Will Armstrong and Vice Chair Vickie Tencer.

- Staff Morale & Community Outreach (SMCO)- Senator Ellie Fridell
 - The [SMCO Annual Report](#) is online. Reporting on its committee goals for the past year, Senator Ellie Fridell said that the committee bylaws and committee names were not revised, as hoped. Committee member, Kari Donahue, has undertaken revision of the Senate’s web site. Birthday greetings and perfect attendance certificates were distributed.

At this time, Credentials & Nominations gave the rest of its report.

- Credentials & Nominations (C&N) - Senator Cynthia Jeffery explained that seat terms expire, not Senate terms. When the roster is reorganized to adhere to the bylaws, some terms are adjusted when seats are changed.
 - The following people were seated:
 - ANS01 Ginger Brown

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

- ANS 05 Jessica Key
- ATH04 Meg Peavy
- BUS01 Erica Gabbard
- DTL01 Laura McKinney
- DTL02 Mary Pat Chiavaroli
- EDU01 Shavon Wagner
- GRD01 Jackie Fryer
- KNT01 Kim Rogers
- MED01 Kent Gardner
- MED02 Skip Hurley
- MED07 Whitney Rogers
- MED08 Ruby Keith
- MED09 Candace Allen
- MED10 Luis Marsano
- MED11 Cathy Buckley
- MED13 Tiffany Stover
- MED16 Ray Yeager
- MED19 Donna Bottorf
- MED20 Leslie Cooper
- MED21 Jennifer Stephens
- NUR01 Karen Rose
- PRES01 Tammy Lawson
- PROV01 Andrew Grubb
- PROV02 Julie Hohmann
- PROV06 Valerie Casey
- PROV07 Virginia Hosono
- SPD03 Wendy Metcalf
- VPFA01 Melissa Shuter
- VPFA02 Sally Molsberger
- VPFA03 Paul Eitel
- VPFA06 Bobbi Carlton
- VPFA07 Melissa Taylor
- VPFA11 Kim Noltemeyer
- VPFA13 Carla Meredith
- VPFA14 Tim Dill
- VPFA18 Andrea Davis
- VPHA01 Gary Southard
- VPR01 Ann LaPerle
- VPSA01 Glenn Gittings
- VPUA02 Lee Ann Riffle

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

Senate Chair Armstrong asked for a motion to approve the seating as read. A motion was made, seconded and the list as read was approved unanimously.

- The following vacant seats were declared At Large:
 - ATH03
 - DTL05
 - DTL06
 - MED22
 - MED24
 - MED25
 - MED26
 - MED28
 - MED29
 - MED30
 - MED31
 - MED32
 - VPEA01
- Senate Chair Armstrong asked for a motion to approve the declaration of the seats, as read, to At Large. A motion was made, seconded and the list as read was approved unanimously.
 - The following people were placed in the At Large seats:
 - Rhonda Gilliland ATH03
 - Bonnie Dean DTL05
 - Barbara Dearinger DTL06
 - Amy Mock MED22
 - Denise Hand MED24
 - Erica LaMarche MED25
 - Kathy Brashear MED26
 - Leondra Gully MED28
 - Linda Leake MED29
 - John Morgan MED30
 - Priscilla Tingle MED31

Senate Chair Armstrong asked for a motion to approve the seating as read. A motion was made, seconded and the list as read was approved unanimously.

Senator Cynthia Jeffery: With the above action, three (3) seats remain unfilled. Applications are on file to fill the vacancies.

- Question: Is there a difference between Unit elected and At Large?
 - The only difference is that you represent staff outside of your work area. Otherwise, there is no difference.

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

Senate Chair Armstrong: He is working with HR to get constituency lists automatically updated so they can be sent out more often.

REPORT: SECRETARY/TREASURER – Senator Sabrina Haug

[SECRETARY/TREASURER ANNUAL REPORT](#) and [STAFF SENATE BUDGET](#)

- GENERAL FUND: \$3, 805.87
- TECHNOLOGY FUND: \$1, 674.00
- SHARE FUND: \$14, 602.47

REPORT: BUDGET FY2018 – Interim CFO Ms. Susan Howarth

Ms. Howarth reported on several budget-related topics, including:

- Budget Background: The 2016 fiscal year ended with unrestricted funds on a downward trend. By January 2017, it was clear there were serious financial issues. Wanting to end on a positive for the Board of Trustees and SACS, a proforma for 2016-2017 and 2018-2019 was developed. Ms. Howarth is confident that this fiscal year will end in the positive. She said the seriousness of the SACS probation, due to governmental interference, is mild compared to probation for financial issues.
- Budget Reset: Many changes have occurred since the January \$48M shortfall was revealed. In March, Dr. Postel reset the budget, based on actual figures, instead of projections. This, basically, took care of the general fund deficit. By May, the budget showed a \$40M shortfall - \$5M from General Funds and the remainder came from HSC clinical practices. The Chief Financial Officer for HSC, Dan Durbin, has a plan to bring those issues into the positive.
- Enrollment and Lost Tuition: Each year, the freshman class grows, but enrollment numbers were flat for fall 2017, and showed a loss of students from somewhere else. Enrollment of second and third year students were down. Using actual enrollment numbers is better than budgeting on projected tuition revenue, as we had in the past. The decrease in enrollment necessitated the enrollment budget be recast with 600 less students. Jim Begany is working with deans on how to address this enrollment issue.
- Budget to Board of Trustees: In May, the Board of Trustees attended financial workshops, so trustees would understand the budget process. The budget will be presented to the Board on June 15 for approval.
 - **Question:** Where is the \$21M shortfall coming from? And, are Belknap positions being used to offset HSC's shortfall?
Response: Hospital programs used to be in general funds. Dr. Postel moved them to the Research Foundation. That \$21M added to the hospital's other problems, became \$35M. Clay Tellers, the consultant, will figure out what the problem is and how to solve it. From an accounting perspective, all financials are consolidated. From a budgeting perspective, no financials are consolidated – problems are solved independently. This budget will constantly be worked on for 2018-2019, and HSC

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

and the general fund will each have their own solutions. The 2016-2017 budget was not strategically developed. The 2017-2018, does not feel strategic, either. However, 2018-2019 is much more so.

- **Question:** What impact did the loss of income from the Foundation have on UofL?
Response: It had a large and negative impact of about \$45M in endowment carryover. For example, the President's Office used to get \$4M, and that is now \$800K. Another example is the fundraising budget has been cut by 40%.

REPORT: HUMAN RESOURCES – AVP-HR Ms. Jeanell Hughes

Ms. Hughes reported on several topics, including:

- **Survey:** Ms. Hughes thanked all those who participated in the HR survey. Out of the 4500 emails sent, 1600 responses were received with thousands of comments and great feedback. The most prevalent theme was training and development and career opportunities. The next step is to put the survey on the web site.
- **Computer Loan Program:** The \$1500 loan is still available, but is now handled through the bookstore. Repayment is through payroll deductions.
- **Hiring Freeze:** The details of the freeze are under development. Answers to questions will come soon.
 - **Question:** Are any more RIFs coming?
Response: RIFs happen all the time. She is aware of the angst, but there is nothing different from usual procedures. RIFs come from the units, and all are processed differently. RIFs will continue as usual. Nothing about RIFs has changed.
 - **Question:** Will the healthcare rates be raised next year?
Response: No.
 - **Question:** How many employees were hit with the identity theft? How can it be prevented?
Response: Several hundred employees were impacted. We had 12,000 W2s with Equifax. We have increased the security around our data. The IRS announced a 100% increase in this type of fraud.
 - **Question:** Regarding RIF status during a hiring freeze. RIF status lasts 12 months and that could be taken up during the freeze, making someone RIFd ineligible.
Response: The freeze applies to all general funds positions. That may be an issue to take up.
 - **Question:** How were employees notified about the identity breach?

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

Response: Equifax sent letters and emails. UofL sent two or three emails.

- **Question:** Will there be a salary increase next year?

Response: Ms. Howarth replied that the Board of Trustees will not raise tuition next year or maybe for the next four (4) years. There are several schools not giving raises.

- **Question:** Is the pay equity complete? Will staff be compensated for work they have done without compensation?

Response: Ms. Hughes said fair and equitable pay across the university is under review. She will sign-off on justified cases. Revisions were made to the x-pay guidelines because it was getting off track. Individual situations can be discussed.

REPORT: BUSINESS UPDATES – Interim CFO Mr. Lee Smith

Mr. Smith reported on several topics, including:

- **Email Migration:** This is 26% finished and on schedule for completion in December. There was an issue with lost emails, as some employees are on 360 and some are still on exchange. That issue is fixed.
- **Cost Saving Initiatives:** The target for savings for his areas next year is \$18M - \$19M. He is studying procurement data.
- **Expense Proposal:** The proposal is near completion. It will have general themes. For example:
 - If you do not need to buy something – don't.
 - Get the best deal possible on larger purchases.
 - Get several estimates to compare prices.
 - Negotiate a better price.
 - Look at contracts to see if we are already committed to a particular vendor.
- **Managed Print:** Within two (2) weeks, the RFP for managed print services will go out. The Xerox contract has expired. Responses are expected over the summer.
- **Wired/Wireless Networks:** Old equipment is due to expire and must be replaced by January 2018. If we undertake this ourselves, it will cost \$8M. We are looking at partnering with a company and will have more information in a couple of weeks.
 - **Question:** Will IT be billed to the units?
Response: The IT chargebacks are necessary to pay for IT services. No budget model has been determined yet.
 - **Question:** By collaborating with an outside company, will IT jobs be lost?
Response: Yes, there will be some IT jobs lost.

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

- **Parking:** A parking increase is included in the budget going to the Board of Trustees. The Tuition and Fee Setting Committee recommended the increase. We are below our benchmarks regarding parking fees. The goal is to generate revenue to pay the debt service on the parking garages and decks. The permit increase is \$1.40 per month.
- **Capital Construction:** The construction projects are continuing. A topping off ceremony was held this morning for the Pediatrics Building on HSC. The Belknap Academic Classroom Building, the SAC renovation and the stadium expansion are all on schedule.

REPORT: FACULTY SENATE REPRESENTATIVE - Dr. Robert Staat

Dr. Staat reported on several topics, including:

- **Ombudsman Report:** Over the past year, he has had 185 interactions. Of these, 60% were faculty and 40% were staff. Dr. Staat said it was the toughest job he has ever had. He said supervision is not uniform and faculty do not value supervisor training.
- **Faculty Senate Report:** There are many things happening at the same time – the forensic audit; the budget going to the Board of Trustees on June 15; the three (3) month hiring freeze; NCAA; SACS; and, the UofL Hospital return on July 1. The hiring freeze will not stop the dean searches for the School of Nursing, Speed School and a new Ombudsman.

As the meeting was nearing its conclusion, and reports were still on the agenda, Chair Armstrong wanted time for senators to discuss the results of the Foundation's forensic audit. He made a motion to table the rest of the agenda until next month. The motion received a second and passed unanimously.

OTHER BUSINESS

DISCUSSION: UofL Foundation's Forensic Audit Report

The discussion began with the question of what boards Chair Armstrong sits on. He is on the ULAA (Athletic) Board of Directors and the UofL Board of Trustees. No constituent group has representation on the UofL Foundation Board of Trustees.

Other comments included:

- A constituent said that the Staff Senate needs to ensure that every individual be held accountable, legally and morally. And, any legal path available should be taken. Chair Armstrong said that is the same general theme of comments he hears, as well.
- All administrative contracts should be renegotiated for cost-savings.
- Administrators should not get raises before staff.
- Some senators advocated the development of a statement regarding the audit. Chair Armstrong thought it best to wait to see where the audit leads. Senator Sandy Russell, Director of Risk Management, urged caution in accusing anyone of illegal activity until all information is revealed. Senator Melissa Shuter suggested a Staff Senate values resolution, without accusations, as more information is sure to come out. Chair

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

Armstrong suggested that the Executive Committee could bring a motion to develop a resolution. The Board of Trustees meets on June 15th. Wait to see what they may do.

- Concerns in the Physical Plant, with many open positions, that the level of excellence cannot be maintained, and may reflect negatively on those remaining staff members.
- Several senators said they looked forward to a new president – one with integrity and who is excited to come to UofL. Chair Armstrong pointed out that the audit was necessary to show change and to enhance the UofL president’s job position.

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

[This report is online.](#)

REPORT: AD HOC COMMITTEES - TABLED

- [Strategic Plan and Bylaws](#) – Senator Sabrina Haug
- Presidential Qualities – Senator Vickie Tencer

REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong - TABLED

- Academic Technology Committee (ATC) – Senator Linda Leake
[This report is online.](#)

OTHER BUSINESS - TABLED

ADJOURNMENT

The meeting was adjourned at 5:15 p.m.