

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

The Staff Senate of the University of Louisville held its regular meeting on July 10, 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, Jessica Key **BUSINESS:** Erica Gabbard **DENTISTRY:** Laura McKinney, Nancy Trabue, Barbara Dearing **EDUCATION:** Shavon Wagner, Shannon Frey, Alex McWilliams **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **LAW SCHOOL:** Jim Becker **LIBRARIES:** Angela Ren **MEDICINE:** Kent Gardner, Skip Hurley, Tatyana Tarakanova, Whitney Rogers, Ruby Keith, Candace Allen, Luis Marsano, Cathy Buckley, Lihua Zhang, Will Armstrong, Angela Beverly, Ray Yeager, Vickie Tencer, Ellyce Patton, Donna Bottorf, Jennifer Stephens, Amy Mock, Denise Hand, Erica LaMarche, Kathy Brashear, Linda Leake, John Morgan, Priscilla Tingle, Barbara Bishop **MUSIC:** Debby Kalbfleisch **PRESIDENT'S OFFICE:** Tammy Lawson **PROVOST'S OFFICE:** Andrew Grubb, Julie Hohmann, Patti Williams, Wes Partin, Valerie Casey, Virginia Hosono **PUBLIC HEALTH:** Rachel Quick **SPEED SCHOOL:** Kari Donahue, Kim Kerns, Wendy Metcalf **VP-ATHLETICS:** Marian Vasser, Regina Johnson **VP-COMMUNITY ENGAGEMENT:** Patrick Smith **VP-FINANCE & BUSINESS ADMINISTRATION:** Melissa Shuter, Paul Eitel, Peggy Moore, Bobbi Carlton, David Schlaegel, Kathryn Doaty, Christina Howard, Carla Meredith, Tim Dill, Geri Morgan, Steve Lindsey, Dennis Thomas, Andrea Davis, Bill Taylor **VP-RESEARCH:** Ann LaPerle, Angela Lewis-Klein **VP-STRATEGY & GENERAL COUNSEL:** Carcyle Barrett **VP-STUDENT AFFAIRS:** John Smith

**OTHERS REGISTERING ATTENDANCE:**

**INTERIM PRESIDENT:** Dr. Greg Postel  
**EXECUTIVE DIRECTOR OF HUMAN RESOURCES:** Ms. Jeanell Hughes  
**FACULTY SENATE REPRESENTATIVE:** Dr. Bob Staat  
**UofL Today:** Alicia Kelso

**GUESTS REGISTERING ATTENDANCE:**

John Drees, Lisa Guterman, Peggy Bennett, Jim Sears, Tina Pierce, Karen Johnson, Sarah Robertson, Shannon Martin, Robert Lewis

**VOTING MEMBERS NOT REGISTERING ATTENDANCE:**

**DENTISTRY:** Sharon Hinton, Bonnie Dean **MEDICINE:** Victoria King, Diane Dougherty, Jason Beare, Leslie Cooper, Jie Liu, Hanna Martin, Leondra Gully **NURSING:** Karen Rose **PROVOST'S OFFICE:** Will Adamchik **VP-ATHLETICS:** Rhonda Gilliland, Meg Peavy **VP-FINANCE & BUSINESS ADMINISTRATION:** Sally Molsberger, Sandy Russell, Melissa Taylor, Kim Noltemeyer **VP-HEALTH AFFAIRS:** Gary Southard, Ellie Fridell **VP-STUDENT AFFAIRS:** Glenn Gittings **VP-UNIVERSITY ADVANCEMENT:** Libby Marquardt, Lee Ann Riffle

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**CALL TO ORDER**

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

**WELCOME NEW SENATORS – Chair Will Armstrong**

As Chair Armstrong introduced each senator, he gave them their name tag.

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

The [June 12, 2017 meeting minutes](#) were unanimously approved as distributed.

**ACTION ITEM: AD HOC ON PRESIDENTIAL QUALITIES- Vice Chair Vickie Tencer**

To gather information from across the staff, a survey was sent out seeking the top five qualities desired in a university president. The committee focused on the qualities of the person to be chosen, instead of the standard qualifications for the position. Vice Chair Tencer thanked the committee members. The committee approved the list of qualities, and they were unanimously approved. [The full report is online.](#)

**ACTION ITEM: STAFF SENATE MISSION STATEMENT – Secretary-Treasurer Sabrina Haug**

Secretary-Treasurer Sabrina Haug thanked her committee members for their work. The committee approved the statement and it was unanimously approved. [The full report is online.](#)

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

Dr. Postel thanked Chair Armstrong for inviting him today and reported on several topics, including:

- **University Hospital** – The management of the University Hospital reverted back to UMC on July 1, 2017. It was a huge undertaking and a huge step in generating revenue. When another company manages your business the profits go elsewhere. Letters of interest were sent to the 2500 employees and each one was returned with a positive response. The staff is engaged and excited for the change. When we work together we can do big things.
- **Construction Projects** – The construction costs are as follows:
  - The *Belknap Academic Classroom Building* is funded by the state legislature. The traditional topping off ceremony was recently held on campus.

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- The *Student Activities Center (SAC)* renovation is funded by Aramark, as part of their contract.
- The *Papa John Stadium* extension is paid by donors.
- On HSC, the Pediatric Office Building is paid for by the *University of Louisville Physicians (ULP)*.

All of these projects are on schedule for completion in summer 2018.

- **Appointments and Searches** – Dr. Postel addressed the idea that administrators seem immune to the hiring frost/freeze. He assured the Senate that there are no areas in the university that are immune to the freeze. The President’s Office is down to a staff of four (4), from over twenty (20). He gave a list of open positions and the actions to be taken for each. [The full report is online.](#)
- **SACS** – It has taken a lot of time to address the SACS concerns, which have increased to nine (9). They have added, *Conflict of Interest (COI)* forms for the current Board of Trustees. This is an easy fix and is already underway, if not completed. Another addition is, the number of Interim positions that we currently in place. This falls under the SACS requirement for *Stability and Qualification of Administrators*. SACS thinks there may be too many interim administrators. [This information is online.](#) Dr. Postel, Dr. Billingsley and Ms. Connie Shumate will meet with SACS, in Atlanta, on August 15 to discuss our issues face-to-face. He wants to be prepared for the visit on September 19 and to ensure there are no surprises. They will be looking at our budget to make sure it is working. That is why he is so urgently cutting expenditures. He believes a decision will come from the SACS annual meeting, the first week of December in Dallas. All the information is on the [President’s web site.](#)
- **NCAA** – The four (4) major findings of the NCAA investigation will not be challenged. Based on a legal perspective, the University will appeal two (2) penalties: the vacation of wins and the financial claw back from conference proceeds. He wants the community to know that UofL accepts the findings and is not trying to make excuses. The penalty appeals are based on legal thought that the calculations were not done properly, as some student athletes were not here or did not play. The deadline to file an appeal is August 8, and the NCAA has 30 days to respond. The University, then, has 30 days to respond. After that, a hearing will be held.
- **Foundation Audit** – This month the Board of Trustees evaluated responses to the findings. More information will be available next week, after the board meets. It will not be a decision-making meeting, but a discussion of the issues.
- **Jewish Hospital/Frazier Rehab** – Kentucky One is selling both businesses – Jewish Hospital and Frazier Rehab. The University owns the property and the buildings. UofL was paid \$24M for its academic support. Negotiations are underway with the state, insurance companies, lawyers and others to figure the appropriate next steps.
- **Budget** – The Board of Trustees passed the budget at its June meeting, but it is not over. A budget is a plan on how to move forward, and this one will change. It is not a dead

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document. Monthly budget reviews will be based on actuals, to tell us where we are. It will determine how we manage the University. The monthly meetings include deans and LFOs. Students' interests come first. Therefore, there will be no tuition increase. We will make extremely conservative assumptions and reassess the budget this fall. It will take the efforts of all employees and the principle of shared governance to come together to make this work. Changes in how the University operates will help achieve the needed savings. In procurement last year, \$340M was spent with no price negotiation and an overlap in purchases (i.e., multiple purchases of the same thing). We need to save 2%-3%, which is about \$10M. A 6% tax on purchase is in effect, but is also under observation to see how it works. It could be rescinded if it doesn't work as thought. Regarding the hiring freeze/frost: depending on how well the budget works, there could be a thaw very quickly. Taking over the management of the hospital should generate revenue and donors are ready to give, once our issues are resolved.

**Questions and Answers**

**Q:** Will we manage the Jewish/Frazier properties?

**A:** If they sell it, no. If not, UofL has the land lease until 2049. The lease states the land must be used for a hospital. The buildings have accrued \$250M in deferred maintenance. The lease also states that if the buildings are not maintained, that they can revert back to the University. We cannot walk away because the community needs the hospital.

**Q:** How much is the NCAA claw back?

**A:** It keeps trailing in, but currently it is about \$7M-\$8M.

**Q:** From freeze to thaw, what is the process to replace lost positions?

**A:** The positions are in a pool to be strategically decided later, when the time comes and the resources are available.

**Q:** What is the cost of the NCAA appeal and who will pay for it?

**A:** An estimate is \$200K-\$300K. It is in Athletics column, but they are part of us. It was a tough call to make, but we spend that much to save \$7M-\$8M. There were about the same number for making the appeal as there were against it.

**Q:** At last month's Staff Senate meeting, there was a big discussion of the audit. Most staff feel it is unfair for some to get X-Pay, and others get no raise. Is the Board aware of how we feel about X-Pays?

**A:** The Board of Trustees ran the audit, so no administrators are making those decisions. Please send your feedback to Senate Chair Will Armstrong, Board of Trustees Chair David Grissom, or to him.

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**Q:** On HSC, a 6% tax on supplies, plus the surcharge, can come to 11%.

**A:** Dr. Postel said he does not like the 6% tax and that it may not last very long, but something must be done. There are one thousand (1000) procurement cards being used at UofL. That is too many and there is not enough oversight. How do we reign it in and avoid layoffs?

**Q:** Where does 6% tax money go?

**A:** To fill the general fund hole of \$10M. If everyone would only buy what they need, we could do it.

**Q:** Don't we have contracts with vendors to purchase supplies?

**A:** Yes, but people go outside our approved vendor list. We have Office Depot, but many go to Amazon. It is the volume of sales with Office Depot that generates lower prices.

**Q:** Is the 6% tax official?

**A:** It is still in development. We have to get \$10M in savings somehow.

**Q:** Is there a contingency plan if the SACS issue is not resolved favorably?

**A:** There is a contingency plan for everything. We are on probations, and have not lost our accreditation.

**Q:** Has an interim HR director been chosen? If so, do they have academic experience?

**A:** The announcement will come next week. Their academic experience needs augmentation.

**Q:** An email was just sent out to HSC that the 6% tax is now in effect, and retroactive to July 1.

**A:** It is still a work in progress and will be analyzed at the end of the month.

**Q:** Why not go back to the stockroom?

**A:** That is an operations/ Lee Smith question.

**Q:** Is the 6% tax in place or not? You said it was a work in progress and now we hear HSC has implemented it.

**A:** It is in place to be evaluated. There may be another way to achieve the goal, and replace the tax.

**Q:** This is the first I have heard of the tax. Why didn't we know?

**A:** I don't know. The Budget Advisory Committee has been discussing it for a couple of months. Much of the committee's time has been spent reviewing hiring freeze exemption requests. Communication is a dilemma.

**Q:** Is the 6% across the board?

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**A:** No, not on everything. For instance, not on federal grants. Lee Smith should come and explain it.

**Q:** Is enrollment not meeting expectations? Are units responsible for increasing their own enrollment?

**A:** Enrollment is almost flat. The projected enrollment is a budget concern. Dr. Billingsley and Jim Begany are working on an enrollment strategy. Each dean is responsible to promote enrollment within their unit. We are trying to accelerate the number of students. There is a lot of work to be done that requires budget input.

**Q:** Will the 2500 hospital employees become UofL employees?

**A:** They will be separate UMC employees.

Dr. Postel ended his report by inviting senators to the town hall meetings coming at the end of the month. [The full report is online.](#)

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

ACTIVITY REPORT: [Vice Chair's Report](#)

- Credentials & Nominations Committee (C&N) – Senator Cynthia Jeffery
  - There are now only three (3) vacancies on the senate – DTL02, MED13 and VPHA03.
  - The following standing committee rosters:
    - **C&N:** Chair Cynthia Jeffery, Vice Chair Ginger Brown, Rhonda Gilliland, Shannon Frey, Sharon Hinton, Karen Rose, Kathryn Doaty
    - **PED:** Chair Gary Southard, Vice Chair Sally Molsberger, Cathy Buckley, Patti Williams, Candace Allen, Ann LaPerle, Kathy Brashear
    - **S&F:** Chair Skip Hurley, Vice Chair Paul Eitel, Linda Leake, Laura McKinney, Shavon Wagner, Luis Marsano, Glenn Gittings
    - **SGC:** Chair John Smith, Vice Chair Jason Beare, Barbara Bishop, Meg Peavy, Dona Bottorf, Valerie Casey, John Morgan, Erica Gabbard, Angela Beverly
    - **SHARE:** Chair Bonnie Dean, Vice Chair Kari Donahue, Ellyce Patten, Priscilla Tingle, Geri Morgan, Carcyle Barrett, Ray Yeager
    - **SMCO:** Chair Ellie Fridell, Vice Chair Lindsey Ronay, Carla Meredith, Patrick Smith, Rachel Quick, Leslie Cooper, Ruby Keith
  - The following are seated on University-Wide Committees
    - **Academic Technology Committee (ATC)** – Linda Leake 2108
    - **Athletic Association Board of Directors (ULAA)** – Default to Vice Chair Vickie Tencer

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- **Awards & Designations Committee** – Shannon Frey and Bonnie Dean 2018
- **Bookstore Advisory Committee** – Jackie Fryer 2018
- **CODRE** – To be announced
- **COSW** – To be announced
- **Community Engagement Steering Committee** – Defaults to SMCO Chair Ellie Fridell 2018
- **Dining Services Advisory Committee** – Rachel Quick 2018
- **Faculty Senate Committees:** APC- Meg Peavy, 2018; P&B – Lindsey Ronay, 2018; XC – Ginger Brown, 2018
- **Human Resources Advisory Committee (HRAC)** – Default to Secretary-Treas Sabrina Haug & PED Chair Gary Southard; Patti Williams 2018; Angela Lewis-Klein 2019
- **Intellectual Property** – Luis Marsano 2018
- **Legislative Monitoring & Action Committee (LMAC)** – Jim Becker 2018; Angela Beverly 2019
- **Non-Academic Grievance Committee** – Ellyce Patten 2018; Candace Allen 2019; Alternate Meg Peavy 2018; Alternate Jackie Fryer 2019
- **Parking Advisory Committee** – Belknap: Shannon Frey 2018; HSC: Bonnie Dean 2018
- **Parking Appeals Committee** – Belknap: David Schlaegel 2018 & Kari Donahue 2018; HSC: Karen Rose 2018 & Rhonda Gilliland 2018
- **SGA Rep** – Jennifer Stephens 2018
- **UofL Board of Trustees** – Defaults to Senate Chair Will Armstrong
- **University Police Advisory Committee** - Cynthia Jeffery 2018

The motion to approve the above seating passed unanimously.

- Policy, Economics & Development Committee (PED) – Senator Wendy Metcalf
  - The committee met on June 21 and discussed guidelines for RIFs and benchmark’s internal hiring policies. The committee will meet again on July 20. [The report is online.](#)
- Services & Facilities Committee (S&F) – Senator Skip Hurley
  - No report to make.
- Staff Grievance Committee (SGC) – Senator John Smith
  - No report to make.
- Staff Help and Relief Efforts committee (SHARE) – Senator
  - No applications were submitted and no report to make.
- Staff Morale & Community Outreach (SMCO)- Senator Kari Donahue
  - There are no faculty or staff awards this year. The committee will make a call for nominations in September with a ceremony in December. The committee

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proposes to change its name to Communications and to develop a new committee purpose statement. [This report is online.](#)

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

The [statement of general fund activity](#) through May 2017.

- GENERAL FUND: \$2, 347.53
- TECHNOLOGY FUND: \$1674.00
- SHARE FUND: \$14,712.47

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

Ms. Hughes reported on several topics, including:

- **HR Tours** – A team of HR employees are visiting offices fielding an HR Q&A. There have been about seven (7) tours made and all have been well-attended.
- **Budget Advisory Committee** – Mary Elizabeth Miles is the HR representative to this committee.
- **Reports** – New reports being generated to monitor expenses, are; **Attrition** – tracking this number to reduce salaries by \$10M. Will review monthly. **Compensation** – this report will show the monthly salary expense.
- **RIF Pool** – This pool of employees will be tracked. Their resumes will be sent when a department needs a temporary employee. The employee must opt-in, as this is not automatic. This will be ready in one (1) week.
- **Leaving UofL** – Ms. Hughes is leaving the University in one (1) week. An interim will be announced in a couple of days. The applicant does have academic background early in their career. They will come to the Staff Senate each month. Visiting the Staff Senate has always been a highlight, as she came away with information to help improve HR.

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

Dr. Staat reported on several topics, including:

- **President's Report** – The Faculty senate received the same report as above.
- **Faculty Senate Statement** – The Executive Committee developed a statement requesting faculty representation on the Foundation's Board of Trustees.
- **Searches** – The **Ombudsman** position should be filled by August 1. **Law School** – Lars Smith will be the Interim Dean until the new dean arrives in January 2018. **Speed School** – Gail DePuy will be the Interim Dean until July 1, 2018, when a new dean is in place. **Nursing School** – The search gets underway this August.
- **SACS** – *The REDBOOK*, Chapter 1, has been rewritten to align with Kentucky state law and SACS requirements.

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- **Budget Advisory Committee** – The committee has been tracking all requests for exemption from the hiring freeze. Exceptions are being made, but returning to the status quo, by refilling positions, is not part of the plan.

Dr. Staat is not returning to the Faculty Senate and is taking phased retirement at the end of December. This will be his last Staff Senate meeting. Chair Armstrong thanked him for his years of service to the Staff Senate.

**REPORT: STAFF SENATE CHAIR’S REPORT – Chair Will Armstrong**

Chair Armstrong reported on various topics, including:

- **Operations Savings Committee** – He is a representative on this committee. He said the road ahead is difficult, but changes must be made. He voted against opening positions.
- **Topping Off Ceremony** – The Belknap Academic Classroom Building recently held the traditional topping off ceremony. He thanked all who attended.

[The full report is online.](#)

**OTHER BUSINESS**

None

**ANNOUNCEMENTS**

- The President’s Forums will be held on Belknap on July 25 at 9AM and on HSC on July 26 at 2 PM.
- In *UofL Today*, it was announced that the Computer Loan Program has changed. It will now be run through the Campus Store. Checks will no longer be issued.

**ADJOURNMENT**

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Gretchen Henry