

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on September 11, 2017 in Bigelow Hall, in MITC, on Belknap Campus, Vice Chair Vickie Tencer, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE:

A&S: Sabrina Haug, Cynthia Jeffery, Lindsey Ronay, Jessica Key BUSINESS: Erica Gabbard DENTISTRY: Laura McKinney, Sharon Hinton, Nancy Trabue, Bonnie Dean, Barbara Dearing EDUCATION: Shavon Wagner, Heidi Cooley-Cook, Alex McWilliams GRAD SCHOOL: Jackie Fryer KENT SCHOOL: Kim Rogers LAW SCHOOL: Lee McWhorter LIBRARIES: Angela Ren MEDICINE: Kent Gardner, Skip Hurley, Jason Beare, Tatyana Tarakanova, Whitney Rogers, Ruby Keith, Chelsea Henderson, Cathy Buckley, Lihua Zhang, Martin Brown, Angela Beverly, Ray Yeager, Vickie Tencer, Ellyce Patten, Leslie Cooper, Jennifer Stephens, Amy Mock, Denise Hand, Kathy Brashear, Hanna Martin, Leondra Gully, Linda Leake, John Morgan, Priscilla Tingle, Barbara Bishop MUSIC: Debby Kalbfleisch NURSING: Karen Rose PRESIDENT'S OFFICE: Tammy Logsdon PROVOST'S OFFICE: Andrew Grubb, Julie Hohmann, Patti Williams, Wes Partin, Will Adamchik, Virginia Hosono PUBLIC HEALTH: Rachel Quick SPEED SCHOOL: Kari Donahue, Kim Kerns, Wendy Metcalf VP-ATHLETICS: Marian Vasser, Regina Johnson, Rhonda Gilliland, Meg Peavy VP-COMMUNITY ENGAGEMENT: Patrick Smith VP-FINANCE & BUSINESS ADMINISTRATION: Melissa Shuter, Sally Molsberger, Paul Eitel, Sandy Russell, Bobbi Carlton, Melissa Taylor, Mary Baechle, Kathryn Doaty, Kim Noltemeyer, Christina Howard, Carla Meredith, Tim Dill, Geri Morgan, Steve Lindsey, Dennis Thomas, Andie Davis VP-STRATEGY & GENERAL COUNSEL: Carcyle Barrett VP-HEALTH AFFAIRS: Gary Southard, Ellie Fridell VP-RESEARCH: Ann LaPerle, Angela Lewis-Klein VP-STUDENT AFFAIRS: Glenn Gittings, John Smith VP-UNIVERSITY ADVANCEMENT: LeeAnn Riffle

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

A&S: Ginger Brown DENTISTRY: Lisa Wade MEDICINE: Victoria King, Diane Dougherty, Candace Allen, Will Armstrong, Donna Bottorff, Jie Liu, Erica LaMarche PROVOST'S OFFICE: Valerie Casey VP-FINANCE & BUSINESS ADMINISTRATION: Peggy Moore, David Schlaegel, William Taylor

OTHERS REGISTERING ATTENDANCE:

INTERIM PROVOST: Dale Billingsley
INTERIM CCO: Lee Smith
INTERIM EXECUTIVE DIRECTOR OF HUMAN RESOURCES: John Elliott
FACULTY SENATE REPRESENTATIVE: Avery Kolars
SGA REPRESENTATIVE: Chris Byrd
UofL Today: Alicia Kelso

GUESTS REGISTERING ATTENDANCE:

Mary Elizabeth Miles, Wendy Smithson, Donald Dean

CALL TO ORDER

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

ACTION ITEM: APPROVAL OF THE MINUTES – Vice Chair Vickie Tencer

The July meeting minutes were unanimously approved as amended.

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REPORT: INTERIM UNIVERSITY PROVOST – Dr. Dale Billingsley

Dr. Billingsley reported on a variety of topics, including:

DACA statements from the university and various campus organizations will be collected and posted at a single site, to be announced by UofL Today later this week.

Beginning of term and the new academic year

- *First-year move-in and Welcome Week* in a new format were successful and well-organized. A good increase in the number of living-learning communities (Speed LLCs doubled in number with bundled scheduling, practically filling Community Park; Honors Program students now occupy Kurz Hall) also allowed their participants to settle in a day ahead of Move-in.
- *Enrollment and tuition revenue*
 - Headcount down about 400 compared to Fall 2016. Tuition revenue impact of undergraduate losses was mitigated by a 20% increase in Brandeis enrollments and stable graduate enrollments.
 - Six-year graduation rate showing incremental increases. If we can move the GRS 2017 cohort to 85% first-year retention, we can break 60% graduation rate in 2020 with no negative impact on our access mission.
 - Initiatives for traditional-age recruitment of Fall 2018 appear to be going well by the count in first applications in total and from the new targeted regions:
 - Fall 2017 Applications received: 802 (from TN, OH, IL: 84)
 - Fall 2018 Applications received (comparable date): 2237 (from TN, OH, IL: 300)
- *New initiatives*
 - Winter term: 37 sections from five units will be offered online between Fall Commencement and the beginning of Spring term from four units. Student interest in this compact term appears to be good already; the website announcing the program will open this week at louisville.edu/wintersession. Advisors will have enrollment information for spring priority registration later in the fall.
 - **Question:** Distance Education should cost less than face-to-face instruction. Why not do that?
 - **Answer:** We are looking at that. There are not enough faculty to teach online. There is a lot of work to do to provide distance ed opportunities.
- --Resource stewardship and non-traditional prospect pools, an important source for rapid enrollment growth, will require our reconsideration of facility use and course offerings weekends, evenings, and at Shelby Hurst. Entrepreneurial development of new faculty contract models to support year-round, full-schedule offerings will also be explored as a means to increase enrollment.

BOT tenure and nepotism committee

The committee is reviewing both policies with attention to the REDBOOK and to look at ACC and benchmark schools. A draft policy on nepotism provided by HR has received endorsement. The committee has tight timeline, with a report expected by November 16. University representatives on the committee noted that this breadth of research would result in way more pages of material than did the similar inquiry on nepotism.

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University Ombuds: Mindy Eaves (from JCPS) started August 14; her office is on the 2nd floor of the Administrative Annex (between Grawemeyer and Brigham). She will be visiting departments, conducting training sessions, and speaking with the senates and various committees over the next several months.

Administrative searches: Today a General Assembly committee raised the ceiling on consultancies at UofL, so two searches now underway will continue. In the Speed decanal search, the search firm used the summer months to solicit candidates and applicants. Nominations remain open but final candidates are expected by late Fall. Meanwhile, interim Dean Gail DePuy and her staff give the school strong direction.

The presidential search consultant has been selected. An advisory committee is at work to express the faculty interest in the conduct and outcome of the search. The reports of the committee will be available online at the provost's administrative search page, <http://louisville.edu/provost/faculty-personnel/searches>. Although the REDBOOK specifies no role for staff and students, links to spontaneous committees of the other two assemblies will be posted on this page as well.

- **Question:** Is this the same search firm that Florida State had trouble with?
- **Answer:** Yes, though Bill Funk stepped away from the search.

University budget: The University ended the year with an all-funds positive net position of \$20million after two successive years of deficits. The FY 2018 first quarterly report will go to BOT on October 18th and will show us about on pace to meet the \$48million projected deficit. Human Resources reports 89 RIFs this year (FT, PT, and Temps on the UofL payroll) including those RIFd because of the termination of grants funding. Gifts to the university are beginning to return, none of which were included in the budget projections—so we anticipate the rigors of the year to be successful in reaching the goal set.

- **Question:** Can the attrition and expense-saving targets be reduced?
- **Answer:** The October report will indicate current standing, but since university expenditures are not linear but seasonal, we cannot be certain of the outcome even if the first quarter is headed in the right direction. Some changes and positive retrenchment are possible, assuming that the state budget issues do not complicate our circumstances.
- **Question:** Even if things could be relaxed, should we let them go back?
- **Answer:** Probably not, since the expense/revenue trends appear to be moving consistently ahead.

Budget Advisory Committee

- *Authorization to Hire* Process seems to be moving smoothly since grant funded positions have been integrated into the tracking scheme without approval required. Backlog is zero although some denials have been appealed. Depending on the October quarterly review, terms of approval may be revised.

BAC has now turned toward a review of priorities for FY19 funding, aligned with values and principles culled from strategic plans and ordered by priority to inform investments and reallocations for the next biennium. Recommendations from the committee will be reported to the senates as they develop during this term.

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SACS: The university's fiscal control may be an issue with the special visit committee here September 19-21, 2017, , even though the original focus was on governance issues that have been resolved by amendments to KRS 164 through SB 12 (UofL only) and SB 107 (all universities). Five other items concerning finance and leadership experience were added later, but the university has been able to respond definitively and persuasively to each one. The budget stringency and changes in Foundation governance and relationships between the boards have proven that those positive changes are possible. The university leadership is optimistic that these responses will carry us through the SACS review and the university will be released from probation.

If we are released, our reaccreditation review will pick up where it left off last December, with the expectation of a site visit later in the spring and an action to reaccredit at the SACS annual meeting in December.

- **Question:** Issue with Board of Trustees not being able to speak to the press. Why?
- **Answer:** He cannot speak for the Board , but the chair of the board is the spokesperson for the full Board of Trustees.

New Construction ready for occupancy summer 2018

- Belknap Academic Building and SAC renovation are on schedule to be ready for move-in next summer, open for classes Fall 2108 to coincide with the promulgation of Cardinal Core, the university's revised general education program.
- At HSC, the Pediatric Medical Office Building (170K+ square feet) is also slated to open on time in July 2018.

STANDING COMMITTEE REPORTS – Vice Chair Vickie Tencer

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

- Credentials & Nominations Committee (C&N) – Senator Cynthia Jeffery
 - Unit elections were held and the following new senators were seated:
 - EDU02 – Heidi Cooley-Cook
 - LAW01 – Lee McWhorter
 - MED10 – Chelsea Henderson
 - MED13 – Martin Brown
 - **ACTION ITEM:** Election for VPHA03 seat – ballots were distributed to Donna Hardesty has been elected to fill this seat.
- Policy, Economics & Development Committee (PED) – Senator Gary Southard
 - Committee Chair Gary Southard introduced members of the committee and said that any senator is welcome to attend the PED meetings.
 - [This report is online.](#)
- Services & Facilities Committee (S&F) – Senator Skip Hurley
 - The committee has completed is goals and objectives for the year and will meet soon.
- Staff Grievance Committee (SGC) – Senator John Smith
 - No grievances have been filed.
 - He believes the Ombudsman helps diffuse situations before they get to a grievance level.
 - Training for the committee will be held next month.

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- Staff Help and Relief Efforts committee (SHARE) – Senator Bonnie Dean
 - Committee Chair Bonnie Dean introduced the committee members.
 - The committee is working on its goals and objectives.
 - No applications have been submitted.
 - [This report is online.](#)
- Staff Morale & Community Outreach (SMCO)- Senator Ellie Fridell
 - The committee met on August 28, 2017.
 - Chair Ellie Fridell introduced committee members.
 - The committee has been working on the new web site, revising its bylaws and developing accounts on social media.
 - Birthdays for August and September were recognized.
 - Cardinal Day of Service has been rescheduled to October 6&7, 2017. Registration opens next week.
 - **ACTION ITEM:** Presentation and adoption of the new Staff Senate web site. The new web site design was introduced by Senator Kari Donahue, who developed it. As soon as content is filled and the site is reviewed for ADA compliance, it will go live.
 - [This report is online.](#)

REPORT: SECRETARY/TREASURER – Senator Sabrina Haug

ACTIVITY REPORT:

- GENERAL FUND: \$23,543.00
- SHARE FUND: \$15,192.47
- TECHNOLOGY FUND: \$1674.00

REPORT: INTERIM AVP–HUMAN RESOURCES – John Elliott

The Interim AVP-HR, John Elliott thanked the Senate for inviting him today. Mr. Elliott gave an overview of his background. He comes from HSC, where he assisted in the development of ULP and managed HR for UMC and Kentucky One. Dr. Postel requested that he fill in as Interim Associate Vice President for Human Resources. He has been in that position for about six weeks and his activities include:

- Introduction to Belknap HR – Mr. Elliott is getting to know the Belknap HR structure and the HR team members, and how best to support them.
- He has met with the HRAC constituents, the Faculty and Staff Senates.
- A result of the state audit, HR policies are under review. Policies have not been updated since 1992. He expects this to be completed by November 1, 2017.
- The Staff Senate and HRAC are very interested in the RIF policy and procedure. A request has been made to increase the time of notification to employees to 60 days. As this will impact the budget, he suggested that PED Chair Gary Southard consult with Susan Howarth.
- This year's open enrollment period for health care benefits is October 16 through October 27, 2017. There are no changes to the plans. Medical and vision coverage remains the same. There is a slight increase for dental coverage.
 - **Question:** Will the flexible spending company change?
 - **Answer:** Yes, a benefit RFP was sent out regarding management of the FSA. The new company, Discovery Benefits will start in January 2018. New cards will be mailed out.

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- **Question:** What about the rollover money?
- **Answer:** HR is meeting with Chard-Snyder to work out those details.
- Healthcare Waiver Credit – This benefit is for UofL employees who waive health insurance coverage from UofL. Employees waiving health insurance have funds added to their Flexible Spending Account. This benefit is being phased out and will cease in January 2019.
- FLSA – HR is not sure if the reversal of the ACA guidelines will change the work HR conducted last year. Until there is more information from the federal government, no changes will be made.
- Director of Benefits – Dana Hummel has left UofL and a search for a replacement is underway. There are a couple of finalists and a decision will be announced in *UofL Today*.
- Hiring Freeze – Mr. Elliott has not been told when, or if, it will be lifted.
- Short-term HR Goals: Interview with the SACS visiting team; finalizing policies for November 1, 2017; filling the Director of Benefits position; and, month-to-month updates on FLSA.
 - **Question:** Did the 89 RIFs include retirees?
 - **Answer:** That is unknown, but Mr. Elliott will find out and report back. Mary Elizabeth Miles, from HR, was in attendance and replied that they were all actual RIFs, with no retirees.
 - **Question:** Is there a \$15 charge to use the GHN facility?
 - **Answer:** He has heard there will be a \$15 per month charge, but he is not sure if that is final or official. Staff Senate Vice Chair Tencer added that the Tuition & Fee Setting Committee is looking at that.
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 - **Question:** Regarding the state audit and HR policies – were there any policies red flagged for review?
 - **Answer:** (Mary Elizabeth Miles - HR) Yes. Not many policies addressed administrators. Policies were reviewed to make sure administrators were included, as well as staff and faculty.
 - **Question:** How can job descriptions be posted correctly so I only have to hire once? Is there a way to make hiring easier so job applications match job descriptions?
 - **Answer:** (Wendy Smithson-HR) All of that information is online. The job description needs to be complete. Once the final hiring information is received, the turnaround time is five days.

REPORT: INTERIM COO – Lee Smith

Mr. Smith reported on various subjects, including:

- Issue with Self-Service Direct Deposit – Everyday, there are numerous email phishing attempts to extract personal information. When the Self-Serve Direct Deposit feature was first initiated, five people had their personal information stolen, but U of L was able to act quickly enough, that nothing happened. Their passwords were changed and that was the end of it. The next attempt was more successful. Within seconds, the hackers were able to go in and change all the direct deposit information. That was positively resolved. We now have multi-factor authorization. Online self-service direct deposit has been turned off for now. The COO's office is

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working on an application for direct deposit, which hopefully will be ready by the end of 2017 or early 2018.

- Student Activities Center – The renovation is beautiful! Please go visit the new Marketplace. A ribbon-cutting will take place on Thursday, September 14.
 - **Question:** Is anything available for people with food allergies?
 - **Answer:** The Ville Grille has some offerings and it is on Aramark’s radar.
- Six Year Capital Plan – The state requires that each public institution submit a six year plan for IT and capital projects. It is reviewed by the legislature and projects are approved (or, not) as funding is available. Even if funding becomes available, the plan may not be approved. UofL’s plan includes 87 projects, totaling over \$1B. The plan will be submitted in November.
- Cleary Report – The annual report of campus crimes is due in October for the previous year. The number of crimes is just about the same as the last report. There was an increase in number of motor vehicle thefts.
- Budget Savings – As we have all heard since early spring, in trying to close the \$48M budget shortfall, savings goals for procurement and operations are \$10M each, as well as \$10M in compensation. More details:
 - Operational Goal: The \$10M goal is now at \$4.5M. The Operational Savings Group is still working towards the \$10M goal, by looking at IT contracts, energy savings, and real estate leases.
 - Procurement Goal: It is difficult to conclude with only one month (August 2017) of information. Also, comparing last year and this year is not easy. It looks like we have made about a \$3M savings, but, as more information comes out, we can get a better idea.
 - HR Savings – The compensation savings are also difficult to gauge and compare, because so many things were done last year (example, X-Pay) that are not done this year. He is going over August’s data to get a better idea.
 - **Question:** Regarding the Six Year Plan – could we add maintenance and operation (M&O) of the buildings?
 - **Answer:** Yes, M&O is a challenge for many state institutions. It is on our list, but with the pension crisis, it may not be addressed for years. We are asking for M&O for the stadium and the new pediatrics building in next year’s budget.\
 - Why is Physical Plant obligated to maintain the stadium?
 - We support the athletic facilities.
- ESPN - College Game Day – On Friday, September 15, ESPN will set up its main stage on the Grawemeyer Oval for its live show. It will also be there on Saturday from 9 AM -12 PM. There will be a flyover camera and a mini football field for TV shots. The staff in the Physical Plant has been working hard to brighten up the campus. If you pass a grounds worker, please stop and thank them. Parking in red lots will be impacted, so please be flexible.

REPORT: FACULTY SENATE REPRESENTATIVE – Avery Kolers

Dr. Kolers reported on Faculty Senate news, including;

- The Faculty Senate approved a new B.S. degree in Neuroscience.
- The Executive Committee will draft a statement on DACA, which impacts 80 UofL students.

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- There is some concern with a Board of Trustees subcommittee looking at tenure and nepotism.
- President Postel was optimistic about the SACS visit.
- Libraries Dean Bob Fox reported on the cancellation of journal subscriptions due to budget cuts.
- Senators have concerns about the sale of Jewish Hospital and access to abortions due to the current litigation between the state and the clinic. There is also much concern that the campus community will have little input in the presidential search, though The REDBOOK states there will be faculty consultation.
- Please feel free to contact Dr. Kolers with any questions or concerns.

REPORT: SGA REPRESENTATIVE- Chris Byrd/Avery Kolers

Student representative Chris Byrd requested Professor Avery Kolers provide his report.

- Students are very happy with the dining services at the renovated SAC, and appreciate the opportunity to have input with the selections.
- Please contact Chris with any questions or concerns.

REPORT: UNIVERSITY-WIDE COMMITTEES – Vice Chair Vickie Tencer

Please send in any University Wide committee reports to the Senate Office to be posted.

OTHER BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 4:40 p.m.