

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on November 13, 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, Jessica Key **BUSINESS:** Erica Gabbard **DENTISTRY:** Laura McKinney, Lisa Wade, Sharon Hinton, Bonnie Dean **EDUCATION:** Shavon Wagner, Heidi Cooley-Cook, Alex McWilliams **KENT SCHOOL:** Kim Rogers **LAW SCHOOL:** Lee McWhorter **LIBRARIES:** Angela Ren **MEDICINE:** Kent Gardner, Skip Hurley, Victoria King, Tatyana Tarakanova, Whitney Rogers, Candace Allen, Chelsea Henderson, Martin Brown, Will Armstrong, Angela Beverly, Ray Yeager, Vickie Tencer, Donna Bottorff, Leslie Cooper, Jennifer Stephens, Amy Mock, Erica LaMarche, Kathy Brashear, Hanna Martin, Linda Leake, John Morgan, Priscilla Tingle, Barbara Bishop **NURSING:** Karen Rose **PROVOST'S OFFICE:** Andrew Grubb, Julie Hohmann, Will Adamchik, Valerie Casey **PUBLIC HEALTH:** Rachel Quick **SPEED SCHOOL:** Kari Donahue, Wendy Metcalf **VP-ATHLETICS:** Marian Vasser, Regina Johnson, Rhonda Gilliland **VP-COMMUNITY ENGAGEMENT:** Patrick Smith **VP-FINANCE & BUSINESS ADMINISTRATION:** Melissa Shuter, Sally Molsberger, Paul Eitel, Peggy Moore, Bobbi Carlton, Melissa Taylor, David Schlaegel, Mary Baechle, Kathryn Doaty, Kim Noltemeyer, Christina Howard, Tim Dill, Steve Lindsey, Denis Thomas, Andie Davis **VP-HEALTH AFFAIRS:** Donna Hardesty **VP-RESEARCH:** Angela Lewis-Klein **VP-STRATEGY & GENERAL COUNSEL:** Carcyle Barrett **VP-STUDENT AFFAIRS:** John Smith **VP-UNIVERSITY ADVANCEMENT:** LeeAnn Riffle

OTHERS REGISTERING ATTENDANCE:

INTERIM CHIEF OPERATING OFFICER: Mr. Lee Smith
INTERIM EXECUTIVE DIRECTOR OF HUMAN RESOURCES: Mr. John Elliott
AVP-GHN: Ms. Patricia Benson
FACULTY SENATE REPRESENTATIVE: Dr. Avery Kolers
UofL Today: Ms. Alicia Kelso

GUESTS REGISTERING ATTENDANCE:

Wendy Smithson, Christina Reed

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

A&S: Lindsey Ronay **DENTISTRY:** Nancy Trabue, Barbara Dearing **GRAD SCHOOL:** Jackie Fryer **MEDICINE:** Diane Dougherty, Jason Beare, Ruby Keith, Cathy Buckley, Lihua Zhang, Ellyce Patton, Jie Liu, Denise Hand, Leondra Gully **MUSIC:** Debby Kalbfleisch **PRESIDENT'S OFFICE:** Tammy Lawson **PROVOST'S OFFICE:** Patti Williams, Wes Partin, Virginia Hosono **SPEED SCHOOL:** Kim Kerns **VP-ATHLETICS:** Meg Peavy **VP-FINANCE & BUSINESS ADMINISTRATION:** Sandy Russell, Carla Meredith, Geri Morgan, William Taylor **VP-HEALTH AFFAIRS:** Gary Southard, Ellie Fridell **VP-STUDENT AFFAIRS:** Glenn Gittings

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 [minutes of the October 9, 2017](#) meeting were unanimously approved as distributed.

STANDING COMMITTEE REPORTS – Vice Chair Vickie Tencer

VICE CHAIR REPORT: [This report is online.](#)

- Credentials & Nominations Committee (C&N) – Senator Jeffery
 - This committee did not meet.
- Policy, Economics & Development Committee (PED) – Senator Southard
 - [This report is online.](#)
- Services & Facilities Committee (S&F) – Senator Hurley
 - This committee did not meet, but Senator Hurley attended a meeting of the University Planning, Design & Construction Committee. [That report is online.](#)
- Staff Grievance Committee (SGC) – Senator Smith
 - This committee has been busy with two grievances. One was settled today. Senator Smith thanked the committee members in handling a difficult grievance. The committee will review the grievance policy soon.
- Staff Help and Relief Efforts committee (SHARE) – Senator Dean
 - [This report was online.](#)
- Staff Morale & Community Outreach (SMCO)- Vice Chair Tencer
 - This committee did not meet.
 - Vice Chair Tencer read the birthdays for the month.

REPORT: SECRETARY/TREASURER – Senator Sabrina Haug

SECRETARY/TREASURER REPORT: [This report is online.](#)

- GENERAL FUND: \$17,605.09
- TECHNOLOGY FUND: \$1674.00
- SHARE FUND: \$16,122.97

REPORT: Human Resources – Mr. John Elliott, Interim VP-HR

Mr. Elliott thanked Chair Armstrong for inviting him to today's meeting, before he reported on several issues, including:

- **RIFs** – As of November, there have been 113 RIFs.
 - Of those, 57 were grant-based, and 19 were rehired.
 - There are now 87 active RIFs.
 - The Temp Pool currently has 4 people in it.
- **Searches**
 - Chief Operating Officer – The applicants are good and qualified. Two interviews have taken place, with more to come later this month. The committee will make a recommendation to President Postel at the end of the month.
- **Performance Evaluations** – There is not enough time to revise the evaluation tool for this coming year. It is the subject of conversation wherever he goes. It is on HR's agenda for next year.

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- **Human Resources Reorganization** – This undertaking is going well. There is one open position for a compensation analyst, since recently hiring one.
- **Staff Leadership Development** – He sees a need for skills training besides a Bachelor’s Degree. It may have to wait until next year, when the budget is not so tight.
- **State Audit Report** – Last year’s state audit recommended that HR revise all of its policies. That is coming to a close. HR will announce where the revised policies can be found.
- **Open Enrollment** – This year’s open enrollment went well, though it was challenging and complex. The waiver credit was an issue this summer. Of those 750-800 employees, about 10% enrolled in a UofL healthcare plan.
- **Grant-funded Hires** – The process has been revised and should make it easier to fill a position in 2-3 weeks, instead of 2-3 months. The new process bypasses the Budget Advisory Committee review process and once the Dean signs off on it, it goes directly to Compensation.
 - **Question:** Has there been any thought given to undoing the FSLA? Some tech jobs are now restricted because of the reclassification.
 - **Response:** He is hesitant to adjust the changes for fear they would be reinstated. There will most likely not be any one-off changes. He will discuss with HRAC.
 - **Question:** If a supervisor wrote a job description a certain way, a job was not reclassified.
 - **Response:** He is open to discussing this with HRAC.

INFORMATION ITEM: Women’s Networking Group – Senator Valerie Casey, Director Women’s Center

Senator Casey reported to the Staff Senate today that a newly-formed women’s networking group for interested staff and faculty is developing on campus. The second meeting will take place the second week of December. It is an informal group and there will be other events in the spring. Information will be posted in *UofL Today*.

REPORT: Get Health Now – Ms. Patricia Benson, AVP – Get Healthy Now

Ms. Benson reported on several Get Healthy Now topics, including:

- Open enrollment – The online GHN assessment is open until November 16, 2017
- Wellness Center Fee – In November a \$15 monthly fee will be charged to UofL employees, retirees and alumni.
 - **Comment:** Planet Fitness only charges \$10 per month.
 - **Response:** We are a wellness center, that is a gym.
 - **Question:** Why \$15 and not \$10?
 - **Response:** We did a market analysis with local and benchmark institutions.
 - **Question:** Is there a family plan?
 - **Response:** Currently, there is not a family plan, but would like to discuss it. It is a matter of safety.
 - **Question:** Can we still get biometric readings done for free?
 - **Response:** Yes.
 - **Comment:** My wife has gone for four months and really enjoys it. A \$15 monthly fee is nothing.
 - **Question:** Can the fee be payroll deducted?

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- **Response:** Yes.
- **Question:** How many faculty and staff are members?
 - **Response:** We just started so we do not have those numbers, yet. Ms. Benson encouraged senators to take a tour of the facility.

REPORT: Operations – Mr. Lee Smith, Interim Chief Operating Officer

Mr. Smith updated the Senate on several topics, including:

- **Searches** – Chief of Police – This search started about 2 weeks ago.
- **Employee Appreciation Day** – Hot cider and donuts will be served tomorrow on all three campuses from 1:30-3:30 p.m.
- **Veterans Day Event** – This event was held last Friday and about 60-70 people attended. He has received positive feedback and hopes to make this an annual event.
- **Procurement and Operational Savings** – The goal is to save about \$10M in each area. Operations is ahead of schedule at about \$5M. Procurement savings had been \$3.4M, but the first quarter figures show we have fallen behind. His office is studying the data to see where that happened. He stressed that if something is not mission critical this year, please do not purchase it. If you need help on high-priced items, let his office know. They can help get quotes and negotiate pricing. He is concerned about procurement savings.
 - **Bids** – The threshold for bids is \$40K. To make sure we are getting the best pricing, he is implementing a 3-bid requirement for purchases of \$20K and above. Next year, federal guidelines will require multiple quotes on purchase of \$10K and higher.
- **Web site revision** – the web site for the COO office is being revised
- **Personal Hygiene** – Mr. Smith has received emails from groups expressing concern about the lack of available personal hygiene products. Dispensers will be placed on all three campuses at no cost to users.
- **Safety** – This is a concern to every employee. The options below would cost more than \$700K.
 - **Blue Lights** - The existing blue lights were put in years ago, before cell phones, and have never been used. The SGA has asked that the funds to maintain the blue lights be used for something else. This is not a cost savings initiative. We have a \$600K federal grant to enhance the L Trail and to make curb cuts for handicap access. We are waiting for the state's approval.
 - **Pedestrian Safety** – Improvements along Cardinal Boulevard, where several pedestrians have almost been hit, are under consideration.
 - **Escort Service** – This service is provided nightly from dusk to dawn. The requests for service are increasing, but our resources are limited and wait time can be 20-30 minutes. It is difficult to pull officers off of patrol to escort someone to their car. He is looking at a shuttle to run around campus.
- **Cleary Report** – Our statistics on the Cleary report are good when compared to other urban college campuses, but we want to prevent as much as possible.
 - **Question:** When classes are out, there is no shuttle. Is it possible to get a morning/afternoon shuttle?
 - **Response:** he will take this into consideration.
 - **Question:** Are all these safety initiatives on Belknap and HSC?

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- **Response:** Most are Belknap specific, but he will take a look at HSC issues. The requests from the SGA are for Belknap.
- **Comment:** HSC needs cameras and flashing lights at the crosswalk on Preston Street.
 - **Response:** On those city/state-owned streets, we are limited on what we can do. Then, we become an advocate.
- **Question:** With last week's incident in the Speed School parking lot, has patrolling increased?
 - **Response:** It is a challenge because crimes usually happen on the perimeter and not directly on campus. You may not see a lot of patrols because they are elsewhere trying to prevent crimes. Please call dispatch if you see something suspicious.
- **Comment:** Would it help to partner with the hospitals on HSC?
 - **Response:** We already meet regularly with LMPD and the hospitals.
- **Comment:** In front of the University Club, there used to be a "One Way" sign. It is no longer there and people have been going the wrong way, making it a dangerous spot.
 - **Response:** Thanks for the heads up. That is an easy fix.
- **Comment:** The Medical School's door is an "Emergency Exit Only" door. If that was changed, it would be easier and safer for medical students to use for the escort service.

REPORT: FACULTY SENATE REPRESENTATIVE – Dr. Avery Kolers

Dr. Kolers reported on the Faculty Senate meeting held on November 1, 2017.

- **School of Medicine** – The bylaws of the School of Medicine were revised and had a first reading.
- **Paralegal Program Suspension** – A discussion took place on the suspension of the Paralegal Program. All current students will remain until they graduate. A vote was taken and the proposal to suspend passed.
- **Presidential Search** – The Faculty Senate chair reported that the statement by David Grissom, chair of the Board of Trustees, reaffirming the presidential search would be secret and the listening tours would be completed by November 20, was totally mistaken and based on nothing. The Senate chair also indicated that all the letters to the Board insisting that the search be open have indeed made a difference and thought it would be good if more came in.
- **UofL Foundation** – The Foundations' Executive Director, Keith Sherman made a presentation of all the changes that have been made to prevent abuse in the future.
- COO Lee Smith – Updated the Senate on the same issues presented here.

REPORT: SGA REPRESENTATIVE – Mr. Christopher Byrd

No report was made.

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

Chair Armstrong reported on several topics, including:

- **Chair's Report** – More narrative will be added to the report to include more context to events and meetings.
- **Listening Tour Subcommittee** – He is on this subcommittee of the Board of Trustees. A meeting was held with the PSFCC (Presidential Search Faculty Consultation Committee) to

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openly discuss the primary qualities of a university president. Bonita Black is the chair of the Listening Tour subcommittee. The tour will take place sometime in January.

- **Comment:** Ask the search firm (Funk) if any of the candidates are also a client of theirs.
- **Football Game** – Reminder the game is this Saturday.
- **Employee Appreciation Day** – Tomorrow on all campuses from 1:30-3:30 pm. Both the Faculty and Staff Senates are sponsors for this event.
- **Staff Senate Statement on the Presidential Search** – From the floor it was asked if the Staff Senate was going to put forth a statement regarding the search process and requesting it be open.
 - A motion was made, seconded and passed:
 - *That the Staff Senate produce a resolution for an open and transparent search for a new university president.*
 - Senator Bonnie Dean will bring the statement to the next Executive Committee meeting.

The full [Chair's Report is online](#).

REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong

These reports are online.

- [Academic Technology Committee \(ATC\)](#) – Senator Leake
- [Commission on the Status of Women \(COSW\)](#) – Senator Noltemeyer
- [University Police Advisory Committee \(UPAC\)](#) – Senator Jeffery

ANNOUNCEMENTS

- **Faculty/Staff Day at the SRC** – On December 1, 2017 all staff and faculty are invited to use the SRC facility, free of charge.
- **American Lung Association Climb** – On February 3, 2018, the American Lung Association will have its annual climb. Please sign up.

NEW BUSINESS

Several senators commented that it would be nice to hear about high-level administrative hires from the University, before the media.

OLD BUSINESS

Following up on a discussion earlier this semester, a senator asked about reparations for the misuse of funds by the previous administration. Chair Armstrong said he was unable to comment.

OTHER BUSINESS

- REMINDER: There will be an informal holiday reception at the December meeting
- REMINDER: The Staff Senate does not meet in January.

ADJOURNMENT

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Gretchen Henry

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