

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on December 11, 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 **DENTISTRY:** Lisa Wade, Bonnie Dean, Barbara Dearing **EDUCATION:** Shavon Wagner, Heidi Cooley-Cook, Alex McWilliams **LAW SCHOOL:** Lee McWhorter **LIBRARIES:** Angela Ren **MEDICINE:** Skip Hurley, Victoria King, Jason Beare, Ruby Keith, Candace Allen, Chelsea Henderson, Cathy Buckley, Lihua Zhang, Will Armstrong, Angela Beverly, Ray Yeager, Vickie Tencer, Ellyce Patton, Leslie Cooper, Jennifer Stephens, Amy Mock, Denise Hand, Erica LaMarche, Kathy Brashear, Hanna Martin, Leondra Gully, Linda Leake, Priscilla Tingle, Barbara Bishop **PROVOST OFFICE:** Andrew Grubb, Julie Hohmann, Patti Williams, Wes Partin, Will Adamchik, Valerie Casey, Virginia Hosono **PUBLIC HEALTH:** Rachel Quick **SPEED SCHOOL:** Kari Donahue **VP-ATHLETICS:** Marian Vasser, Regina Johnson, Rhonda Gilliland, Meg Peavy **VP-FINANCE:** Melissa Shuter, Sally Molsberger, Sandy Russell, Peggy Moore, Bobbi Carlton, Melissa Taylor, David Schlaegel, Mary Baechle, Kathryn Doaty, Christina Howard, Carla Meredith, Geri Morgan, Steve Lindsey, Dennis Thomas, Andie Davis, William Taylor **VP-STRATEGY:** Carcyle Barrett **VP-HEALTH AFFAIRS:** Ellie Fridell, Donna Hardesty **VP-RESEARCH:** Angela Lewis-Klein **VP-STUDENT AFFAIRS:** Glenn Gittings, John Smith

GUESTS REGISTERING ATTENDANCE:

VICE PROVOST FOR DIVERSITY & INTERNATIONAL AFFAIRS: Dr. Mordean Taylor-Archer
THE DELPHI CENTER ASSOCIATE DIRECTOR: Dr. Patty Payette
UofL FOUNDATION EXECUTIVE DIRECTOR: Mr. Keith Sherman

OTHERS REGISTERING ATTENDANCE:

University of Louisville Association of Retired Persons (ULARP): Ms. Bev Daly
UofL Today: Ms. Alicia Kelso
Human Resources: Wendy Smithson

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

A&S: Lindsey Ronay **BUSINESS:** Erica Gabbard **DENTISTRY:** Laura McKinney, Sharon Hinton, Nancy Trabue **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **MEDICINE:** Kent Gardner, Tatyana Tarakanova, Whitney Rogers, Martin Brown, Donna Bottorff, John Morgan **MUSIC:** Debby Kalbfleisch **NURSING:** Karen Rose **PRESIDENT'S OFFICE:** Tammy Lawson **SPEED SCHOOL:** Kim Kerns, Wendy Metcalf **VP-COMMUNITY ENGAGEMENT:** Patrick Smith **VP-FINANCE & BUSINESS ADMINISTRATION:** Paul Eitel, Kim Noltemeyer, Tim Dill **VP-UNIVERSITY ADVANCEMENT:** LeeAnn Riffle

CALL TO ORDER

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

ACTION ITEM: APPROVAL OF THE MINUTES – Chair Armstrong

The [November 13, 2017](#) meeting minutes were unanimously approved as distributed.

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SENATE HOUSEKEEPING ITEMS: Chair Armstrong

The Chair took a few minutes to address some housekeeping issues, including:

- Attendance – Please sign in. This is the only method we have for official recordkeeping of attendance.
- Appreciation – Thanks to Senate Coordinator, Gretchen Henry and all others for arranging the holiday reception and for supporting the Senate.
- Chao Food Rules – Please do not eat in the Chao, but drinks are allowed.
- Birthdays – SMCO has a sign-up sheet on the table for birthday recognition. This is optional.
- Senator Gary Southard has been RIFd. This is not something the Chair usually reports on, but Senator Southard was an integral part of the Senate’s leadership and PED chair.

INFORMATION ITEM: RESOLUTION ON THE PRESIDENTIAL SEARCH –Chair Armstrong

Chair Armstrong read the resolution which was sent to the list on November 28, 2017. It is also posted on the presidential Search Faculty Consultation Committee’s (PSFCC) web site. [The statement is online.](#)

STANDING COMMITTEE REPORTS – Vice Chair Vickie Tencer

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

- Credentials & Nominations Committee (C&N) – [REPORT](#) - Senator Jeffery
 - SGA Representative – Due to an increased work load, the SGA Rep had to step down. If you are interested in the position, please send an email to C&N Chair [Cynthia Jeffery](#) .
 - At Large – A motion was made and seconded to make VPHA01 an At Large seat. The motion passed unanimously.
 - MED – An election was held to fill vacancies in MED04 and MED23. Sherry Gainous and Jared Neal were elected.
 - VPR01 was vacant, due to a RIF. Karen Johnson was the only applicant. Motion comes approved by committee.
 - ELECTION – to fill 2 vacancies VP-UA01and VP-HA01. Both are At Large seats. Ballots were distributed, collected and taken out for tally.
Results: VPHA01 - Rick Williams and VPUA01 – Lisa Motley.
- Policy, Economics & Development Committee (PED) – [REPORT](#) – Senator Molsberger
- Services & Facilities Committee (S&F) – NO REPORT - Senator Hurley
- Staff Grievance Committee (SGC) – NO REPORT - Senator Smith
- Staff Help and Relief Efforts committee (SHARE) – [REPORT](#) - Senator Dean
- Staff Morale & Community Outreach (SMCO)- NO REPORT - Senator Fridell

REPORT: SECRETARY/TREASURER – Senator Sabrina Haug

There have not been any expenditures since last month, so there are no changes to the accounts.

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

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PRESENTATION: UofL DIVERSITY PLAN – Vice Provost Dr. Mordean Taylor-Archer

Dr. Taylor-Archer thanked the Senate for the opportunity to present the Diversity Plan today. In 2016, the Council on Post-secondary Education (CPE), developed a framework for all Kentucky institutions of higher education. This plan is based on that framework. The plan has been vetted across the University – from the Administration, deans, Faculty Senate, SGA and unit diversity committees. Dr. Taylor-Archer gave an overview of the plan. [The plan is online](#). It is focused on three areas:

- **Opportunity** – Across the institution’s populations – Where are the gaps for underrepresented minority students, staff and faculty? Where are the opportunities? This part of the plan, focused on the areas for growth in underrepresented minorities, including students, staff and faculty. Profiles for the institution, as a whole, all levels of students and staff were given.
- **Success** – Graduation and Retention Rates – Where are we now, in regards to the success of underrepresented minorities and where do we want to go? The focus on this part of the plan was the upward climb in enrollment, retention and graduation. Among other ideas, some high impact strategies for student success include summer bridge programs, living/learning communities, identifying students at risk, and, working with SGA to create an Identity Center to facilitate diversity programming and student engagement.
- **Impact** – Inclusivity and Cultural Competency – How do we create a climate where everyone feels valued? We are expected to provide training for students, staff and faculty. How do we do that? Training modules may be developed for cultural competency. The Campus Climate Survey will provide important information. From that data, a campus action plan will be developed and implemented.
 - **QUESTION:** Who is included in URM (Underrepresented Minorities)?
 - **RESPONSE:** The main focus is on African-Americans and Hispanic Latino.

Dr. Taylor-Archer thanked the Staff Senate saying, without the staff the University could not function and that the staff’s contribution is valued.

PRESENTATION: QEP – Delphi Center Associate Director Dr. Patty Payette

Dr. Payette thanked the Staff Senate for inviting her to speak today and give an update on the QEP. She acknowledged Senator Rhonda Gilliland for her work on the QEP Team. The Quality Enhancement Plan (QEP) is a requirement to maintain accreditation with SACS. Many will recall our initial plan in 2007, **Ideas2Action** (i2A) and its focus on critical thinking. [Find Your Fit](#), is the updated version of our QEP, and its focus is on retention of second year students, many who feel the *Sophomore Slump*. To help students address this academic slump, the Delphi Center is [piloting 2 courses](#) in spring 2018. These courses will look at gaps in the student’s experience and work on fixing them. Data show that many second year students hit a wall and leave because they are ‘undecided’ on a major or are ‘exploratory’ – students who explore options before choosing a major. Find Your Fit is focused on these students, to help them find their personal fit and a sense of belonging. These courses will be taught in the new Belknap Academic Building. If you know of a student who would benefit from these courses, please let Dr. Payette know.

PRESENTATION: UofL FOUNDATION – Executive Director Mr. Keith Sherman

Mr. Sherman began his presentation by asking for a show of hands of how many know how a foundation operates. No hands were raised. He gave a brief overview of his background before he came to the Foundation, almost a year ago

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He made it clear that the Foundation only exists to support academics and is completely separate from the University of Louisville. It is a 501 c (3) charitable entity, focused solely on the University of Louisville. Mr. Sherman said he has two jobs at the Foundation: to grow the endowment to support UofL into perpetuity and, to ensure the Foundation's investments are consistent and reliable. The Foundation had been under audit for 884 days. He said that is unheard of. There has been no issue that has not been reviewed by the state and the forensic audits. The Board of Trustees asked the state to audit the Foundation. The state came back with 7 findings and 14 recommended changes. The Board was unhappy with the (then) Administration's uncooperative behavior and hired a forensic auditor to look at the Foundation's finances. There were 5 findings and 13 recommended changes. The only recommendation not made, was the one for an internal audit function. The Foundation is large enough to require the expense. It may be in the future, but now it is not. The Foundation addressed all issues and received a clean bill of health and will be audited annually.

Mr. Sherman went on to explain how the endowment works – it is like a mutual fund, or a fund of funds. He said the endowment is now at about \$720M. Several years ago, there was a Billion Dollar Campaign, that actually only netted the endowment about \$100M. His presentation showed how the endowment has had a 9% return on its investments since 1995, which is good and consistent. The S&P, while it may make more, is more volatile, with higher highs and lower lows.

There have been many changes in the Foundation's processes. There is a new Board of Directors, who want to turn the Foundation around. All board members go through an orientation. All the Foundation's bylaws have been revised. There is now a Policy & Procedure Manual. All committees have a charter. The University president cannot be the Foundation's president. There is a special committee to address the A&M (forensic audit firm) report. All Open Records Requests will be honored in a timely fashion. We are not hiding anything, so information will be shared with the press. A gift library has been created, so units can see what funds have been given to them and what the donors' intentions are for those gifts. An attestation form has been developed to ensure gifts are being used properly. UBMs and unit administrators have to sign the binding form that the gifts have used as intended. The Foundation now has a Conflict of Interest policy. The audit and law firms have been changed.

In the past, the spending rates could no longer be sustained. The stated spending rate was 7.48%. The actual was 9-12%. The return on the endowment was less than the spend rate. A good rule of thumb is to spend 90% of the endowment and let 10% grow. The spending policy for academic units in 2017-2018 is 4.09%. This is funded from the available carry-over.

The Foundation will no longer pay salaries, no more deferred compensation, no funding startups, or buying real estate (strategic real estate decisions are made by the University, not the Foundation). This is not the same Foundation as one year ago. We are transparent and will disclose anything.

[The full presentation is available online.](#)

UPDATES: INTERIM CHIEF OPERATING OFFICER – Mr. Lee Smith

Mr. Smith updated the Senate on several issues, including the following:

- **TECHNOLOGY**

- PERSONAL INFORMATION SECURITY – Online phishing attacks occur daily. They are trying to get your private information. In order to protect employees and University information, a 2-factor authentication protocol will be installed. It will expand HR self-service and PeopleSoft. The product to be used is called *DUO* and you must sign up for a *DUO* account. This will be ready in January.

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- IT SERVICE CATALOG – This Friday, a new IT Services Catalog will be installed by a new provider. It will give easier access to IT services.
- **PERSONAL HYGIENE:** A cross-campus committee worked on making sanitary napkins and tampons available at various locations on all three campuses. In January 2018, there will be 25 dispensers offering free products.
- **PUBLIC SAFETY INITIATIVES**
 - L Trail Lighting – A federal matching grant will provide additional lighting under the viaducts on the L Trail and will also allow for cut-outs on walkways for wheelchair access. The plans are awaiting approval in Frankfort.
 - More Cameras – The Blue Light system is outdated and will be removed. He has worked with the SGA to add more cameras to the existing 550 we now have.
 - Pedestrian Safety on Cardinal Boulevard – Pedestrian safety is an issue near the College of Education and the School of Music. He is working with Metro Traffic for added safety features. These are city or state roads, so we have to wait for them to study the situation and add improved lighting and street markings. The round-about is also very dangerous. Part of the problem is that people park at the Manual High School parking lot and cross Cardinal Boulevard where there is no cross-walk.
- **CAPITAL PLAN** – Our capital requests were vetted and sent to Frankfort in the fall. We will work hard for our priorities: STEM facilities; the backlog of plumbing and heating/cooling issues; and our \$500M in deferred maintenance. Of all the buildings on Belknap, 52% are 50 years old, or older. This is a common problem across the country.
- **STATUTORY REVISIONS** – If the University wants to build something, and has the funding, there are still many bureaucratic hoops to jump through. We are putting forth a request to simplify this process. We are also asking to merge the state and federal reporting requirements for the Clery and Minger Acts. They are different, yet similar enough that combining them makes sense.
 - **QUESTION:** Is there a list of the statutory revisions?
 - **RESPONSE:** He will send it out. It is in the CPE report.
 - **QUESTION:** New buildings also bring in new maintenance costs. Is that not budgeted?
 - **RESPONSE:** There is no standard way to do capital requests. In the past, operation costs were paid for by the state. When the state stopped paying those costs, they fell to the institutions. Now, we have to find funding for the maintenance and operations (M&O) of any new buildings.
 - **QUESTION:** Is it possible to get City Café back on HSC? There are 2 Au Bon Pain restaurants, very close to each other. It doesn't make any sense and offers no real options.
 - **RESPONSE:** We are discussing that space and how to make it successful. He was surprised that ABP corporate would place 2 stores so close to one another. We have to figure that out with Aramark.

REPORT: FACULTY SENATE REPRESENTATIVE – Dr. Avery Kolers

[Dr. Kolers' report is online.](#)

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REPORT: SGA REPRESENTATIVE – Mr. Christopher Byrd

No report.

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

[The Chair’s Report is online.](#)

REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong

- Academic Technology Committee (ATC) – [COMMITTEE REPORT](#) – Senator Linda Leake
- University Police Advisory Committee (UPAC) – [COMMITTEE REPORT](#) – Senator Cynthia Jeffery

ANNOUNCEMENTS

- Election results: VP-HA01 - Rick Williams and VP-UA01 Lisa Motley.
- There is no meeting in January. The next scheduled meeting is February 12, 2018, at Chao Auditorium.

ADJOURNMENT

The meeting adjourned at 4:10 p.m.