

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on November 12, 2018 in the Ballroom, Student Activity Center, Belknap Campus, Chair John Smith, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE:

A&S: Ginger Brown, Jessica Key, Lindsey Ronay BUSINESS: Kayla Miller DENTISTRY: Lisa Pantoja, Jonathan Graves, Nancy Trabue, Bonnie Dean EDUCATION: Shavon Wagner, Alex McWilliams LIBRARIES: Sarah Frankel MEDICINE: Angela Beverly, Victoria King, Laurie Milliner, Jason Beare, Whitney Rogers, Candace Allen, Cathy Buckley, Martin Brown, Lihua Zhang, Jami Vance, Donna Bottorff, Jennifer Stephens, Amy Mock, Erica LaMarche, Kathy Brashear, Patti Williams, Leondra Gully, Christina Howard, John Morgan, Priscilla Tingle, Barbara Bishop MUSIC: Debby Kalbfleisch NURSING: Vickie Tencer PROVOST'S OFFICE: Andrew Grubb, Julie Hohmann, Will Adamchik, Linda Leake, Marian Vasser, Valerie Casey, Virginia Hosono PUBLIC HEALTH: Rachel Quick SPEED SCHOOL: Kari Donahue, Wendy Metcalf VP-ATHLETICS: Regina Johnson, Blake LeBlanc, Meg Peavy VP-COMMUNITY ENGAGEMENT: Patrick Smith VP-FINANCE & BUSINESS ADMINISTRATION: Sally Molsberger, Paul Eitel, Donna Hardesty, William Taylor, Melissa Taylor, Steven Lindsey, Sandy Russell, Kim Noltemeyer, Wendy Smithson, Carla Meredith, David Schlaegel, Dennis Thomas, Andie Davis VP-HEALTH AFFAIRS: Rick Williams, Lisa Wade, Denise Hand VP-RESEARCH: Karen Johnson, Angela Lewis-Klein VP-STRATEGY & GENERAL COUNSEL: Carcyle Barrett VP-STUDENT AFFAIRS: Glenn Gittings, John Smith Linda Wilde VP-UNIVERSITY ADVANCEMENT: Erica Gabbard, Angela Ren

OTHERS REGISTERING ATTENDANCE:

AVP-Human Resources: Mr. John Elliott
Executive Director of Business Services: Mr. Bob Knaster
Chief of Police: Lt. Gary Lewis
Faculty Senate Rep: Dr. Christopher Tillquist
SGA Re: Mr. Wyatt Harris
UofL Association of Retired Personnel (ULARP): Mr. Michael Byrne
UofL Today: Ms. Alicia Kelso

GUESTS REGISTERING ATTENDANCE:

Christina Reed, Shelley Dunn, Jessie Morgan, Steve Green, Katherine Stevenson, Lisa Hagan

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

A&S: Cynthia Jeffery DENTISTRY: Laura McKinney EDUCATION: Heidi Cooley-Cook GRAD SCHOOL: Jackie Fryer KENT SCHOOL: Kim Rogers LAW SCHOOL: Lee McWhorter MEDICINE: Skip Hurley, Ruby Keith, Chelsea Henderson, Ellyce Patton, Will Armstrong, Ray Yeager, Lisa Motley, Leslie Cooper, PRESIDENT'S OFFICE: Tammy Lawson SPEED SCHOOL: Heidi Neal VP-ATHLETICS: Rhonda Gilliland VP-COMMUNITY ENGAGEMENT: VP-FINANCE & BUSINESS ADMINISTRATION: Melissa Shuter, Tim Dill, Kevin Ledford, Charles Schroeder

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CALL TO ORDER

Smith

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

Chair Smith welcomed senators to the SAC and asked for feedback for the Ballroom as a meeting place.

ACTION ITEM: APPROVAL OF THE MINUTES

Smith

The minutes of the [October 8, 2018 meeting](#) were unanimously approved.

REPORT: SGA REPRESENTATIVE

Harris

Mr. Harris reported on several topics, including:

- **2025 Strategic Plan** – The SGA is working on its document that will address retention and services issues, among others.
- **Student Athletic Fee** – The SGA is coordinating with Athletics to further reduce the student athletics fee, and to eventually eliminate it. It was reduced by 50% last year.
- **Student Services** - The SGA is working with Dining & Housing to resolve the recent issues in Threlkeld Hall.

REPORT: STAFF SENATE CHAIR’S REPORT

Smith

Chair Smith reported on several topics, including:

Board of Trustees – At the last meeting, the agenda was designated a “consent agenda”, which means everything on the agenda is voted on as one item. One of the agenda items was for a pay increase for some faculty and administrators. Chair Smith made a statement to the Board “about pay increases for top level administrators and faculty being approved while re-organizations are taking place across campus and in many instances, staff are receiving little or no pay adjustment.” He would have voted against the pay increases, but there were also things included on the agenda that were good for the University. [The full report is online.](#)

QUESTIONS & RESPONSES

- Question: What building on HSC was declared as surplus, to be sold?
 - Response (John Smith): The Myers Building is in serious need of repair.
- Question: Are there any details on the amount of the salary increases?
 - Response: Yes, some took on more duties and others were complete job changes.
- Question: How many people did this include?
 - Response: About 12 to 14 people were included.
- Question: Who decided to roll up all the agenda items into a lump sum vote at the Board meeting?

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- Response: I'm not sure.
- Question: Is the salary increase information published?
 - Response (John Elliott): It should be public knowledge. The online salaries are updated quarterly.
- Question: Did anyone on the Board give you feedback?
 - Response (John Smith): Yes, there were some statements of understanding and agreement.
- Question: Regarding the Staff Recognition Luncheon – can it be moved out of Homecoming Week? There are many activities that staff have to work and many cannot make the luncheon.
 - Response: We will talk to Mary Elizabeth Miles in HR.
- Question: Regarding the Tuition and Fee-Setting Committee - Is out-of-state tuition being reconfigured?
 - Response: Everything is on the table.
- Question: What was the cost of the inauguration?
 - Response: It was about \$80K, which is half what other ceremonies usually cost.

REPORT: SECRETARY-TREASURER

Gilliland

There were no expenses this month, beyond the officers' and Staff Grievance Officer's x-pay.

REPORT: VICE CHAIR

Vasser

Vice Chair Vasser reported on topics that included:

- Retreat Feedback - An idea that was brought up at the retreat in September, was to come up with a way to ask anonymous questions during the senate meetings. For various reasons, some senators would feel more comfortable, and would possibly participate to a greater degree, if they could ask questions anonymously. Vice Chair Vasser then unveiled the answer – Mentimeter. This is an online platform that allows real-time anonymous communication, once participants have signed in using their smart phones. A test-run showed how easy it was to use. More feedback from the retreat, and the actions to be taken, [is online](#).
- Campus Climate Survey – Round two has been sent out to the campus community.
- December Staff Senate Meeting – At this meeting, every committee will make a presentation on their business. This is a chance for everyone to learn more about each committee.
- Physical Plant Work Group – Mark Watkins has agreed to a Physical Plant Work Group to try to address its specific issues. Please send the Vice Chair an email if you would like to participate.

The Vice Chair's report was distributed after the meeting and is [now online](#).

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DISCUSSION: HUMAN RESOURCES Q & A

Elliott

Before taking questions, Mr. Elliott gave updates on various topics, including:

- Policies – The Lactation and Telecommuting policies are under review in the Office of Compliance.
- Salaries Online - These are updated quarterly.
- Tuition remission Policy – Last spring, the state legislature did away with the state tuition waiver, for public universities. The schools wanted to extend this benefit through spring of 2019. It will be reviewed at that time.
- Performance Evaluation Tool – Many trainings were held for the new tool, in anticipation of its implementation next year.
- GED Program – Everything is in place for this free program to launch in January 2019.
- Smoke-Free Campus – This effort has been rebranded to Tobacco Free. Details will be announced later.
- New Hire Orientation – The last New Hire Orientation will take place on November 26, 2018.

QUESTIONS & RESPONSES

- Question: Will the Tobacco Free initiative have any teeth to be enforced?
 - Response: We need to do that.
- Question: Will vaping be allowed?
 - It should not be allowed, but he does not want to decide alone.
- Question: What are the pay dates for the holiday?
 - Response: He does not know but will get the answer.
- Question: There is still some confusion on where the decisions on the exempt/non-exempt were made.
 - Response: In HR.
- Question: Who approved the termination of the tuition remission?
 - Response: The state legislature.
- Question: Some employees can only get promoted by leaving the University. How can we fix that?
 - Response: We need a consistent way in how we title jobs. He does not know what the options are.
- Question: How will the GED program work?
 - Response: Todd Kneale is putting that together and it will be a benefit.

A brief discussion took place regarding the Board of Trustees awarding raises to certain faculty and administrators, while there is no recognition/compensation for staff who have also taken on greater job duties. Mr. Elliott said raises were not included in this fiscal year's budget.

REPORT: FACULTY SENATE REPRESENTATIVE

Tillquist

Dr. Tillquist reported that the Faculty Senate met last Wednesday. The acting Dean of the School of Nursing, Dr. Sonya Hardin was introduced and spoke briefly to the Senate. Provost Boehm read both the president's and provost's reports. A discussion took place on the email sent to the campus community by Dr. Mordean Taylor-Archer.

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STANDING COMMITTEE REPORTS

Vasser

- Credentials & Nominations Committee (C&N) –Grubb
 - Senator Grubb reported that the committee is reviewing the Senate’s bylaws to clarify language. He further noted that PED has a vacancy. If interested in nominating yourself for an election, please email Cynthia Jeffery by Friday, November 16.
 - Asked if, in reviewing the bylaws, C&N is looking at how people are placed on committees. C&N Committee member, Senator Alex McWilliams replied that the committee is reviewing all the bylaws to better understand how C&N operates. It may be finished by the December meeting, but he would not guarantee it.
- Policy, Economics & Development Committee (PED) – Buckley
 - [This report is online.](#)
- Services & Facilities Committee (S&F) –Eitel
 - This committee did not meet and has nothing new to report.
- Staff Grievance Committee (SGC) – Bottorff
 - A committee member had to resign.
 - A grievance has moved to Step 2.
 - She is trying to arrange a meeting with the new Ombuds for training.
- Staff Help and Relief Efforts committee (SHARE) – Dean
 - This committee met last week to work on revising the application. No new applications have been submitted.
- Staff Morale & Community Outreach (SMCO)- Lindsey
 - This committee has not met this semester and has no report.

REPORT: CANON PRINT & MAIL SERVICES UPDATE

Knaster

Mr. Knaster reported on the change from Xerox to Canon print services. The Xerox equipment will be changed over to Canon as the Xerox contracts expire. The new printing model will be per impression, much like a vending machine. He said it will be bumpy until it is complete and asked that anyone having an issue to please contact him.

QUESTIONS & COMMENTS

- Comment: The Canon take a lot longer to print than the Xerox.
 - Response (from another senator): The speed of the print server slows down the printing.
- Question: My department purchased \$500 of ink and high-end paper. Can we go off Canon until our supplies run out?
 - Response: Yes, you can. We are working on issues with Canon’s sub-contractors.
- Question: Who pays for a bad print job?
 - Response: Keep the bad print job and get a service tech to come look at the machine. Ask for a credit. Again, email him with issues.
- Question: What is the timeline for this change to be completed?
 - Response: We go first to areas with expired Xerox contracts. This will be a universal service that all can take advantage of.

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- Comment: The College of Education has gone through this and it has been a good transition, overall.
- Comment: The mail on HSC is terrible. We have a horrible time getting/sending mail. We get other people's mail.
 - Response: We can correct the issues. The mailroom has lost some people. Mail sorting used to take 12 people two hours each morning. Now, we use a machine that takes minutes. All issues will be addressed and fixed. We need to hear what the issues are.
- Question: On HSC, we used to be able to send mail for same day delivery to certain departments. Can we still do that?
 - Response: Let them know you have something to be picked up.

[The full presentation is online.](#)

REPORT: SECURITY UPDATE

Lewis

Operating on the principle of full transparency, Chief of Police, Gary Lewis reported on issues he has found after four months at UofL. These included:

- Campus Growth and Technology – The rapid growth of the University has surpassed the technology capabilities of DPS. Because of the budget situation, doors, locks, cameras have not been updated.
- Campus Safety – Parents number one question is always about safety. He has asked the administration about the departments funding. DPS made 350 escorts on Belknap last year, but could do more with increased funding. There was a reduction in crime from 2017 to 2018.
- Reviewing Vulnerabilities – DPS is assessing vulnerabilities regarding an active shooter situation. Training is held each week. More information is on the [web site](#).

QUESTIONS, COMMENTS & RESPONSES

- Comment: On HSC, a person was in our building who had stolen a purse twice in the past two weeks. We reported it and got no response. There was no call back and no officer came to investigate.
 - Response (Lewis): That is not acceptable. We will follow-up.
- Question: Is there a law against panhandling?
 - Response: Not now. We cannot even ticket them. All three campuses are different and we have to think and act differently for each one. As employees, we have to own our own behavior, as well. Make sure doors are locked. Purses, computers or other valuables should not be left in sight in a car. Police can only do so much.
- Comment: Last week, a very aggressive man was in our building (School of Dentistry). There was no officer there to help. We are constantly getting violent threats made to staff and patients. We do not know what to do. We need to be proactive, instead of reactive.
 - Response: If we had the resources, we could address the issues. We need to make safety a priority. Regarding the budget, are we willing to forego raises to get better security in place?
- Question: If an emergency occurs in an off-campus office, who should be called first – LMPD or DPS?
 - Response: The dispatcher will determine, but I suggest calling DPS first.
- Question: Has any thought been given to collaborating on security with other hospitals?

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- Response: We already do that.
- Question: Near the Speed School, on the bridge to Third Street, there are always speeding cars. Can we get some coverage there?
 - Response: There are plans to address many issues for traffic control. Once again, resources are needed.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Feedback - The officers wanted to use Mentimeter to get feedback for the meeting space, but did not have a chance before most senators left.

ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,
Gretchen Henry
Senate Coordinator