

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

The Staff Senate of the University of Louisville held its regular meeting on March 12, 2018 in the CTR Building on HSC Campus, Chair William Armstrong, presiding.

**VOTING MEMBERS REGISTERING ATTENDANCE:**

**A&S:** Sabrina Haug, Cynthia Jeffery, Lindsey Ronay, Jessica Key **BUSINESS:** Erica Gabbard **DENTISTRY:** Laura McKinney, Lisa Wade, Nancy Trabue, Bonnie Dean, Barbara Dearing **EDUCATION:** Shavon Wagner, Heidi Cooley-Cook, Alex McWilliams **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **MEDICINE:** Kent Gardner, Skip Hurley, Victoria King, Sherri Gainous, Whitney Rogers, Ruby Keith, Candace Allen, Chelsea Henderson, Cathy Buckley, Lihua Zhang, Will Armstrong, Ellyce Patton, Leslie Cooper, Jennifer Stephens, Jared Neal, Kathy Brashear, Linda Leake, Priscilla Tingle, Barbara Bishop **MUSIC:** Debby Kalbfleisch **NURSING:** Karen Rose **PRESIDENT'S OFFICE:** Tammy Lawson **PROVOST'S OFFICE:** Andrew Grubb, Julie Hohmann, Patti Williams, Will Adamchik, Valerie Casey, Virginia Hosono **PUBLIC HEALTH:** Rachel Quick **SPEED SCHOOL:** Kari Donahue, Wendy Metcalf **VP-ATHLETICS:** Marian Vasser, Rhonda Gilliland **VP-COMMUNITY ENGAGEMENT:** Patrick Smith **VP-FINANCE & BUSINESS ADMINISTRATION:** Melissa Shuter, Paul Eitel, Sandy Russell, Peggy Moore Trader, Bobbi Carlton, Melissa Taylor, David Schlaegel, Kathryn Doaty, Christina Howard, Tim Dill, Geri Morgan, Steve Lindsey, Dennis Thomas, Andie Davis, William Taylor **VP-GENERAL COUNSEL:** Carcyle Barrett **VP-HEALTH AFFAIRS:** Rick Williams, Donna Hardesty **VP-RESEARCH:** Angela Lewis-Klein **VP-STUDENT AFFAIRS:** Glenn Gittings, John Smith **VP-UNIVERSITY ADVANCEMENT:** Leeann Riffle

**GUESTS:**

INTERIM UNIVERSITY PRESIDENT: Dr. Greg Postel  
INTERIM CHIEF FINANCIAL OFFICER: Ms. Susan Howarth  
INTERIM CHIEF OPERATING OFFICER: Mr. Lee Smith  
CHIEF OPERATING OFFICER: Dr. Joseph Han  
INTERIM EXECUTIVE DIRECTOR OF HUMAN RESOURCES: Mr. John Elliott

**OTHERS IN ATTENDANCE:**

Mr. Todd Kneale, Mr. Jessie Morgan, Ms. Sarah Robertson, Ms. Wendy Smithson, Ms. Barbara Lewis, Ms. Angela Horn

**VOTING MEMBERS NOT REGISTERING ATTENDANCE:**

**A&S:** Ginger Brown **DENTISTRY:** Sharon Hinton **LAW SCHOOL:** Lee McWhorter **LIBRARIES:** Angela Ren **MEDICINE:** Jason Beare, Tatyana Tarakanova, Martin Brown, Angela Beverly, Ray Yeager Vickie Tencer, Donna Bottorff, Amy Mock, Denise Hand, Erica LaMarche, Hanna Martin, Leondra Gully, John Morgan **PROVOST'S OFFICE:** Wes Partin **SPEED SCHOOL:** Kim Kerns **VP-ATHLETICS:** Regina Johnson, Meg Peavy **VP-FINANCE & BUSINESS ADMINISTRATION:** Sally Molsberger, Mary Baechle, Kim Noltemeyer, Carla Meredith **VP-HEALTH AFFAIRS:** Ellie Fridell **VP-RESEARCH:** Karen Johnson **VP-UNIVERSITY ADVANCEMENT:** Lisa Motley

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**CALL TO ORDER**

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

The [February](#) meeting minutes were unanimously approved as amended (correction to Tuition Remission Policy regarding grade of “C” average).

**REPORT: Interim University President – Dr. Greg Postel**

Dr. Postel reported on several topics, including:

- **SEARCHES**
  - **Deans** - Currently, there are two dean searches underway.
    - The Speed School dean search is nearing an end. The two finalists will have visited campus and he hopes to make an announcement soon.
    - The School of Nursing is moving along and will conclude on time.
  - **Chief Operating Officer** – Dr. Joseph Han recently started in this position.
  - **Executive Vice President for Enterprise Risk Management** - Ms. Rhonda Bishop has accepted the positions and will start in about two weeks.
  - **More Searches** - Another round of searches is coming up to fill positions in HR, OCM, University Advancement, EVP-Research and Innovation and Provost. There have been 11 searches since Dr. Postel became Interim President.
  - **Regarding the Advancement search** - An RFP has gone out for a consultant to advise us on what is needed for interim leadership and the organizational structure in Advancement. After that assessment, that firm will lead the search. This will be a 4-6 month process.
  - **Athletics**
    - **Athletic Director** - The search for the Athletic Director is underway. This is a much different search than the others we have conducted. It is very fast-paced, which is common in that industry, and will conclude by the end of March. AD and coach searches are known to be quick and involve agents, which is not a typical methodology in regular university searches. The search committee has about 15 members from various constituent groups, is very dedicated and meets weekly.
    - **Head Coach** – Men’s Basketball – After the AD search, a determination will be made on a head coach for the men’s basketball team.
- **CAMPUS CLIMATE SURVEY** – Both the 2014 and 2017 surveys have been released, so we can all see the issues that must be addressed. There is still a lot of growth to be done and there are many opportunities to do this. Dr. Mordean Taylor-Archer is undertaking the development of an Action Plan and will develop a series of forums around the survey and will drill down to work on the issues.
- **HOSPITALS** – Negotiations continue with Blue Mountain and we should know their decision in April.
- **BUDGET** – Developing our budget is an arduous task. It takes months to gather the information. The Budget Forums in February provided a lot of information on priorities and ways to improve. He was surprised that there were very few narrative

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comments regarding raises. There were 1699 respondents and hundreds of narrative comments. Other budget considerations include: CPE's decision on tuition caps; recommendations from the Tuition & Fee-Setting Task Force; some kind of raise for employees; a matching pool of funds for deferred maintenance; and, the potential of another round of state appropriations cuts. All these pieces must come together by May to be presented to the Board of Trustees.

- **Q&A**
- **QUESTION/COMMENT:** If the state cuts us again, at this point in the fiscal year, please remember the units' pain from cuts for the \$48M gap last year.
  - **RESPONSE:** The \$48M was a reflection of something that was already started. We have done a lot of work since then. If the state does cut us, we will find ways to rearrange funds to cover it.
- **QUESTION:** In a budget document, there was \$8M in savings to compensation and benefits. Was that due to RIFs or something else?
  - **RESPONSE:** It is a combination. There have not been any large RIFs in staff. There has been a reduction in administrators and some employees have left on their own. And 86% of positions have been refilled, when requested. But, there have not been any across the board RIFs for budgetary reasons.
- **QUESTION:** Years ago, we had the Quest for Excellence. Is there anything like that now?
  - **RESPONSE:** Advancement campaigns are multi-year undertakings and have a time out. The last one ended in 2014. It is common to have a 3-4 year time in between campaigns. The search for the new VP-University Advancement begins in June. With that, and a new president, is a good time to start a new campaign.
- **QUESTION/COMMENT:** Can we do something to identify people who want to grow within the University, not leave it to grow elsewhere? Can we have something like a talent identification?
  - **RESPONSE:** Opportunities for employees to advance needs to be in the fiber of the organization – and it is not here. Poor communication is the main reason. With collaboration and interdisciplinary activities, these things are possible. The new generation of leaders already think this way. Now, we need HR leaders to implement training programs to address this.
    - John Elliott – We do not have a staff/organizational development or a training function. We need to go into the units and see what needs are out there. We need the funding to train staff for internal development.
- **QUESTION/COMMENT:** There is no good process for carryover. It's either spend it or lose it.
  - **RESPONSE:** That's the way it was done for years. Budgets were overstated with inflated numbers. We stopped that practice and now base our budgets on real dollars. Budgets are dynamic. Resources are a target based on assumptions. As the assumptions become real, budgets can change.
- **QUESTION:** You mentioned the possibility of raises for some people. Who?
  - **RESPONSE:** This would be done to benefit the most people. It is a continuing problem that cannot be fixed in one year when it took 20 years to get this way.

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- **QUESTION/COMMENT:** What can be done about student debt?
  - **RESPONSE:** UofL's is the least in the state, at about \$30K. As tuition goes up, so does financial aid. Student lifestyles have changed dramatically over the years, as well.

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

**Vice Chair's Report**

- **Credentials & Nominations Committee (C&N)** – Senator Cynthia Jeffery  
March [Report](#) and [List of Seats Expiring in 2018](#)
  - **Action Item:** Election results of Presidential Search representatives - Senators John Smith and Marian Vasser were elected to this committee.
  - **Action item:** Election result of Staff Senate Representative to Retirement Committee - Senator Sandy Russell was the only applicant and has been placed on this committee.
- **Policy, Economics & Development Committee (PED)** – Senator Sally Molsberger
  - **Action Item:** [Telecommuting Policy](#)  
**Vote to approve:** Passed unanimously
- **Services & Facilities Committee (S&F)** – Senator Skip Hurley
  - This committee did not meet.
- **Staff Grievance Committee (SGC)** – Senator John Smith
  - [March Report](#)
  - Chair Smith is discussing training for the committee with HR.
- **Staff Help and Relief Efforts committee (SHARE)** – Senator Bonnie Dean
  - [March Report](#)
  - Articles to promote the program have been in *UofL Today* and the chair is looking at placing articles elsewhere.
- **Staff Morale & Community Outreach (SMCO)**- Senator Ellie Fridell
  - UofL Day of Service – April 13 & 14, 2018.

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

[This report is available online.](#)

**REPORT: Interim VP for Human Resources – Mr. John Elliott**

Mr. Elliott introduced Mr. Todd Kneale, the Director of Total Rewards. Mr. Kneale spoke about several topics, including: a review of the FSLA (Fair Labor Standards Act) determinations by an outside third party company; a review of the JDF (Job Description Form) process; the constitution of a retirement committee to oversee UofL's retirement plan; and, conducting a Total Rewards study in 2019.

**REPORT: Interim Chief Operating Officer – Mr. Lee Smith**

Mr. Smith introduced Dr. Joseph Han, the newly-hired Chief Operating Officer. Dr. Han remarked at how impressed he is to see the level of staff engagement at UofL. He has been a student, a staff member and an administrator throughout his career, and has enjoyed each role. He is looking forward to working with the Staff Senate.

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

Chair Armstrong reported on several topics, including:

- Board of Trustees – The next meeting is March 15<sup>th</sup>.
- Budget Advisory Committee – Members continue to review requests for hire (via email), though no regular meetings are currently being held.
- Ombuds Search – The search has restarted and Dr. Robert Staat will fill the position until the end of June.
- Staff and Faculty Performance Awards are being reinstated. The committee meets tomorrow to begin discussions.
- The Staff Senate Executive Committee met last week.

**OTHER REPORTS: University-Wide Committees**

University Police Advisory Committee (UPAC) – [March Report](#) - Senator Jeffery

**OTHER BUSINESS**

- The ad hoc committee for bylaws is coming together.
- The updated web site will be ready soon.
- The Executive Committee would like to have more committee reports sent in each month.
- The new performance evaluation tool will be discussed at the April meeting.

**ADJOURNMENT**

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,  
Gretchen Henry  
Senate Coordinator