

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

The Staff Senate of the University of Louisville held its regular meeting on April 9, 2018 in the Chao Auditorium, Ekstrom Library, Belknap Campus, Chair William Armstrong, presiding.

**VOTING MEMBERS REGISTERING ATTENDANCE:**

**A&S:** Ginger Brown, Cynthia Jeffery, Lindsay Ronay, Jessica Key **BUSINESS:** Erica Gabbard **DENTISTRY:** Laura McKinney, Lisa Wade, Sharon Hinton, Nancy Trabue, Bonnie Dean **EDUCATION:** Shavon Wagner, Alex McWilliams **GRAD SCHOOL:** Jackie Fryer **KENT SCHOOL:** Kim Rogers **LAW SCHOOL:** Lee McWhorter **LIBRARIES:** Angela Ren **MEDICINE:** Skip HURLEY, Victoria King, Sherry Gainous, Jason Beare, Tatyana Tarakanova, Whitney Rogers, Ruby Keith, Lihua Zhang, Martin Brown, Will Armstrong, Angela Beverly, Ray Yeager, Vickie Tencer, Donna Bottorff, Leslie Cooper, Jennifer Stephens, Amy Mock, Jared Neal, Erica LaMarche, Kathy Brashear, Leondra Gully, 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 **PUBLIC HEALTH:** Rachel Quick **SPEED SCHOOL:** Kari Donahue, Wendy Metcalf **VP-ATHLETICS:** Regina Johnson, Rhonda Gilliland, Meg Peavy **VP-COMMUNITY ENGAGEMENT:** Patrick Smith **VP-FINANCE & BUSINESS ADMINISTRATION:** Melissa Shuter, Sally Molsberger, Melissa Taylor, Davis Schlaegel, Mary Baechle, Kim Noltemeyer, Christina Howard, Geri Morgan, Steve Lindsey, Dennis Thomas, Andie Davis, Bill Taylor **VP-HEALTH AFFAIRS:** Rick Williams, Ellie Fridell, Donna Hardesty **VP-RESEARCH:** Karen Johnson, Angela Lewis-Klein **VP-STRATEGY & GENERAL COUNSEL:** Carcyle Barrett **VP-STUDENT AFFAIRS:** Glenn Gittings **VP-UNIVERSITY ADVANCEMENT:** LeeAnn Riffle

**GUESTS REGISTERING ATTENDANCE:**

**CHIEF OPERATING OFFICER:** Dr. Joseph Han  
**INTERIM EXECUTIVE DIRECTOR OF HUMAN RESOURCES:** Mr. John Elliott  
**LGBT CENTER DIRECTOR:** Mr. Brian Buford  
**FACULTY SENATE REPRESENTATIVE:** Dr. Avery Kolers  
**EMPLOYEE ASSISTANCE PROGRAM (EAP):** Ms. Susan McKellep  
**HUMAN RESOURCES:** Ms. Laura Carter  
**ULARP:** Mr. Mike Byrne  
*UofL Today:* Ms. Alicia Kelso

**OTHERS REGISTERING ATTENDANCE:**

Mr. Mark Watkins, Mr. Jessie Morgan, Ms. Stacie Gardner, Jenny Becker, Karen Karen, Shelly Dunn, Donna Ernst, Wendy Smithson, Christina Reed, Lisa Hagan, Matthew McClendon

**VOTING MEMBERS NOT REGISTERING ATTENDANCE:**

**DENTISTRY:** Barbara Dearing **EDUCATION:** Heidi Cooley-Cook **MEDICINE:** Kent Gardner, Candace Allen, Chelsea Henderson, Cathy Buckley, Ellyce Patton, Denise Hand, Hanna Martin, John Morgan **PROVOST'S OFFICE:** Wes Partin, Valerie Casey, Virginia Hosono **SPEED SCHOOL:** Kim Kerns **VP-ATHLETICS:** Marian Vasser **VP-FINANCE & BUSINESS ADMINISTRATION:** Paul Eitel, Sandy Russell, Peggy Trader, Bobbi Carlton, Kathryn Doaty, Carla Meredith, Tim Dill **VP-STUDENT AFFAIRS:** John Smith **VP-UNIVERSITY ADVANCEMENT:** Lisa Motley

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

**CALL TO ORDER**

Chair Armstrong called the meeting to order at 2:30 p.m. He reminded senators that the official attendance is recorded from the sign-in sheet. It is always available at the meetings.

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

The [March minutes](#) were unanimously approved as distributed.

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

Vice Chair's Report for [APRIL](#)

- **Credentials & Nominations Committee (C&N)** – Senator Jeffery
  - Election for Secretary/Treasurer – Parliamentarian Senator Shuter announced the process for the mid-year election.
    - The slate of candidates will be announced by C&N Chair Senator Jeffery. Senator Jeffery read the names: Rhonda Gilliland, Andrew Grubb, Steve Lindsey and Wendy Metcalf.
    - Each candidate will have 3 minutes to speak.
    - After all candidates have spoken, there will be 10 minutes of Q&A.
    - Each candidate gave their statement.
    - As there were no questions, ballots were distributed to senators in good standing and collected by C&N committee members. The committee left the auditorium to tally the votes.
- **Policy, Economics & Development Committee (PED)** – Senator Williams
  - The committee met, but few members attended. The next scheduled meeting is for next week.
- **Services & Facilities Committee (S&F)** – Senator Hurley
  - This committee did not meet.
- **Staff Grievance Committee (SGC)** – Senator Beare
  - This committee did not meet. No grievances have been filed.
- **Staff Help and Relief Efforts committee (SHARE)** – [April Report](#) - Senator Dean
  - An application was submitted and denied because the applicant could not provide sufficient documentation.
- **Staff Morale & Community Outreach (SMCO)**- [April Report](#) - Senator Fridell
  - The committee met on March 15. The 2018 Days of Service are April 10 & 11. The web site should be live in a few weeks. Send profiles to the Senate office. April birthdays were announced.

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

**REPORT: SECRETARY/TREASURER – Vice Chair Tencer**

Current balances:

- General Fund: \$4748.87
- SHARE: \$17,115.27
- TECH: \$1674.00

[The April report is online.](#)

**PRESENTATION: EMPLOYEE ASSISTANCE PROGRAM - Ms. Susan McKellep**

Ms. McKellep reported to the Staff Senate on the services the EAP provides to all employees, as part of the benefits package. This is a benefit for mental health and counseling services. Calls are accepted anytime 24/7/365. From Monday through Fridays, 9am-5pm, office personnel will answer the phone. Any other time, it will go to the answering service. The EAP staff will listen and advise. It is also a resource if someone needs assistance in nearly any area. The benefit is available to employees and anyone living in their household. There are 8 sessions offered for each individual issue. Family sessions are also available. If it is determined that a higher level of care is required, a referral will be made. Ms. McKellep encouraged senators to take the wallet cards that were available on the sign-in table.

[The information is available online.](#)

**ELECTION RESULT:** Chair Armstrong announced that C&N had returned with the election results. Senator Shuter announced that Rhonda Gilliland has been elected as Secretary/Treasurer. C&N Chair Senator Jeffery reminded the Senate that this election was to fill the vacancy until the June elections, and encouraged senators to consider running for a position. Nominations are due by May 12 at noon. There will be floor nominations at the June meeting.

**REPORT: HUMAN RESOURCES - Mr. John Elliott**

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

- **LGBT CENTER:** LGBT Center Director, Mr. Brian Buford, was in attendance to give an update to the Senate. This year is the 10<sup>th</sup> anniversary of the LGBT Center. UofL is recognized as a most welcoming campus to LGBT students in Kentucky and the nation. The Campus Pride organization has a to-do list for recognition as ‘most friendly’ campus in the country. The list includes something we had not addressed: gender identity. To achieve this all barriers must be removed for people to change how they identify themselves. UofL’s system is now updated and has removed the past requirement for documentation.
- **FLSA AUDIT:** Due to contract negotiations, the audit has not started yet. Once it begins next week, it will take 2-3 months. Completion is expected by June.
- **JDF-** It is being revised to 2 pages. It is being tested before it is rolled out.
- **EXIT INTERVIEWS:** These are not mandated, but they are done and the data is collected by Institutional Research.
- **FLEXIBLE SCHEDULES:** A question was asked about this becoming a policy. Mr. Elliott said it could and that the PED Committee would be the most appropriate committee to initiate it.
- **RIFs:** Reporting on calendar year 2017, Mr. Elliot said there were 117 RIFs. Addressing the question of age and RIFs, he said that of the 117, 36% were over 50. He reminded the Senate that for a RIF to happen, the department must justify several issues:

## UNIVERSITY of LOUISVILLE

### STAFF SENATE MEETING MINUTES

- Why RIF?
- Why position?
- Why person?
- How will the work will be completed?
- Next, Stacey Gardner does an adverse impact analysis.

Mr. Elliott said this is the worst part of the job. He added that RIFs will not go away. They are part of running an organization, caused by different circumstances: performance, grievance-findings, job duty changes, and others. All RIFs are done the same way. Ms. Gardner said that she does look at each RIF to avoid retaliation and to make sure underrepresented groups are not treated unfairly. If employees ask to be considered for open positions, Ms. Gardner will contact the hiring department and ask that the RIFd employee be interviewed. Addressing a concern that employees are sometimes told of the RIF the same day they receive it, Mr. Elliott said it can happen and depends on the department, though he tells supervisors to give as much notice as possible. Another concern was the practice of having RIFd employees escorted out of the office. Mr. Elliott said this is not a policy and wants the process to be as respectful as possible. Several senators called for the RIF policy to be revised to include advance notice to the employee and to treat them with dignity. He reported that there have been 25 RIFs in 2018.

#### **PRESENTATION: DRAFT PERFORMANCE EVALUATION TOOL - Ms. Laura Carter**

Ms. Carter reported to the Senate that an HR work group had revised the current tool. The group looked at benchmark institutions and was given permission to use Duke University's as a template. Ms. Carter went over the new version. It has been presented to HRAC and the Staff Senate Executive Committee. It will go before the Faculty Senate Executive Committee later this month. There were no questions.

[The draft document is online.](#)

#### **REPORT: OPERATIONS UPDATE – Dr. Joseph Han**

Dr. Han reported on several topics, including:

- Five Year Plan – there are many facets in developing this plan. The initial draft creates an overview of the current state of operations. All department heads have drafted their own plan, with their priorities. He is forming an Innovation Team, with 19 volunteers. This is a good opportunity for participation. The plan should be ready by June.
  - Transparency – Dr. Han's team will make monthly reports and all reports will be posted. There will be a comprehensive list of all ongoing projects and their progress. Based on feedback, he hopes to knock out as many of the daily aggravations, what Dr. Han calls the "House of Pain" issues, as quickly possible.
- Customer Satisfaction Survey – This will go out to the entire community tomorrow. Dr. Han encouraged senators to take the survey.
- Chief of Police Search: The intention is to have this completed by May 30. The position has been posted in national publications and applications are coming in. The interview process will begin via Skype, followed by a campus visit with the team and search committee. The remaining candidates will participate in a public forum to discuss their philosophy, current trends in law enforcement, best practices and their vision.

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

- Managed Print and Mailroom– Dr. Han reported that this conversation has been going on for nearly 30 years and action is now being taken. The 22 member print shop team was RIFd last week and will remain on campus until June 30. HR helped them with benefits and other details. These are all loyal UofL fans, not just people, and we want to minimize the hurt as much as possible. They will meet with Canon to see what they have to offer. The idea is to set up something like a Kinko’s in the SAC. With an outsourced relationship, there is leverage in buying power and in benefits. There is also some efficiency in the machines and their costs. He trusts that the work to study the issue was done with the best intentions for the University. Some team members who were RIFd will have an opportunity to work for Canon. Those who go to work for Canon will be Canon employees, not UofL employees. Mark Watkins added that Canon was given salary information and will pay the same or better. He added that the changes will not happen in one day. The plan is to implement in stages – from 3 months to 1.5 years. Xerox will still have a presence at UofL, because contracts were renewed before he took his position. A brief discussion took place on the continuation of mail services and delivery.
- Discussion –
  - Outsourcing - Questions arose regarding the outsourcing of other departments. Dr. Han said he will conduct a critical study of custodial services. It will have to demonstrate how it works and how it is better than an outside service. Several senators felt that the greater good of working at UofL was a huge benefit for the custodial staff and their families that could not be offered by an outside company. No decisions have been made. Replying to a comment that UofL is becoming more corporate and not as caring as years gone by, Dr. Han said that departments report to the Administration, who reports to the Board of Trustees, who reports to the state legislature. When we get a 6% cut and are still expected to improve/increase, how do you think that will happen? We are all committed to the University and to change the environment.
  - HSC Dining Options – Mr. Watkins said that there will not be any dining options offered in the new Pediatrics building on HSC. That was decided by the building owners. Talks are underway with Aramark regarding the Au Bon Pain in the Kornhauser Library, which is not working out.

**REPORT: FACULTY SENATE REPRESENTATIVE – Dr. Avery Kolers**

Dr. Kolers was unable to attend today’s meeting. [The report is online.](#)

**REPORT: SGA REPRESENTATIVE – Mr. Christopher Bird**

No report was made.

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

Chair Armstrong reported on several topics, including:

- President Search – The chair shared his enthusiasm for the new president, Dr. Neeli Bendapudi, who will start next month and attend the Senate meeting in June. He offered his thanks to senators Lindsey Ronay and John Smith, who participated on the extended search committee (Group of 8).

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

- Ombudsman Search – This search has been restarted. It is now a part-time position and is posted online.
- UofL Foundation – The Foundation has revised its bylaws to now include 3 new non-voting seats for the Faculty and Staff Senate chairs and the SGA president.
- Staff Senate Election – He will not be running for reelection. It is an incredible commitment and he and his family would like to spend more time together.

**REPORT: UNIVERSITY-WIDE COMMITTEES – Chair Will Armstrong**

No University-Wide Committee reports were made.

**OTHER BUSINESS**

None

**ADJOURNMENT**

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

Respectfully submitted,  
Gretchen Henry