

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on September 10, 2018, in the Floyd Theater, Student Activity Center, Belknap Campus, Chair John Smith, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE:

A&S: Jessica Key, Lindsey Ronay, Cynthia Jeffrey BUSINESS: Kayla Miller DENTISTRY: Jonathan Graves, Nancy Trabue, Bonnie Dean EDUCATION: Shavon Wagner, Heidi Cooley-Cook, Alex McWilliams KENT SCHOOL: Kim Rogers LAW SCHOOL: Lee McWhorter LIBRARIES: Sarah Frankel MEDICINE: Angela Beverly, Skip Hurley, Victoria King, Sherri Gainous, Whitney Rogers, Ruby Keith, Candace Allen, Cathy Buckley, Lihua Zhang, Ray Yeager, Jami Vance, Donna Bottorff, Leslie Cooper, Jennifer Stephens, Amy Mock, Jared Neal, Erica LaMarche, Kathy Brashear, Patti Williams, Leondra Gully, Christina Howard, John Morgan, Barbara Bishop MUSIC: Debby Kalbfleisch NURSING: Vickie Tencer PROVOST'S OFFICE: Andrew Grubb, Julie Hohmann, Will Adamchik, Linda Leake, Marian Vasser, Valerie Casey PUBLIC HEALTH: Rachel Quick SPEED SCHOOL: Kari Donahue, Heidi Neal -VP-ATHLETICS: Rhonda Gilliland, 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, Tim Dill, David Schlaegel, Kevin Ledford, Dennis Thomas VP-HEALTH AFFAIRS: Rick Williams, Denise Hand VP-RESEARCH: Karen Johnson, Angela Lewis-Klein VP-STRATEGY & GENERAL COUNSEL: Carcyle Barrett VP-STUDENT AFFAIRS: Glenn Gittings, John Smith VP-UNIVERSITY ADVANCEMENT: Erica Gabbard, Angela Ren

OTHERS REGISTERING ATTENDANCE:

SGA: Wyatt Harris
ULARP: Mike Byrne
UofL Today: Alicia Kelso

GUESTS REGISTERING ATTENDANCE:

John Elliott, Todd Kneale, Patricia Benson, Kendria Rice-Locket, Ketia Zuckschwerdt

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

A&S: Ginger Brown DENTISTRY: Laura McKinney GRAD SCHOOL: Jackie Fryer MEDICINE: Laurie Milliner, Jason Beare, Chelsea Henderson, Ellyce Patton, Martin Brown, Will Armstrong, Lisa Motley, Brittany Johnson, Priscilla Tingle PRESIDENT'S OFFICE: Tammy Lawson PROVOST'S OFFICE: Virginia Hosono SPEED SCHOOL: Wendy Metcalf VP-ATHLETICS: Regina Johnson VP-FINANCE & BUSINESS ADMINISTRATION: Melissa Shuter, Andi Davis, Charles Schroeder VP-HEALTH AFFAIRS: Lisa Wade

CALL TO ORDER

Smith

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

ACTION ITEM: APPROVAL OF THE MINUTES

Smith

The minutes of the [July 9, 2018](#) meeting were unanimously approved as distributed.

UNIVERSITY of LOUISVILLE

STAFF SENATE MEETING MINUTES

WELCOME

Gittings

Senator Glenn Gittings welcomed the Senate to the renovated Student Activity Center. Senator Gittings gave an overview of the changes made to the facility that included:

- The expansion added about 80K square feet to the existing structure.
- An additional 5K meeting seats were added.
- Floyd Theater's 174 seats were updated and wheelchair-accessible space was added.
- The new ballroom can hold 1200 people.
- The new multi-purpose room can hold 500 people.
- There are 3 rooms for 100 people each and 1 room can hold 200 people.
- There is no charge to reserve a room/space.
- The student lounge areas are popular and are in close proximity (400 feet) from the new academic building.
- This is the rain site for the inauguration on October 4th.
- Dedication Day of the space is October 26th at 3 p.m.
- Tours are available.
- Here is the link to the [Swain Student Activity Center](#).

At this time, Chair Smith and Senator Gittings announced that President Bendapudi had approved a one-time extra week of paid holiday vacation beginning the week of December 17, 2018. Senator Gittings had pitched the idea as an energy-saving initiative to Chair Smith, who then presented it to the president. Dr. Bendapudi then presented it to the Executive Cabinet as a "Thank You" for the staff, who endorsed it. Details are being worked out to include staff who have to remain on campus because of their job duties.

Chair Smith amended the agenda at this time.

REPORT: HUMAN RESOURCES – Medical Plan Rates for 2019

Elliott/Kneale

Mr. Kneale reported on the increases to the Health Insurance premiums for 2019. There have been no increases to employees for 4-5 years, and these are nominal, with a maximum increase of \$14.48 per month. The increases are based on past and anticipated claims for 2019. There will not be any coverage changes. [The Rate Increase Chart is online](#).

Mr. Elliott said that the rate increase will generate about \$1.7M in savings. He is considering using \$250K of that to assist employees making \$36K or less, annually. He is considering adding \$14.48/month to the salaries of the 1,041 employees that fall in this category. This will help them with health insurance premiums. Mr. Kneale reiterated that UofL is in control of its healthcare spending, and the healthier employees are the more costs can decrease. The anticipated cost in 2019 is \$65M.

REPORT: GET HEALTHY NOW

Benson

Ms. Benson updated the Senate with news at Get Healthy Now (GHN), including:

- Health Management Programs – Through a partnership with University of Louisville Physicians (ULP), employees enrolled in the Anthem Health Plan and who suffer from Asthma, High Cholesterol, Hypertension, COPD or Diabetes may participate in those Health Management

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

Programs. Some of the benefits of participation include reduced/free medication, free quarterly testing and visits to a Nurse Practitioner, and free monthly follow-up.

- New Check-In System – MindBody, a new check-in system has been put in place for GHN. It allows class sign-in and sends email reminders.
- [The Get Healthy Now presentation is online.](#)

REPORT: SENATE MENTORING PROGRAM

Gilliland

Senate Secretary-Treasurer Rhonda Gilliland explained the new mentoring program to assist new senators in their new roles on the Senate. This program will connect Senate leaders and Executive Committee members with new senators. This will create a line of communication between new senators, the Executive Committee and Senate leaders. Senator Cynthia Jeffrey, C&N Chair, will send out information. [The Mentoring Organizational Chart is online.](#)

REPORT: STUDENT GOVERNMENT ASSOCIATION

Harris

Mr. Wyatt Harris reported on several topics, including:

- Strategic Plan - The SGA is starting to develop a new strategic plan this year.
- Safety Improvements - Campus safety is a priority for everyone, and the SGA is actively addressing this issue by improving bike safety and providing a shuttle service on Belknap Campus between 10 p.m. and 4 a.m. Student drivers will take students, staff and faculty to their cars.
- Food Pantry – The SGA will open a food pantry for students. Eventually, it will also include the UofL Free Store.

REPORT: FACULTY SENATE REPRESENTATIVE

Tillquist

Dr. Christopher Tillquist reported on the following:

- President Bendapudi attended the September Faculty Senate meeting and said she was not happy to have to apply the 5% budget cut as one of her first actions as president.
- Dr. Beth Boehm has been named as the Provost for the next two years, which will allow time to conduct a search for a permanent provost.
- The REDBOOK Committee presented unit documents from the Schools of Dentistry and Medicine.

REPORT: STAFF GRIEVANCE OFFICER (SGO) – ANNUAL REPORT

Russell

Senator Sandy Russell serves as the Staff Grievance Officer and made the following report.

Since September of 2017, she has

- Had 33 confidential interactions
- Sent two people to mediation and two to the Ombudsman
- Met with employees regarding pre-termination issues
 - Out of five employees, three resigned
 - Of the five, one employee was terminated
 - One job was restored, according to University policy.
 - Two terminated employees were returned to probationary status.
 - Thirteen people had questions and sought assistance.

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

- One JDF was revised.
- Four terminations appeals resulted in one job restored, and two are ongoing.
- There were four grievances.
- RIFs remain a recurring issue. The current process needs revision. Each unit and department is responsible for implementing its own RIF process and procedure. Anecdotal reports on inconsistent communication and treatment of employees.
- [The full report is online.](#)

REPORT: STAFF SENATE CHAIR’S REPORT

Smith

Chair John Smith reported on several topics, including:

- President’s Inauguration – The Executive Committee is invited to participate in the procession, for the first time. This speaks to Dr. Bendapudi’s dedication to inclusion.
- Executive Cabinet – In keeping with the principles of shared governance, Dr. Bendapudi has restarted the Executive Cabinet meetings, after a 7 year hiatus, and will include representatives of the Faculty and Staff Senates and the SGA.
- Board of Trustees – The Board has approved the hiring of Beth Boehm, as University Provost, and Tom Hoy, as University Counsel, for two years. This will allow time to conduct national searches for their permanent positions. This addresses SACS’ concern with the number of interim positions we have had in the past.
- Council on Post-Secondary Education (CPE) – The CPE has approved the performance-based funding model that awards funding based on various levels of achievement. This makes each employee part of the entire University’s responsibility for student retention. We all play a role in this important issue.
- Daily Communications – The Chair will share the daily reports he receives from the Office of Communications and Marketing (OCM).
- [The full report is online.](#)

REPORT: VICE CHAIR

Vasser

Vice Chair Marian Vasser thanked all who participated in the retreat and acknowledged today’s Jewish holiday, Rosh Hashanah, as a day of reflection.

REPORT: SECRETARY/TREASURER

Gilliland

There have been no expenses for the year, so far.

STANDING COMMITTEE REPORTS

Vasser

- Credentials & Nominations Committee (C&N) –Jeffery
 - A call was made to units with a vacancy and applications were submitted. C&N approved the following:
 - ATH02 Blake LeBlanc
 - DTL06 Lisa Pantoja
 - VPSA03 Linda Wilde

A motion was made and the Senate voted unanimously to approve the above seating.

- C&N approved to make the following seats At Large:

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

- DTL02
- VPFA05
- VPFA10

A motion was made and the Senate voted unanimously to approve the seats as At Large.

- C&N approved the following University-Wide Committee assignments:
 - Parking Advisory Committee (HSC rep) – Bonnie Dean
 - Bookstore Advisory Committee - Leondra Gully

A motion was made and the Senate voted unanimously to the above committee seating.

- Policy, Economics & Development Committee (PED) – Buckley
 - This committee had no report. It is scheduled to meet on September 20th .
- Services & Facilities Committee (S&F) –Hurley
 - This committee had no report.
- Staff Grievance Committee (SGC) – Bottorff
 - This committee met in August and received training from Human Resources on best practices for grievances.
- Staff Help and Relief Efforts committee (SHARE) – Dean
 - This committee met earlier today during the retreat. It will review/revise its program guidelines and application and look at other fundraising opportunities.
- Staff Morale & Community Outreach (SMCO)- Lindsey
 - This committee has not met and had no report.

OLD BUSINESS

- Asked if there was an update on the change to the statewide tuition remission policy, Chair Smith replied that the change had come from the state legislature, and not UofL. Further, there is a work group studying the issue and state schools are looking at how to continue the program.
- Asked about the revised performance evaluation form, Mr. Kneale reported that it was rolled out and is available online. [Here is a link to HR Forms](#). It is listed under Employee Relations.
- Mr. Kneale also reported that President Bendapudi started a Compensation Work Group to look at how staff compensation is decided.
- Senator Kari Donahue is on the Chief Information Officer search committee. From 110 applications, three candidates will come to campus for interviews.
- A brief discussion took place on the changes to the custodial schedules. Several senators voiced concern on the handling of the changes and the impact on custodial staff and the offices they service. Others were concerned about the lack of Senate input in the decision.
- Regarding recent bicycle thefts, Senator Jeffrey reported that police put out a 'bait' bike and caught the thieves. This led to solving a local murder case.

ADJOURNMENT

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

Respectfully submitted,
Gretchen Henry