

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

The Staff Senate of the University of Louisville held its regular meeting on October 8, 2018 in the School of Dentistry, Room 131, HSC Campus, Chair John Smith, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE:

A&S: Jessica Key, Cynthia Jeffery BUSINESS: Kayla Miller DENTISTRY: Jonathan Graves, Bonnie Dean EDUCATION: Alex McWilliams KENT SCHOOL: Kim rogers LIBRARIES: Sarah Frankel MEDICINE: Victoria King, Jason Beare, Ruby Keith, Candace Allen, Cathy Buckley, Ellyce Patton, Martin Brown, Will Armstrong, Jami Vance, Kathy Brashear, Patti Williams, Christina Howard MUSIC: Debby Kalbfleisch PROVOST'S OFFICE: Julie Hohmann, Will Adamchik, Linda Leake, Marian Vasser, Valerie Casey PUBLIC HEALTH: Rachel Quick SPEED SCHOOL: Kari Donahue, Wendy Metcalf VP-ATHLETICS: Regina Johnson, Blake LeBlanc, Rhonda Gilliland, Meg Peavy VP-COMMUNITY ENGAGEMENT: Patrick Smith VP-FINANCE & BUSINESS ADMINISTRATION: Melissa Shuter, Sally Molsberger, Paul Eitel, William Taylor, Steven Lindsey, Kim Noltemeyer, Carla Meredith, 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

OTHERS REGISTERING ATTENDANCE:

UofL Today: Alicia Kelso

GUESTS REGISTERING ATTENDANCE:

UNIVERSITY PRESIDENT: Dr. Neeli Bendapudi
DIRECTOR OF TOTAL REWARDS: Mr. Todd Kneale
ALUMNI ASSOCIATION: Ms. Amanda James, Mr. Michael Jones

VOTING MEMBERS NOT REGISTERING ATTENDANCE:

A&S: Ginger Brown, Lindsey Ronay DENTISTRY: Laura McKinney, Lisa Pantoja, Nancy Trabue EDUCATION: Shavon Wagner, Heidi Cooley-Cook GRAD SCHOOL: Jackie Fryer LAW SCHOOL: Lee McWhorter MEDICINE: Angela Beverly, Skip Hurley, Laurie Milliner, Whitney Rogers, Chelsea Henderson, Lihua Zhang, Ray Yeager, Lisa Motley, Donna Bottorff, Leslie Cooper, Jenifer Stephens, Amy Mock, Jared Neal, Erica LaMarche, Leondra Gully, John Morgan, Priscilla Tingle, Barbara Bishop NURSING: Vickie Tencer PRESIDENT'S OFFICE: Tammy Lawson PROVOST'S OFFICE: Andrew Grubb, Virginia Hosono SPEED SCHOOL: Heidi Neal: VP-FINANCE & BUSINESS ADMINISTRATION: Donna Hardesty, Melissa Taylor, Tim Dill, Charles Schroeder VP-HEALTH AFFAIRS: Lisa Wade VP-STUDENT AFFAIRS: Lisa Wilde VP-UNIVERSITY ADVANCEMENT: Angela Ren

CALL TO ORDER

Smith

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

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Before introducing President Bendapudi, Chair Smith thanked Senator Rick Williams and the entire Physical Plant grounds crew for the outstanding job they did in preparing the campus for the inauguration. The Chair also announced that Senator Meg Peavy was a 2018 recipient of the Bell Awards given by WLKY TV to an outstanding community volunteer.

REPORT: PRESIDENT’S UNIVERSITY UPDATE

Bendapudi

President Bendapudi opened her remarks by saying that she appreciates all the hard work across campus that made the inauguration the wonderful event it was. Before going to a Q&A, the president reported on several topics, including:

- Staff Professional Development
- Communication

Questions/Comments and Responses

Q: At the inauguration, you mentioned transparency and openness. How will those qualities trickle down?

R: She understands that information cannot get stuck in the middle. She is not sure what the best way to do this and is considering some options. Does she model it? Does she have open office hours? Will 360 evaluations help?

C: The staff is really excited about the extra week off at Christmas! Thank you.

C: About 35 years ago, Larry Owsley used to hold a brown bag lunch for anyone to attend and to discuss things. That may be a good thing to start again.

R: That is a great idea!

C: Regarding the extra holiday time off, please don’t forget the staff who have to be on campus for whatever reasons.

R: They will get the same time off, but at a different time of the year.

Q: When will you begin developing a new strategic plan?

R: We will begin in January. Our goal is to become a great place to learn, work and invest, and the strategy is how we will get there. It is necessary to also include strategies to be more diverse, more equitable and more inclusive. There will be a task force and committees that will ask for feedback from the entire campus. Everyone will have a chance to participate. Since the world changes so quickly, a five year plan seems to make more sense.

Dr. Bendapudi then asked senators how they would like her to communicate with them. She mentioned emails and videos and the response was to do both. Other suggestions included: virtual office hours, or live chat with online questions.

ACTION ITEM: APPROVAL OF THE MINUTES

Smith

The minutes of [September 10, 2018](#) were unanimously approved as distributed.

PRESENTATION: ALUMNI DAY OF GIVING

James

Alumni Association representatives, Amanda James and Michael Jester, presented the fifth annual UofL Day of Giving campaign, set to kick off on October 23, 2018. This will be during homecoming week and 1200 participants is the goal. They encouraged senators to share the information on social media.

The [full presentation is online](#).

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PRESENTATION: 2019 HEALTHCARE PREMIUMS

Kneale

Mr. Kneale announced that open enrollment for health care benefits begins on October 24. It will remain open for two weeks, ending on November 7, 2018. He also reported that there will be slight increases to premiums employees – the first in four years.

[The 2019 healthcare premium increases are online.](#)

Q: Will there be an increase to vision and dental premiums?

A: Vision will increase 6% and there will not be an increase to dental premiums.

Q: What is the final word on employees making less than \$36K?

A: Those employees making less than \$36K will get a salary increase of eleven cents an hour, effective in the first pay period of January 2019.

Q: With the elimination of the two employee health coverage, will something similar be done?

A: No, this is for new employees only. Current employees will be grandfathered in.

Q: Why did they get rid of the two employee coverage?

A: It is an industry oddity.

Mr. Kneale announced that HR gets a large amount of requests for salary information. This causes a flurry of activity in response. Instead of reacting, HR will be proactive and, starting tomorrow, all salaries will be posted online. [Here is the link to the salary database.](#)

REPORT: STUDENT GOVERNMENT

Harris

No report was made.

REPORT: FACULTY SENATE

Tillquist

No report was made.

REPORT: STAFF SENATE CHAIR

Smith

Chair Smith reported that he attended a Board of Trustees meeting on September 19th. The board has five subcommittees. He is a member of the Audit and Risk and the Human Resources committees, though he attends all five committee meetings. The committee meetings are held the same day and before the full board meeting. He is also on the Foundation's board of directors.

[The full report is online.](#)

REPORT: STAFF SENATE VICE CHAIR

Vasser

Vice Chair Vasser reported on several topics, including:

- Campus Climate Survey - Focus groups for Physical Plant employees are scheduled at times so more of those employees are able to attend.
- ULAA - She is the Staff Senate representative to the Athletic Association Board of Directors. Many times she cannot make a report because the information is confidential.
- Retreat – A feedback report will be made soon. The themes that came from the information are:
 - Requests for reports to be available in advance of the meetings
 - Promotion of the Staff Senate at New Employee Orientation
 - Personal issues to be raised with your senator

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REPORT: STAFF SENATE SECRETARY-TREASURER

Gilliland

Secretary-Treasurer Gilliland reported that there were two expenses in September :

- Retreat - \$560
- Banner - \$417

STANDING COMMITTEE REPORTS

Vasser

- Credentials & Nominations Committee (C&N) –Jeffery
 - There are four vacancies on the senate: DTLO6, MED05, VPFA05 and VPFA10. The committee is working on the bylaws.
- Policy, Economics & Development Committee (PED) – Buckley
 - [This report is online.](#)
 - There were nine requests to look into policies.
 - The telecommuting Policy is with the Office of Risk Management.
- Services & Facilities Committee (S&F) –Hurley
 - This meeting was cancelled.
- Staff Grievance Committee (SGC) – Bottorff
- Staff Help and Relief Efforts committee (SHARE) – Dean
 - No applications were submitted this month.
 - There are three ways to donate: Kroger card, payroll deduction, UofL online giving. This year, SHARE will be listed as an option for the 2018 UofL Day of Giving.
 - Q: A constituent asked if the SHARE committee would reconsider reimbursing payments.
 - A: Senator Dean said the committee will take that into consideration.
- Staff Morale & Community Outreach (SMCO)- Lindsey
 - This committee has not met in person. Senator Lindsey has sent some ideas to the committee. He would like to get ideas from the past committee.

REPORT: CUSTODIAL & PARKING UPDATES

Watkins/Becker

CUSTODIAL UPDATE: Mr. Mark Watkins, Associate Vice President Business Services, addressed the recent changes made to the Physical Plant Custodial Services. Employees on HSC had 19K square feet per person and on Belknap, it was 38K square feet per person. In an effort to equalize the work, to improve efficiency and to meet needs, ten HSC employees were moved to Belknap Campus. This changed the work load to 26,300 square feet per person. Originally, there were 15 different shifts, with some having no supervision. There were 46 employees impacted by the change to three shifts. Employees who had concerns with the shift changes were allowed to submit an exception.

Q: With the increase in square footage on Belknap, there is an issue with call ins with illness.

A: Currently, there are 128 custodial employees. Twelve to fifteen people call in each day, so we focus on restrooms and public areas. We can hire up to 166 employees, but it takes a long time to hire. At \$11 an hour, they won't wait. Amazon, UPS and the Omni

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Hotel are hiring for the holidays. When they are over, and they let these people go, we will get more applications. If we get to 166 employees, we will see a big difference.

Q: If you take the bus to work at 3AM, you need to leave at about midnight to be on time.

A: We understand it can be scary. The bulk of the 3AM crew, used to come in at 2AM. Sixteen people went from 6AM to 3AM. Of those 16, five requested an accommodation. Most of the others just did not want to get up earlier. We are trying to get the work done and accommodate staff.

Q: Could the shifts be more like a hospital – 7-3, 3-11 and 11-7?

A: Buffing floors and vacuuming cannot happen when offices are in use.

Q: Was the change in the level of service communicated?

A: Levels are based on the number of staff. Deans were told, but most people do not know the levels.

Comment: Since people do not know what the custodian is supposed to do, they get frustrated when things they assume are to be done, are not done.

Q: Who is responsible for snow and ice removal?

A: It is the responsibility of the entire team - custodians, laborers and grounds people. If you have an event, and need a particular service, place a work order.

Comment: Senator Vasser suggested an advisory committee to include people doing the work. Mr. Watkins said he is exploring this option.

PARKING UPDATE: Mr. Gary Becker, Director of Parking Administration updated the Senate on HSC parking situation. When the Chestnut Street Garage opened ten years ago, there was no visitor parking. Now, there are more visitors than employees. There were problems with patients parking in employee spots, so an area was designated for employees only. A big problem is when everyone leaves at the same time and patients have to stop at the gate to pay. When new equipment is installed, and people can pay on their phone, he feels sure the traffic flow will improve.

ANNOUNCEMENTS

Senator Gittings invited senators to the rededication to the renovated Student Activity Center on October 26 at 3 p.m.

ADJOURNMENT

The meeting was adjourned at 4:18 p.m.

Respectfully submitted,
Gretchen Henry
Staff Senate Coordinator