

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

The Staff Senate of the University of Louisville held its regular meeting on March 11, 2019 in the CTR, Room 101, Chair John Smith, presiding.

**VOTING MEMBERS REGISTERING ATTENDANCE**

**A&S:** GINGER BROWN, JESSICA KEY, LINDSEY RONAY, CYNTHIA JEFFERY **BUSINESS:** KAYLA MILLER  
**DENTISTRY:** LAURA MCKINNEY, LISA PANTOJA, KATHERINE LINZY **EDUCATION:** HEIDI COOLEY-COOK,  
ALEX McWILLIAMS **KENT SCHOOL:** KIM ROGERS **LAW SCHOOL:** LEE McWHORTER **LIBRARIES:** SARAH  
FRANKEL **MEDICINE:** ANGELA BEVERLY, SKIP HURLEY, VICTORIA KING, JASON BEARE, WHITNEY ROGERS,  
RUBY KEITH, CANDACE ALLEN, TONY SIMMS, CATHY BUCKLEY, MARTIN BROWN, LIHUA ZHANG, JAMI  
VANCE, DONNA BOTTORFF, NAKIA STRICKLAND, JENNIFER STEPHENS, ROSS SCHULTZ, JARED NEAL,  
KATHY BRASHEAR, CHRISTINA HOWARD, JOHN MORGAN, BARBARA BISHOP **NURSING:** VICKIE TENCER  
**PROVOST'S OFFICE:** ANDREW GRUBB, JULIA HOHMANN, LINDA LEAKE, VALERIE CASEY **PUBLIC HEALTH:**  
RACHEL QUICK **SPEED SCHOOL:** KARI DONAHUE, HEIDI NEAL **VP-ATHLETICS:** MEG PEAVY **VP-**  
**COMMUNITY ENGAGEMENT:** PATRICK SMITH **VP-FINANCE & BUSINESS AFFAIRS:** SALLY MOLSBERGER,  
PAUL EITEL, DONNA HARDESTY, WILLIAM TAYLOR, JR. MELISSA TAYLOR, KIM NOLTEMAYER, WENDY  
SMITHSON, DAVID SCHLAEGEL, KEVIN LEDFORD, ANDIE DAVIS **VP-HEALTH AFFAIRS:** RICK WILLIAMS,  
LISA WADE **VP-RESEARCH:** KAREN JOHNSON, ANGELA LEWIS-KLEIN **VP-STRATEGY & GENERAL**  
**COUNSEL:** CARCYLE BARRETT **VP- STUDENT AFFAIRS:** JOHN SMITH **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 Representative: Dr. Christopher Tillquist  
SGA Representative: Mr. Wyatt Harris  
UofL Association of Retired Personnel (ULARP): Mr. Michael Byrne  
*UofL Today:* Ms. Alicia Kelso

**GUESTS REGISTERING ATTENDANCE**

**VOTING MEMBERS NOT REGISTERING ATTENDANCE**

**DENITSTRY:** JONATHAN GRAVES, NANCY TRABUE, BONNIE DEAN **EDUCATION:** SHAVON WAGNER  
**MEDICINE:** LAURIE MILLINER, KENT GARDNER, ELLYCE PATTON, AMANDA ABLES, ERICA LaMARCHE,  
PATTI WILLIAMS, LEONDRA GULLY, PRISCILLA TINGLE **MUSIC:** DEBBY KALBFLEISCH **PROVOST'S OFFICE:**  
WILL ADAMCHIK, MARIAN VASSER, VIRGINIA HOSONO **SPEED SCHOOL:** WENDY METCALF **VP-**  
**ATHLETICS:** REGINA JOHNSON, BLAKE LeBLANC, RHONDA GILLILAND **VP-FINANCE & BUSINESS AFFAIRS:**  
MELISSA SHUTER, BOBBI CARLTON, STEVE LINDSEY, SANDY RUSSELL, JENNIFER STEIER, CARLA  
MEREDITH, TIM DILL, DENNIS THOMAS **VP-HEALTH AFFIARS:** DENISE HAND **VP-STUDENT AFFAIRS:**  
GLENN GITTINGS, LINDA WILDE

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**CALL TO ORDER**

**Smith**

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

**ACTION ITEM: APPROVAL OF THE MINUTES**

**Smith**

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

**REPORT: SGA REPRESENTATIVE**

**Smith**

Mr. Harris was not in attendance but sent a report to Chair Smith.

- HSC Safety – The lighting project is moving forward. And the pedestrian safety needs on Preston Street are being identified.
- SGA Elections – The election is almost over. There may be a run-off election, if necessary.

**REPORT: FACULTY SENATE REPRESENTATIVE**

**Brown**

Dr. Tillquist was not in attendance. Senator Brown gave a brief update on the Faculty Senate meeting.

- A proposal from the College of Business for a certificate in Distilled Spirits was approved.
- The Values Statement was endorsed.
- The Provost reported on the following:
  - Searches –
    - New dean of School of Music – Teresa Reed
    - New Chief Information Officer – Rehan Khan is now on campus.
    - EVP-RI – met with the search firm
    - EVP-HA - still on hold until issues are settled.
  - RFP – For a partner on HSC is due on March 8<sup>th</sup>.
  - Policy Review – The Consensual Sexual Policy will be reviewed by an ad hoc committee.
  - Faculty Diversity Update - the Provost presented some information on faculty of color.

**REPORT: STAFF SENATE CHAIR’S REPORT**

**Smith**

[This report is online.](#)

**REPORT: SECRETARY-TREASURER**

**Gilliland**

[This report is online.](#)

**ACTION ITEM: UNIVERSITY’S VALUE STATEMENT**

**Smith**

After a very brief discussion, the Staff Senate voted unanimously to endorse the statement.

[The statement is online.](#)

**REPORT: VICE CHAIR**

**Vasser**

[This report is online.](#)

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**STANDING COMMITTEE REPORTS**

**Vasser**

- Credentials & Nominations Committee (C&N) –Jeffery
  - Senate seats expiring in 2019 – Senators in these seats must fill out a new application. A link to the online application will be sent to those senators in 2019 seats. Please complete the committee preference form by April 15<sup>th</sup>.
  - Senate Election
    - May- Officer nominations are due in to the Senate Office by noon on May 13<sup>th</sup>. Nominations may be made from the floor at the meeting that afternoon.
    - June – This is the election meeting. Absentee voting will be allowed.
    - July – This is the beginning of our new year. Committees will be seated in June and announced at this meeting.
- Policy, Economics & Development Committee (PED) – Buckley
  - This report is online. Dan Durbin and Mark Watkins attended the PED meeting. A procedure for communication of policy changes was developed.
- Services & Facilities Committee (S&F) –Eitel
  - There was no report.
- Staff Grievance Committee (SGC)
  - This committee did not meet this month.
- Staff Help and Relief Efforts committee (SHARE) – Dean
  - This committee did not meet this month. The revised guidelines and application were submitted and approved by the Executive Committee.
- Staff Morale & Community Outreach (SMCO)
  - No report was made.

**OTHER COMMITTEE REPORTS**

- Human Resources Advisory Committee (HRAC) –Williams
  - [This report is online.](#)
- Legislative Monitoring Action Committee (LMAC) - Barrett
  - [This report is online.](#)
- Great Place to Learn – Work Group Update – Grubb
  - [This report is online.](#)
- Great Place to Invest – Work Group Update – Smith
  - [This report is online.](#)

**REPORT: Bylaw Review & Value Statement – Barret**

Committee members are Carcyle Barrett, Barbara Bishop, Linda Leake, Linda Wilde, Vickie Tencer. The changes are to be read three times before they are approved.

- Senator Barrett read the University Values Statement. It was unanimously approved.
- Then, Senator Barrett read the changes to Bylaws Article 1.

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- Section III – Changes to Election of Officers
- Additions to Article 1.
  - Section IX - Assistant Parliamentarian
  - Section X - Senate Coordinator

The above changes to Article 1 were unanimously approved.

- Changes to Article 1, Section IV - Duties of the Chair
  - Suggested changes were to remove the chair's responsibilities regarding the Executive Committee and to eliminate the chair's constituent list. A discussion took place. Several points that were made:
    - The chair must be a senator and senators must have a constituent list
    - It is not burdensome for the chair to lead the Executive Committee
    - Largest stipend should perform greatest amount of work

The changes will not go forward. The chair will remain on the Executive Committee and will continue to have a constituent list.

- Changes to Article 1, Section V – Duties of the Vice Chair
  - Suggested changes were that the Vice Chair will serve as the chair of the Executive Committee and will no longer have a constituent list. This was not accepted by the body, for the same reasons in the discussion of changes to the Chair.
- Changes to Article 1, Section VI – Duties of the Secretary-Treasurer
  - Suggested changes to 10 and 11 were that the Secretary-Treasurer take on additional duties should the Program Coordinator be unavailable and that there would be no responsibility for a constituent list. These change regarding the constituent list was not accepted by the body.
- No changes were made to Article 1, Section 7 – Removal of the Officers
- Changes to Article 1, Section VII – Appointment and Duties of the Parliamentarian.
  - Suggested change to #6 – remove ex officio to C&N and PED. There was no discussion.
- Addition of Section IX – Appointment and Duties of the Assistant Parliamentarian
  - Suggested to keep numbers 1 and 5, and to remove 2, 3 and 4. Change 'regular meeting to 'general body'.

[This report is online.](#)

**REPORT: Professional Development – Buford**

Mr. Buford reported on several topics, including:

- Great Places to Work –There is a lot of work being done by these committees and subcommittees. The Staff Senate is well-represented on the committees. Please continue to send ideas [via the web site](#).
  - What do you want to see?
    - Comment: Opportunities to advance. Currently, in order for that to happen, an employee has to leave the University. There is no 'hire from within' plan.
      - Response: That keep popping up.
    - Comment: Small units cannot budget for this for their staff. Assistance should come from higher up.

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- Response: Professional development should be equitable so all have the same opportunity.
- Comment: Salary equity is an issue,. New employees are hired at a higher salary than some who have been here longer.
  - Response: Agree. We should do more to address this.
- Comment: The FLSA was a morale killer for younger staff.
  - Response: It was supposed to protect against overtime abuses. There were many unintended consequences.
- Comment: Goal-setting at time of the evaluation. It would be a good idea to have the employee and supervisor discuss goals long before the evaluation process begins.
  - Response: That is something he is passionate about. Supervisors have the greatest impact on Great Places to Work. Most of us need on-going encouragement from a “coach” to help us grow and not just a form filled in by an evaluator. Training supervisors will be a big focus.
- Comment: Many supervisors in A&S are faculty, who either don’t want to be a one or don’t know how. Is there no way to mandate training for faculty supervisors?
  - Response: Faculty are trained in a narrow scope of information, which does not include training for a supervisory position. This may be included as a recommendation to the Great Places to Work group.
- Question: In HR, is there a staff mentor for staff who are supervised by a faculty member?
  - Response: This has been a topic of conversation in his new office in HR with Laura McDaniels. Staff mentoring is a low-cost way to boost staff engagement. We will be kicking off our pilot Staff Mentoring Program, that will run through December. The program will include retired personnel as mentors, who have so much to offer and are a great resource.
- Question: How do all these ideas come together to create a great place to work?
  - Response: All the strategic planning is to create a cultural shift and change how we learn work and invest. Please invite him to speak to any groups on campus!

#### **REPORT: Parking Update – Knaster/Becker**

Following up from last month’s meeting, Mr. Knaster had answers to questions that Chair John Smith sent before this meeting.

- Question: Why are prices going up?
  - Response: Price increases are mainly die to deferred maintenance of garages. If you take care of the garages, it costs less. If you don’t, it costs more. The upkeep has increased due to ignoring it over the years.

Once again, Mr. Knaster and Mr. Becker said that the maintenance for parking garages (620, Floyd and Chestnut Streets) was \$365 annually and the budget has \$0 available. Mr. Knaster pointed out that the

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price doe parking at other state schools reflects the school's location. For example, parking may be higher at Northern Kentucky University, because of its proximity to Cincinnati. It will be lower in Morehead, because it is a small town.

- Question: What about patient parking?
  - Response: The more we can charge visitors, the less burden will be carried by students and staff.
- Question: How much of an increase can you see from patients and visitors?
  - Response: It will slow the growth of the staff/student costs. The price increase will slow down, once we catch up. Increases after that will be nominal.
- Comment: My constituents don't care what other schools do, you can't keep asking staff to carry the burden.
  - Response: We're staff, too. We have a job to do. We are an auxiliary – not funded by anyone – and must pay for itself.

At this point, Senator Alex McWilliams read a statement that said UofL pays less in staff salaries, but charges more in parking fees. A discussion of parking costs followed.

- Question: Could the space on Eastern Parkway be considered for parking?
  - Response: NO, that belongs to the Foundation.

Mr. Knaster ended the discussion by saying that it is necessary to identify sufficient visitor accessible parking. We build new buildings on top of existing parking lots. It's a choice. We can't have everything.

Mr. Becker added that it is not their goal to gouge anyone. We need to find other opportunities for revenue to keep prices down. Please send ideas for additional revenue.

- Comment: Some cannot walk long distances and hope handicapped spaces will not be cut.
  - Response: Decisions are sometimes made without input. He tries to protect that area as much as possible. We are losing 70 red spaces for more accessible spots. We are losing money to do the right thing.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

**ADJOURNMENT**

The meeting adjourned at 5:00 p.m.

Respectfully submitted,  
Gretchen Henry  
Senate Coordinator

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