

**UNIVERSITY of LOUISVILLE**  
**STAFF SENATE MEETING MINUTES**  
SEPTEMBER 8, 2020

The Staff Senate of the University of Louisville held its regular meeting on September 8, 2020 on the TEAMS platform, Chair John Smith, presiding.

**A&S:** GINGER BROWN, JESSICA KEY, LINDSEY RONAY **ATHLETICS:** BARBARA BISHOP, TIM DILL, ERICA LaMARCHE, BLAKE LeBLANC, KIM ROGERS **BUSINESS:** KAYLA MILLER **COO:** BOBBI CARLTON, PAUL EITEL, RHONDA GILLILAND, DONNA HARDESTY, KEVIN LEDFORD, STEVE LINDSEY, MIKE MATERNA, KIM NOLTEMEYER, DAVID SCHLAEGEL, MELISSA SHUTER, JENNIFER STEIER, DENNIS THOMAS **DENTISTRY:** BONNIE DEAN, JONATHAN GRAVES, LAURA MCKINNEY, JOHN MORGAN, LISA PANTOJA, NANCY TRABUE **EDUCATION:** HEIDI COOLEY-COOK, SAUNDRA KIMBERLAIN, SHAVON WAGNER **ERM:** KATHY BRASHER **HUMAN RESOURCES:** WENDY SMITHSON **KENT:** KATHERINE LINZY **LAW:** LEE McWHORTER **LIBRARIES:** SARAH FRANKEL **MEDICINE:** KENNETH ALLEN, ANGELA BEVERLY, JASON BEARE, MICHELLE BLESSETT, MARTIN BROWN, LISA FLOORE, KENT GARDNER, LEONDRA GULLY, JENNIFER HALL, THEORA HUDSON, SKIP HURLEY, RUBY KEITH, VICTORIA KING, STEPHANIE KITTLE, KIM LAUN, JARED NEAL, ROSS SCHULTZ, TONY SIMMS, JENNIFER STEPHENS, TIMOTHY TRAVIS LINDA WILDE, PATTI WILLIAMS, DAVID YOUNG **MUSIC:** DEBORAH KALBFLEISCH **NURSING:** VICKIE TENCER **PRESIDENT'S OFFICE:** CARCYLE BARRETT **PROVOST OFFICE:** WILL ADAMCHIK, VALERIE CASEY, ANDREW GRUBB, VIRGINIA HOSONO, LINDA LEAKE, TONY ROBINSON **PUBLIC HEALTH:** RACHEL QUICK **SPEED SCHOOL:** KARI DONAHUE **VP-COMMUNITY ENGAGEMENT:** PATRICK SMITH **VP-FINANCE:** LYSHANNA CUNNINGHAM **VP-HEALTH AFFAIRS:** DENISE HAND, KRISTIN ROBERTS **VP-RESEARCH:** ANGELA LEWIS-KLEIN **VP-STUDENT AFFAIRS:** GLENN GITTINGS, JOHN SMITH, MELISSA TAYLOR **VP-UNIVERSITY ADVANCEMENT:** ERICA GABBARD, NAKIA STRICKLAND

**GUESTS REGISTERING ATTENDANCE:**

**HEALTH DEVELOPMENT (EAP):** MS. SUSAN McKELLEP  
**AVP HUMAN RESOURCES:** MS. MARY ELIZABETH MILES  
**STUDENT GOVERNMENT REPRESENTATIVE:** MS. HENNY RANSDALL

**OTHERS REGISTERING ATTENDANCE:**

JESSIE ROTH, SHAWN BLACKSTON, CRYSTAL BRADLEY, TODDKNEALE, SHARI BARNES, BRENT RUMMAGE, MICHELLE RODEMS, CHRISTINA REED, TAMMI THOMAS, DREW FOSTER, LAURA SCHROEDER, SHELLEY DUNN, KRISTINA DOAN, ERIC NUNN, VICKI DAHILL, JESSICA MURNOCK, TERRI MORGAN

**VOTING MEMBERS NOT REGISTERING ATTENDANCE:**

**COO:** BILL TAYLOR **MEDICINE:** CHRISTINA HOWARD, ELLYCE PATTON, ANGELA REN, DANIYA SHEIKH, , JAMI VANCE, HUA ZHANG **VP-HEALTH AFFAIRS:** LISA WADE

**CALL TO ORDER**

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

**ACTION ITEM: APPROVAL OF THE MINUTES - SMITH**

The [minutes of the July](#) meeting were unanimously approved.

**UNIVERSITY of LOUISVILLE**  
**STAFF SENATE MEETING MINUTES**  
SEPTEMBER 8, 2020

**INFORMATION ITEM: DEALING WITH STRESS - McKELLEP**

Chair Smith said that sometimes hearing the concerns and complaints of co-workers and colleagues can add more to senators' already stressful lives. So, the Senate officers thought the timing was good for a stress management expert to speak to the Senate. Ms. Susan McKellep, the training coordinator at the Human Development Company, UofL's Employee Assistance Program (EAP) provider, attended today's meeting to give some suggestions on self-care. Ms. McKellep started her presentation by explaining eligibility for the free EAP services, confidentiality, costs and contact information. The full [presentation is online](#).

**UPDATE: ANTI-RACISM COMMITTEE – GRUBB/GULLY**

The call for participation on this committee went out last week and co-chairs, Senate Vice Chair Andrew Grubb and Senator Leondra Gully gave an update today. Senator Gully said the committee is charged to figure out how to support the university's anti-racist agenda and what role the Staff Senate can have. Senators were encouraged to participate on the committee, no matter their level of understanding of anti-racism work, acknowledging that people are at different levels. Chari Smith added that he had given the committee a very aggressive timeline and asked it to make recommendations by the next Senate meeting on October 13th. From those recommendations, an action plan will be developed.

**REPORT: SGA REPRESENTATIVE - RANSELL**

Ms. Ransdell reported on several topics.

- Floyd Street potholes – SGA hopes those will be taken care of soon.
- Masks – SGA continues to distribute masks to students.
- Composting – Composting on campus continues.
- Dining Waiver – The Dining Waiver and Housing Appeals committees continue to address student concerns.
- Construction on campus continues to go well.
- Bike locks – There are still free bike locks available.
- SGA is working with different campus organizations (Food Recovery Network and Divestment UofL) on petitions and initiatives they want to start.

QUESTION: Does Cardinal Cupboard have an HSC location?

- REPLY (Ransdell): No, there is only a location on Belknap. Appointments can be made between during the week from 9 -6.
- REPLY (Senator Simms): The School of Medicine is considering opening a Cardinal Cupboard on HSC.

**REPORT: FACULTY SENATE REPRESENTATIVE - BROWN**

Dr. Tillquist, the Faculty Senate representative was not in attendance, so Senator Ginger Brown gave the report. At the September meeting of the Faculty Senate, Dr. David Schultz was elected chair and Dr. Eugene Mueller was elected vice chair. Committee elections will take place at the October meeting. The provost updated the Senate on the pivot to fall and are beginning to discuss spring semester. Fall enrollment was up, and there is hope that it will carry over into the spring semester. There is a big push

**UNIVERSITY of LOUISVILLE**  
**STAFF SENATE MEETING MINUTES**  
SEPTEMBER 8, 2020

for flu shots, as an outbreak would add an additional strain to our healthcare system. The provost has hired eight new counselors for the Counseling Center.

**REPORT: STAFF SENATE CHAIR'S REPORT – SMITH**

Chair Smith reported on several topics.

- Provost Search – This is moving ahead. There is a very strong pool of candidates.

[This report is online.](#)

**REPORT: VICE CHAIR – GRUBB**

Vice Chair Grubb gave an oral report on his activities this month.

- Tuition & Fee-Setting Committee – He does not think this committee has started for this year.
- Advising Committee - We have not met since the last time. We may be looking for a new advising model for the university. Beth Willey and Katie Adamchik are reviewing some findings and drafting a report.
- The ULAA board is scheduled to meet in October.
- He is on the Sustainability Council, but has not attended a meeting.
- The Pivot to Fall Academic Committee is now turning to address spring semester.

**REPORT: SECRETARY-TREASURER - GILLILAND**

The report reflects the Senate budget as of July 31, 2020. The 01037 account is the main account for the Staff Senate. It shows the stipends and operating expenses. Account 01038 is for the grievance officer.

[This report is online.](#)

**STANDING COMMITTEE REPORTS - GRUBB**

- CREDENTIALS & NOMINATIONS (C&N) – STEIER
  - Voting for seating the twelve new senators took place online after the meeting.
  - [This report is online.](#)
- POLICY, ECONOMICS & DEVELOPMENT (PED) – HOSONO

PED has been working closely with HR and reports on the following:

  - Telecommuting Policy – Many details have been hammered out. Training will start in October and the live date for the policy will be no later than November 1.
  - Earlier this year, HR asked PED to support the Strategic Plan Action Item W185, which is to ensure that employees are provided an adequate and safe work place and maintain a healthy work-life balance by improving policies and training leaders to maximize employee potential and one of the elements for success was that all leave eligible employees exempt and nonexempt accrue leave at equivalent rates. PED supports this statement.
  - Committee Chair Senator Virginia Hosono reminded senators that HR will sweep vacation hours above the maximum on December 31 instead of June 30th. She has asked for clarification as to whether that means accrued leave as of June 30<sup>th</sup> or December 31<sup>st</sup>.
    - QUESTION: Why is the administration so concerned with time being swept?

**UNIVERSITY of LOUISVILLE**  
**STAFF SENATE MEETING MINUTES**  
SEPTEMBER 8, 2020

- REPLY(Hosono): Staff are concerned because with the pandemic and furloughs, though the deadline has been extended, there hasn't been time to actually use up their leave, so they will lose it.
- REPLY(Miles): When COVID happened, we were prepping to sweep, as usual, on June 30<sup>th</sup>. About eight years ago, the policy changed to allow employees to carry three times the amount of accrued hours, instead of two times, knowing it would be swept. If you are at the maximum of accrued time off, which is 330 hours, the payout will only be for 220, or the original two times. You can *take* the 330 hours (if possible), but if you leave the university, the payout would only be for 220 hours. The hours swept can be re-earned over the next year.
- SERVICES & FACILITIES (S&F) – GITTINGS
  - The committee met in August and welcomed Dennis Thomas to the committee.
  - [This report is online.](#)
- STAFF GRIEVANCE COMMITTEE (SGC) – BEARE
  - There were no new grievance filed since the last Senate meeting. We are looking at other grievance processes at ACC and state schools and will report when completed.
  - [This report is online.](#)
- STAFF HELP & RELIEF EFFORTS COMMITTEE (SHARE) – DONAHUE
  - Over the summer, Sally Molsberger's job duties increased and she had to step down from the Senate and as SHARE Committee chair, as well. As vice chair, Senator Donahue stepped into the role of committee chair. Bonnie Dean is now vice chair.
  - During the mass furloughs from April through July, the award was increased to \$1000.
  - [This report is online.](#)
- STAFF MORALE & COMMUNITY OUTREACH (SMCO) – TAYLOR
  - This committee met twice since July. Still working on an informational flyer with the Faculty Senate.
  - The committee discussed some new ways to increase morale and is gathering information.
  - Reports for [August](#) and [September](#).

**OTHER COMMITTEE REPORTS**

- [Human Resources Advisory Committee \(HRAC\)](#) - WILLIAMS
- [AD HOC ADA](#) – BISHOP
- [AD HOC CSR](#) – BISHOP

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

None

**UNIVERSITY of LOUISVILLE**  
STAFF SENATE MEETING MINUTES  
SEPTEMBER 8, 2020

**ADJOURNMENT**

The meeting adjourned at 4:30 p.m.

Respectfully submitted,  
Gretchen Henry  
Senate Coordinator