

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

November 10, 2020

The Staff Senate of the University of Louisville held its regular meeting on November 10, 2020 on the TEAMS platform, Chair John Smith, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE

A&S: GINGER BROWN, JESSICA KEY, KORINNE QUIRE, LINDSEY RONAY **ATHLETICS:** BARBARA BISHOP, KELLY CONKLIN, TIM DILL, ERICA LaMARCHE, BLAKE LeBLANC, **BUSINESS:** KAYLA MILLER **COO:** BOBBI CARLTON, PAUL EITEL, RHONDA GILLILAND, DONNA HARDESTY, JOHN HUGHES, KEVIN LEDFORD, STEVE LINDSEY, MIKE MATERNA, DAVID SCHLAEGEL, MELISSA SHUTER, JENNIFER STEIER, BILL TAYLOR, DENNIS THOMAS **DENTISTRY:** BONNIE DEAN, JONATHAN GRAVES, LAURA McKINNEY, JOHN MORGAN, NANCY TRABUE **EDUCATION:** HEIDI COOLEY-COOK, SHAVON WAGNER **ERM:** KATHY BRASHEAR **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, MELISSA GARRETT, LEONDRA GULLY, JENNIFER HALL, CHRISTINA HOWARD, THEORA HUDSON, SKIP HURLEY, RUBY KEITH, VICTORIA KING, STEPHANIE KITTLE, KIM LAUN, JARED NEAL, ELLYCE PATTON, ANGELA REN, ROSS SCHULTZ, TONY SIMMS, JENNIFER STEPHENS, TIMOTHY TRAVIS, JAMI VANCE, ANDREW WEINBERGER, LINDA WILDE, PATTI WILLIAMS, DAVID YOUNG, LIHUA ZHANG **MUSIC:** DEBORAH KALBFLEISCH **NURSING:** VICKIE TENCER **PRESIDENT'S OFFICE:** CARCYLE BARRETT **PROVOST OFFICE:** WILL ADAMCHIK, SHABEER AMIRALI, VALERIE CASEY, ANDREW GRUBB, VIRGINIA HOSONO, LINDA LEAKE, TONY ROBINSON, MARK WOOLWINE **PUBLIC HEALTH:** RACHEL QUICK **SPEED SCHOOL:** KARI DONAHUE, KYLE HURWITZ, MANI VANGALUR **VP-COMMUNITY ENGAGEMENT:** PATRICK SMITH **VP-FINANCE:** LYSHANNA CUNNINGHAM **VP-HEALTH AFFAIRS:** DENISE HAND, KRISTIN ROBERTS, LISA WADE **VP-RESEARCH:** JODY CARROLL, ANGELA LEWIS-KLEIN **VP-STUDENT AFFAIRS:** GLENN GITTINGS, JOHN SMITH, MELISSA TAYLOR **VP-UNIVERSITY ADVANCEMENT:** ERICA GABBARD, NAKIA STRICKLAND

GUESTS REGISTERING ATTENDANCE

CHIEF FINANCIAL OFFICER: MR. DAN DURBIN
CHIEF INFORMATION OFFICER: MR. REHAN KHAN
VICE PRESIDENT - HUMAN RESOURCES: MS. MARY ELIZABETH MILES
EXECUTIVE DIRECTOR – IT: MR. BRAD ANDERSEN
DIRECTOR – DISBURSEMENT SERVICES: MS. MARY ALEXANDER-CONTE
DIRECTOR – HCM SYSTEMS: MS. DONNA BARTMAN
EXECUTIVE DIRECTOR – BUSINESS OPS CENTER: SENATOR MELISSA SHUTER
FACULTY SENATE REPRESENTATIVE: DR. CHRISTOPHER TILLQUIST
STUDENT GOVERNMENT REPRESENTATIVE: MS. HENNY RANSDALL
UofL TODAY: MS. TALIA HORN, MS. SARAH LOPEZ

OTHERS REGISTERING ATTENDANCE

DONNA ERNST, BRENT RUMMAGE, WILL ARMSTRONG

CALL TO ORDER

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

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ACTION ITEM: APPROVAL OF THE MINUTES - SMITH

The minutes of the October meeting will be available in December.

UPDATE: ANTI-RACISM AD HOC – BARRETT

In order to begin today, a motion to untable the motion from last month regarding making the ad hoc Anti-Racism Committee a standing committee of the Staff Senate was needed. A motion to untable was made and seconded. A call for discussion produced none and the motion to create a new standing committee was approved. Another motion was needed to amend the bylaws to include the new standing committee. A motion was made and seconded. At this time, Senator Kevin Ledford led the process for amending the bylaws.

REPORT: BYLAWS REVISION – LEDFORD

Senator Kevin Ledford reported the changes made to the Senate bylaws to now include the new standing committee, Committee on Anti-Racism Efforts (CARE).

G. COMMITTEE ON ANTI-RACISM EFFORTS

Section 1. Purpose

The Committee on Anti-Racism Efforts (CARE) is responsible for monitoring and contributing to the university's progress toward becoming a premier anti-racist university in accordance with the [Cardinal Anti-Racism Agenda](#) and, to that end, facilitating opportunities for Staff Senators and other university staff to participate in this ongoing initiative.

The Committee on Anti-Racism Efforts shall:

1. Enhance existing communication within the Senate and with constituents to increase awareness of racism and anti-racism efforts.
2. Collaborate with the Staff Senate Executive Committee and the other standing committees to equip Staff Senators and their constituents with anti-racism resources (e.g., information, training, support groups) offered throughout the university or by the senate.
3. Work with stakeholders external to the Senate (e.g., Faculty Senate, Student Government Association, Human Resources, the Center for Employee Resources, Office of Diversity and Equity, the Commission on Diversity and Racial Equality, and the Commission on the Status of Women) to encourage staff participation in anti-racism efforts.
4. Consider the creation and implementation of anti-racism programming by the Senate.
5. Promote diverse representation in the Senate; in all Senate standing committees and *ad hoc* committees; and for all university-wide committee representatives appointed by the senate
6. Consider establishing goals related to diversity and inclusion among the Senate body.
7. Act on other matters as may be referred to it by the Staff Senate.

Additional guidelines for CARE may be found in the committee's charter, to be created by the standing committee after it is established. At the beginning of each Senate year, the committee charter will be reviewed by the standing committee. Any edits must be presented to the Executive Committee. If approved, the edits must then be presented to the General Body to be read into the record.

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Section 2. Composition

Please refer to CARE Committee Charter for details regarding composition.

Section 3. Reports

Each month the Chair of the Committee will present monthly committee reports to the EC and will then submit these minutes to the Staff Senate Support Person for inclusion in the agenda for the general body meeting. Please see CARE Committee Charter for additional information

Senator Ledford then shared his computer screen to show the amendment to the bylaws to change the process for amending the bylaws.

ARTICLE XI - AMENDMENTS TO THE BYLAWS

Section 1. Petition

Section 2. Periodic Review

Section 3. Process

Section 4. Effective Date

Section 1. Petition

~~Any proposal to amend these Bylaws shall be submitted by a written petition signed by two Senators of the Staff Senate at any General Body meeting of the Staff Senate.~~

Any proposal to amend these Bylaws shall be submitted to the Executive Committee, for review and feedback, via email two weeks prior to any General Body meeting of the Staff Senate. The Executive Committee will provide feedback, before it will be submitted to the General Body of the Staff Senate a week before the next meeting of the General Body of the Staff Senate.

Section 2 Periodic Review

An Ad Hoc Bylaws Committee should convene every five (5) years to review the Staff Senate Bylaws for periodic updates. The committee will review the bylaws and propose amendments to the bylaws. These proposals will be sent to the Executive Committee for review and approval. Once approved, the amendments will be presented to the full Senate, per the process described in Article XI, Section 3.

Section 3. Process

~~Amendment(s) to the Bylaws will be presented to the full Senate. The floor is then opened for motion(s) regarding proposed amendment(s). If motion is seconded, then the proposed amendment(s) will be open for discussion and vote. Once the voted on amendment(s) have been incorporated into the amendment(s), the amendment(s) to the Bylaws shall be read into the record at three consecutive meetings of the Staff Senate. Upon the third reading, the amendment(s) to the Bylaws shall become final.~~

~~These Bylaws may be amended by a majority vote of those members present and voting at a meeting of the Staff Senate at which a quorum is present, provided that at a previous meeting the proposal to amend has been approved by a majority vote of the Staff Senate.~~

Petitioned amendment(s) to the Bylaws will be presented to the full Senate. The floor is then opened for discussion and motions(s) regarding proposed amendment(s). If a motion is seconded, then the proposed amendment(s) will be open for discussion and vote. Any voted-on amendment(s) that pass, will be added to the petitioned amendment(s). The finalized petitioned amendment(s) will then be read into the record for final discussion and voting at the next General Body meeting of the Staff Senate.

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These Bylaws may be amended by a majority vote of those members present and voting at a meeting of the Staff Senate at which a quorum is present.

Section 4. Effective Date

Approved amendments in accordance with Section 23 above, shall become effective upon the ~~third reading into the Staff Senate record~~ vote of the finalized petitioned amendment(s).

INFORMATION ITEM: CARDINAL CUPBOARD – TAYLOR

The Staff Morale and Community Outreach Committee (SMCO), is promoting a new partnership with the student-run Cardinal Cupboard food pantry. Many staff employees are using the pantry and the committee thought this was another great way for the Senate to engage with the campus community. The Campus Cupboard takes inventory on a quarterly basis and compiles a list of the most needed items. They will send the list to SMCO to send to senators to distribute to their constituents. Food and gift cards may be donated in person and financial donations may be made online. A flyer will be created and sent out soon. Information on the Cardinal Cupboard is available on the [web site](#).

UPDATE: PEOPLESOFT REPLACEMENT – KHAN

Mr. Khan gave an update on the plans to replace PeopleSoft, the core administrative system for the university's operations. The system was originally developed in the 1990s. Being well over 20 years old, it has some inherent deficiencies that lead to increased costs and a poor user experience. Information Technology has been working with the campus community and exploring replacement platforms. They are specifically looking at cloud-based platforms that will significantly improve compliance, efficiency and provide a better user experience. They want to be able to take advantage of mobile services and enhance self-services. This is a multi-year initiative and will begin by updating the HR systems, followed by financials. The final phase will be the student information systems. Mr. Brad Andersen, the Executive Director of IT, continued with the presentation. A reason to change now is PeopleSoft was purchased from Oracle and its support for it will end in 2031. That may seem like a long time from now, but it takes between two and three years to install one system. The reason to start with HR is because support for it ended in January of 2018. Support is currently purchased from a third party vendor for things like tax and regulatory updates. This vendor will continue to renew annual contracts, as needed. The current system has many limitations. For example, Human Resources was recently asked to provide data for the pandemic. To get the job done was a huge undertaking. With a modern system, data can be retrieved much easier and more quickly. The security for an aging system does not get better with age and we cannot predict what the future security issues will be with PeopleSoft. A modern system will address modern business needs. Looking at Oracle and Work Day products, demo sessions were conducted with over 77 UofL stakeholders and 14 institutions of higher education using either one were interviewed, to get their feedback. Also, Gartner, a technology research company that gives you information on top vendors and the pros and cons of each was engaged. There are many other R1 schools using Work Day, so UofL would not be out on its own. Based on all the information gathered, Work Day was the system of choice. A recommendation was made to the Provost Boehm and CFO Durbin to select Work Day as the replacement system for Human Resources. The next step is to finalize the contract between UofL and Work Day. Then we will choose an implementation partner. We are looking at two implementation companies – Huron and Collaborative. We will be meeting with each to hear their presentations. Once

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one is chosen, we will kick off in January 2021. Then, the data in our current system will be cleaned. The goal is to go live in July 2022. Ms. Mary Elizabeth Miles, Vice President of Human Resources, agreed with Mr. Andersen's outline of the many reasons a change is needed as soon as possible. Human Resources is at a point that where there is no option but to upgrade. As an example of why the change is necessary, currently, job applicants must combine all application documents (resumes, CVs, cover letters) into one because the system can only allow one document to be uploaded. This can create a lot of issues and we spend time trying to help the applicant. This new platform will allow applications to be uploaded from a phone. When a resume is uploaded it automatically pre-populates the application with information. This is just one example of how far behind we are with HR technology. Ms. Mary Alexander-Conte, the Director of Disbursement Services added that this will enhance self-service in payroll. Currently, self-service is limited because of security concerns. This will make reporting easier as we will not have to contact anyone on the IT team to help us. Senator Shuter said the upgrade will take Business Ops into the 21st century. Mr. Khan said that the new platform will not only improve back office operations, but everyone will experience a better user experience, whether online or on the app.

QUESTION: Will financials and student information move to Workday, as well?

REPLY (Khan): That is the overall plan. Financials will move to Workday, but no decision has been made for student information. That portion will take place in several years and technology will likely change by then.

QUESTION: What will happen to the old system?

REPLY (Khan): We will migrate data to the new system.

REPLY (Andersen): The old system will be available for queries and eventually archived.

QUESTION: When applying for a job, will the path be the same for internal and external applicants?

REPLY (Miles): Applying for a job will be a lot easier for both internal and external applicants.

REPLY (Andersen): As an employee, your information is already input, so it will be easier.

REPLY (Alexander-Conte): As a supervisor, if you have an employee that excels at a particular skillset, that can be noted in their file, so anyone looking to hire them will have that notation.

QUESTION: Will this system be locked in for years?

REPLY (Andersen): Yes. We don't change these systems often because of the expense and the time it takes to update. We will be locked into this one for at least eight years.

QUESTION: Will you share this presentation?

REPLY (Andersen): I will once it has been OK's by General Counsel. They are still reviewing the contracts.

QUESTION: Will this eliminate all the acronyms for forms?

REPLY (Alexander-Conte): It is completely different than PeopleSoft and hopefully will change those acronyms.

QUESTION: Is there a training plan for staff?

REPLY (Alexander-Conte): Not yet. We will have UofL staff trained to be trainers.

QUESTION: Will this have multi or two-factor authentication?

REPLY: Yes.

QUESTION: Will this eliminate a lot of human capital?

REPLY (Khan): We will not lose people, but work/jobs will shift.

QUESTION: Will we be using best practices?

REPLY (Khan): The goal is to use best practices, though we cannot customize the system.

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UPDATE: UNIVERSITY BUDGET - DURBIN

Mr. Durbin attended today's meeting to update the Senate on the university budget. He reported on the close of the last fiscal year (FY2020) and the period from July to the end of September (FY2021, Q1). The audit of FY20 was completed and the university was given a *clear* rating - the highest rating possible. This means that this is an accurate picture of the university's finances as of June 30, 2020. A key point that Mr. Durbin pointed out is that not only are the statements accurate, the process to get the statements was improved from past years. He added that the pre-planning for the last fiscal year helped to balance that budget. Looking at the budget drivers and assumptions for July 2020 through the end of September, revenues changed due several factors.

- Tuition adjustment - Online courses were priced higher than in-person and had to be adjusted for the hybrid modality. Because the hybrid modality used both online and classroom teaching, it could not be higher than online or classroom tuition.
- Decrease in investment income – Due to market fluctuations.
- Decrease in enrollment
- Decrease in clinical revenue due to pediatrics transferring to Norton.
- Decrease in Athletics due to Covid.
- Slight increase in state appropriations due to performance funding.

Expenses increased due to the following:

- COLA increases - +\$2.6M
- Health insurance - +\$2.5M
- Enterprise Resource System - +\$2.5M
- Utilities - +\$2.0M
- Institutional Financial Aid - +\$1.8M
- Various college/department allocations - +\$5.7M
- Covid-related cleaning and PPE

In anticipation of a \$20.3M shortfall, the following actions have been taken and will be reviewed in January:

- Reduction in employer contribution to retirement - \$7.2M
- Use of unit contingency funds - \$13.1M

Mr. Durbin said that although the budget was approved in June, it is monitored every day to make sure everyone is on target. Through the end of September, enrollment and tuition revenues are lightly ahead at about \$1.4M. Also, in June, the state took \$1.2M out of our budget, but returned it in July. With that, we are about \$3M ahead of our projections. With that good news, we still have challenges ahead. They are:

- Possible state reduction to our budget of \$10M. Conflicting information. Will wait and see.
- Spring enrollment pressures
- Athletics and other self-supporting units
- Continuation of Covid and its severity

Going over the Covid-related assistance, UofL received \$7.8M from the federal government in CARES funding. The list of expenditures is on the presentation.

Overall, there is about a \$1.2M short fall, if all the expenses play out. He anticipates applying for FEMA grant funding for excess expenses.

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Mr. Durbin said focusing on the student experience and student enrollment and retention will help a lot moving forward. Also, exercising caution, budget and behavioral (wear your masks) will help everyone. Finally, take care of ourselves and others.

[The full presentation is online.](#)

QUESTION: Is the retirement contribution permanent?

REPLY: No. When we close the books at the end of December, we will have a better idea of what to do in January.

REPORT: SGA REPRESENTATIVE - RANSELL

No report was made.

REPORT: FACULTY SENATE REPRESENTATIVE – TILLQUIST

Dr. Tillquist reported on the most recent Faculty Senate meeting. President Bendapudi reaffirmed her anti-racism agenda for the University. Academic Scenario Committee considered petition to move to P/F for this semester; not a possibility given potential accreditation issues. Campus will remain open over the holidays, which is helpful for international students. The Provost search continues. There are also searches for the Dean of the College of Arts and Sciences and the Dean of College of Education and Human Development. Registration is underway for the spring semester.

REPORT: STAFF SENATE CHAIR’S REPORT – SMITH

[The full report is online.](#)

REPORT: VICE CHAIR – GRUBB

[The full report is online.](#)

REPORT: SECRETARY-TREASURER - GILLILAND

[The full report is online.](#)

STANDING COMMITTEE REPORTS - GRUBB

- CREDENTIALS & NOMINATIONS (C&N) – STEIER
 - Korinne Quire will be seated on S&F.
 - [This report is online.](#)
- POLICY, ECONOMICS & DEVELOPMENT (PED) – HOSONO
 - Met and discussed the committee’s mission and goals.
 - [This report is online.](#)
- SERVICES & FACILITIES (S&F) – GITTINGS
 - [This report is online.](#)
- STAFF GRIEVANCE COMMITTEE (SGC) – BEARE
 - [This report is online.](#)
- STAFF HELP & RELIEF EFFORTS COMMITTEE (SHARE) – DONAHUE
 - Melissa Garret joined the committee in October.
 - [This report is online.](#)
- STAFF MORALE & COMMUNITY OUTREACH (SMCO) – TAYLOR
 - [This report is online.](#)

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OTHER COMMITTEE REPORTS

- HUMAN RESOURCES ADVISORY COMMITTEE (HRAC) – WILLIAMS
 - [This report is online.](#)

OLD BUSINESS

None

NEW BUSINESS

A variety of questions posted on Mentimeter were read towards the end of the meeting. Most required answers that were not immediately available, as Chair Smith left the Senate meeting early to attend a meeting with President Bendapudi.

ANNOUNCEMENT

None

ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,
Gretchen Henry
Senate Coordinator