

**UNIVERSITY of LOUISVILLE**  
**STAFF SENATE MEETING MINUTES**  
**FEBRUARY 9, 2021**

The Staff Senate of the University of Louisville held its regular meeting on February 9, 2021 on the TEAMS platform, Chair John Smith, presiding.

**VOTING MEMBERS REGISTERING ATTENDANCE**

**A&S:** GINGER BROWN, JESSICA KEY, KORINNE QUIRE **ATHLETICS:** BARBARA BISHOP, KELLY CONKLIN, TIM DILL, ERICA LaMARCHE, BLAKE LeBLANC KIM ROGERS **COO:** BOBBI CARLTON, PAUL EITEL, DONNA HARDESTY, RHONDA GILLILAND, KEVIN LEDFORD, STEVE LINDSEY, MIKE MATERNA, KIM NOLTEMEYER, DAVID SCHLAEGEL, JENNIFER STEIER, BILL TAYLOR, DENNIS THOMAS **DENTISTRY:** BONNIE DEAN, JOHN BROWN, JONATHAN GRAVES, LAURA McKINNEY, LISA PANTOJA **EDUCATION:** HEIDI COOLEY-COOK, SAUNDRA KIMBERLAIN **ERM:** KATHY BRASHEAR **HUMAN RESOURCES:** WENDY SMITHSON **KENT:** KATHERINE LINZY **LIBRARIES:** SARAH FRANKEL **LAW:** LEE McWHORTER **MEDICINE:** KENNETH ALLEN, JASON BEARE, ANGELA BEVERLY, MICHELLE BLESSETT, MARTIN BROWN, LISA FLOORE, LEONDR GULLY, JENNIFER HALL, THEORA HUDSON, SKIP HURLEY, MELISSA GARRETT, RUBY KEITH, VICTORIA KING, STEPHANIE KITTLE, KIM LAUN, JARED NEAL, ELLYCE PATTON, ROSS SCHULTZ, MELISSA SHUTER, TONY SIMMS, JENNIFER STEPHENS, TIMOTHY TRAVIS, JAMI VANCE, ANDREW WEINBERGER, LINDA WILDE, PATTI WILLIAMS, DAVID YOUNG, LIHUA ZHANG **MUSIC:** DEBORAH KALBFLEISCH **PRESIDENT'S OFFICE:** CARCYLE BARRETT **PROVOST'S OFFICE:** WILL ADAMCHIK, SHABEER AMIRALI, VALERIE CASEY, ANDREW GRUBB, VIRGINIA HOSONO, LINDA LEAKE, TONY ROBINSON, MARK WOOLWINE **SPEED:** KARI DONAHUE, KYLE HURWITZ, MANI VANGALUR **VP-COMMUNITY ENGAGEMENT:** PATRICK SMITH **VP-FINANCE:** LYSHANNA CUNNINGHAM **VP-HEALTH AFFAIRS:** DENISE HAND, KRISITN ROBERTS **VP-RESEARCH:** JODY CARROLL, ANGELA LEWIS-KLEIN **VP-STUDENT AFFAIRS:** GLENN GITTINGS, JOHN SMITH, MELISSA TAYLOR **VP-UNIVERSITY ADVANCEMENT:** ERICA GABBARD

**GUESTS REGISTERING ATTENDANCE**

**UNIVERSITY PRESIDENT:** DR. NEELI BENDAPUDI  
**VP-HUMAN RESOURCES:** MS. MARY ELIZABETH MILES  
**SGA:** MS. HENNY RANSELL  
**UofL TODAY:** MS. TALIA HORN

**OTHERS REGISTERING ATTENDANCE**

JESSICA MURNOCK, KATHY HITE, ANGELA HYATTE, SHARI BARNES, ALICE SHEFFIELD, DREW FOSTER, TAMMI THOMAS, CRYSTAL BRADLEY, JOSHUA WILLIAMS, SHERRY DUFFY. SUSAN FOOWLER, TERRI MORGAN, CLAUDIA FLORIAN, JESSICA BURT, KATHERINE MARKUSSON, KRISTINA DOAN, ANGELA WALTER, JANET TOMAZIN, RACHAEL PUCKETT, TAMARA IOCONO, ANGELA YATES, TODD KNEALE, SHU-CHEN TSAI, CAROL ZEHNDER, KAREN KAREM, ERIC GARRETT, LISA GUNTERMAN, MIMI BELL

**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 [December meeting](#) were unanimously approved as distributed.

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**ACTION ITEM: PROPOSED BYLAWS REVISION – THIRD READING – LEDFORD**

This is the third and final reading of the proposed changes to the bylaws. Senator Ledford shared the document outlining the proposed changes to the Senate's bylaws which included the addition of the language that will change the ad hoc committee on anti-racism into a standing committee of the Staff Senate. Another proposed change will reduce the number of readings to any future bylaw revisions. The proposed changes had been posted, so Senator Ledford went over the highlights. The addition of the Committee on Anti-Racist Efforts (CARE) to the bylaws will appear as *Section G* in Article VII (Standing Committees of the Staff Senate) and, again in Section II. The committee description, purpose, composition and reporting are listed therein. The change to Article XI will streamline the process for passing future bylaw revisions. [The revisions are online.](#)

**ACTION ITEM: BYLAW REVISION VOTE – BARRETT**

Staff Senate Parliamentarian Senator Barrett, instructed senators to vote. The revised bylaws passed unanimously. Chair Smith thanked the ad hoc anti-racism committee members, Senator Kevin Ledford for his work on the bylaws revision and Parliamentarian Senator Carcyle Barrett for leading the voting process. He noted that this is an historic day for the Staff Senate.

**REPORT: UNIVERSITY PRESIDENT – BENDAPUDI**

President Bendapudi thanked the Senate for advancing the university's anti-racism agenda by approving the newly-formed Cardinal Anti-Racism Efforts (CARE) Committee. She said it is a true reflection of our values and what we can do together. She went on to report on the following topics.

**Vaccines** – As we know, we are bound by the state government on the number of doses and the timeline for giving the vaccines. If you have the chance to get vaccinated, please do so. The faculty and staff will be taken care of, though the timeline is not definite. We are following the state mandates. UofL retirees are taken care of through the state system. Reactions to the first shot indicate that the vaccine is working.

**Council on Post-Secondary Education (CPE)** – The progress of each state university is assessed on 29 metrics and given a scorecard. The baseline was from 2015-2016. We have improved on 26 of the 29 metrics. Areas needing more work are undergraduate adult enrollment and retention, undergraduate students in English and diversity in tenure/tenure track faculty.

**Enrollment** – The fall 2020 enrollment was the largest we have had. The national trend is down, but we grew by 2.5%. The way that each of us interact with students has an impact on our success.

**Graduation Rate** – We have hit a milestone with a 60% graduation rate. Once we get to 70%, we will be in an elite category.

**April Arrivals** – Beginning on April 1, we will welcome Dr. Lori Gonzalez as provost and Ms. Angela Curry will become our new general counsel.

**Employee Success Center** – Please take a look at the programs being offered here.

Before questions, Chair Smith expressed his gratitude for the 3.5% reinstatement of retirement funds.

**COMMENT:** Thank you for bringing Simon Sinek to campus. I hope everyone can take the opportunity to hear him speak.

**REPLY:** He is incredible. Thanks to (Senator) Kyle Hurwitz who was able to reach out to him.

**INFORMATION ITEM: UNIVERSITY IT SYSTEMS - KHAN/STEVENSON**

The University's Chief Information Officer, Mr. Rehan Khan and Ms. Katherine Stevenson, Executive Director of IT presented upcoming changes to secure access to campus. This is an ongoing effort to secure the university from malicious actors. The plan is to end access to UofL networks via RVPN on February 26<sup>th</sup>. This is to inform you all because this will have an impact on faculty, staff and students. An

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email was sent out on February 1<sup>st</sup> and it was submitted to *UofL Today*. Ms. Stevenson's presentation listed the operating systems with vulnerabilities. These unsupported operating systems do not receive security patches and would pose a serious threat to university systems. There were 943 people who had used one or more of these systems in the last 90 days. They have all been contacted. The university has a policy on work place and computing devices that states that all computing devices shall have operating systems and other software maintained at the most up-to-date and secure manner as reasonably possible. The policy will also be extended to personal devices. For assistance, please contact the IT Help Desk. [The full presentation is online.](#)

**QUESTION:** Anyone with access to upgrade their personal devices can do so, how?

**REPLY:** Through the [IT Help Desk](#).

**QUESTION:** My department does not have Tier 1 support. I contacted the Help desk and they told me that upgrading would incur some hefty fees. How are you handling departments without Tier 1 support? Are the fees waived?

**REPLY (Stevenson) :** The fees are not waived. The department that handles that is dependent on the fees to make payroll.

**QUESTION (Khan):** How many devices are you talking about?

**REPLY:** Only a few. I was able to help our department, but imagine there are others who have the same issue.

**REPLY (Khan):** It is a good idea for us to find out how many departments are in this same situation. If you know of a department without Tier 1 support, please contact him directly. He is not promising anything, but will help, if possible. IT does not have funding for the entire campus.

**INFORMATION ITEM: PROFESSIONAL DEVELOPMENT – BUFORD**

Mr. Brian Buford reported on the new [Employee Success Center](#) (ESC), within Human Resources. He said he is proud of the university's intentional thinking about a great place to work. The ESC is part of the Strategic Plan's goal to create a center dedicated to supporting and promoting people, culture and engagement. Working with Ms. Laura McDaniels and Ms. Meagan West, Mr. Buford has developed programs appealing to all levels of employees. To celebrate the launch of the ESC, is a [fireside chat](#), hosted by President Bendapudi with guest Simon Sinek. Mr. Sinek is well-known for his work focusing on building a great workplace culture. Mr. Buford spoke about the programs and other offerings available through the center. [The full presentation is online.](#)

**COMMENT:** Looking at the mentor form, it is open-ended. It may be a time-saver if there were specific categories for mentoring, like financial or career, etc. That way, I would know who is experienced in a certain area and a match to my interests.

**REPLY:** Thank you, that's good advice.

**COMMENT:** Would like to see the ESC offer advice on how a staff person can approach their supervisor about salary and/or in-range adjustment instead of hoping the supervisor realizes it before the annual evaluation.

**REPLY:** That is very relevant as we are in evaluation season. HR has created a new tool for us to use. In that tool is the Development Plan, which is a place to begin a conversation. In that plan, we should be talking about how our jobs have grown and where we are in our progress. Maybe job factors have changed. This is the place to talk about that. He has been teaching supervisors and employees how to prepare for the evaluations. In the trainings, we are coaching on how to have these conversations. It should not be the burden of the employee to start this conversation, but it sometimes will fall to the employee to get it started.

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

Chair Smith reported on the following items.

- **Shared Governance Committee** – On February 16, he will meet with Michael Wade Smith and Faculty Senate Chair David Schultz to restructure this group. It originally started before the pandemic hit. Once that started everyone was busy making adjustments and the committee never really gained any traction.
- **Covid Advisory Work Group** – The next meeting for this group is tomorrow. If you have any questions, please add to the chat or send to him.
- **Covid Dashboard** – The dashboard was updated and went live earlier today. Thanks to Senator Jason Beare for his work on this project.

[The full report is online.](#)

**REPORT: VICE CHAIR – GRUBB**

Vice Chair Andrew Grubb reported on a few topics, including the following.

**Ad hoc Committees** - Both ad hoc committees, Bylaws and Anti-racism have completed their charges. Many thanks to all who participated.

**Mentimeter Questions** – We actually read them all.

**Vaccines** – This was answered by President Bendapudi. Chair Smith added that we are following the state mandates because we do not want to jeopardize our participation.

**Hiring Practice Question** – Why are some positions filled with an internal candidate with no national search and other positions have a national search when there is a viable internal candidate?

**REPLY (VP-HR Mary Elizabeth Miles):** There is no hiring policy that requires a national search. Most national searches are for faculty or administrators or other high level positions. If there is a qualified person within a unit, HR does not have knowledge of that. Any qualified person for a position can to apply. It really depends on the hiring department on who they want to hire.

[The full report is online.](#)

**REPORT: SECRETARY-TREASURER – GILLILAND**

The report is as of December 30, 2020.

[The report is online.](#)

**REPORT: FACULTY SENATE REPRESENTATIVE – TILLQUIST**

[The full report is online.](#)

**MENTIMETER QUESTIONS**

- **A question** came in through the TEAMS chat concerning Dining Services. Mr. Mark Watkins answered that meal plans have dropped from 9600 this time last spring to 3800 today. This past fall semester was 6800 now down to 3800. So, we are at the lowest number with many people working remotely and students in hybrid and online courses. With very little foot traffic, Dining Services is trying to stop their losses while still providing a service to the campus. Fewer options will be available, but service is still ongoing for those remaining on campus.
- **Another question** – what is the timeline for the third party review of job descriptions?

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- **REPLY:** Eighteen months.

**REPORT: SGA REPRESENTATIVE - RANSELL**

Ms. Ransdell reported that the biggest focus in the SGA right now is the [Student Emergency Fund](#). She encouraged senators to share the information with any students if need.

**STANDING COMMITTEE REPORTS - GRUBB**

- CREDENTIALS & NOMINATIONS (C&N) – STEIER
  - [This report is online.](#)
- POLICY, ECONOMICS & DEVELOPMENT (PED) – HOSONO
  - [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
  - [This report is online.](#)
- STAFF MORALE & COMMUNITY OUTREACH (SMCO) – TAYLOR
  - [This report is online.](#)

**OTHER COMMITTEE REPORTS**

- HUMAN RESOURCES ADVISORY COMMITTEE (HRAC) – WILLIAMS
  - [This report is online.](#)
- COMPENSATION STUDY – GILLILAND
  - To give you an idea of where we are, the proposals submitted to the RFP have been reviewed and the next step is to hear vendor presentations. There should be a decision on who the consultant will be. We are on target to meet the eighteen month deadline.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

- A call will go out for populating the new Committee on Anti-Racism Efforts (CARE).
- Reminder that the deadline for mandatory COVID testing has been extended by one week.

**ADJOURNMENT**

The meeting was adjourned at 4:23 p.m.

Respectfully submitted,  
Gretchen Henry  
Senate Coordinator