

UNIVERSITY of LOUISVILLE
STAFF SENATE MEETING MINUTES

SEPTEMBER 14, 2021

The Staff Senate of the University of Louisville held its regular meeting on September 14, 2021 on the TEAMS platform, Chair John Smith, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE

ANS: GINGER BROWN, KORINNE QUIRE, LINDSEY RONAY, JASON SIEVERS **ATH:** BARBARA BISHOP, KELLY CONKLIN, TISH DUVALL, BLAKE LeBLANC, DANIEL MORRISSEY, KIM ROGERS **BUS:** SHANNON JENKINS, KAYLA MILLER **COO:** BOBBI CARLTON, PAUL EITEL, RHONDA GILLILAND, DENISE HAND, DONNA HARDESTY, MIKE MATERNA, MITCHELL PRIDDY, JENNIFER STEIER, BILL TAYLOR, DENNIS THOMAS, PATTI WILLIAMS **DTL:** BONNIE DEAN, KELLY JOHNSON, LAUR MCKINNEY, ASHLEY O'NEIL, FAITH YOUNT **EDU:** HEIDI COOLEY-COOK, SARA KAISER, JANET OLSON, JULIE THUM **ERM:** KYLE HURWITZ **HR:** WENDY SMITHSON **KNT:** KATHERINE LINZY **LIB:** ALICE ABBOTT-MOORE **MED:** KENNETH ALLEN, JASON BEARE, MICHELLE BLESSETT, CHARLES CARTER, ANGELA COX, KATHLEEN ELSHERIF, LISA FLOORE, KENT GARDNER, MELISSA GARRETT, JENNIFER HALL, THEORA HUDSON, SKIP HURLEY, DEBBIE KALBFLEISCH, STEPHANIE KITTLE, VICTORIA KING, KIM LAUN, REBECCA LEDFORD, JARED NEAL, TONY SIMMS, LISA SIRLES, DAVID YOUNG, LIHUA ZHANG **MUS:** CHRISTOPHER DYE **NUR:** TIM DILL **PRES:** CARCYLE BARRETT **PROV:** WILL ADAMCHIK, SHABEER AMIRALI, ANDREW GRUBB, VIRGINIA HOSONO, LINDA LEAKE, KEVIN LEDFORD, JOHN MORGAN, TONY ROBINSON, TAYLOR U'SELLIS, MARK WOOLWINE **PH:** RACHEL QUICK **SPD:** KARI DONAHUE, ERICA GABBARD, BRENDAN STIVERS, MANI VANGULAR **VPCE:** PATRICK SMITH **VPF:** LYSHANNA CUNNINGHAM **VPHA:** KRISTIN ROBERTS, BILL TUTTLE **VPR:** JODY CARROLL, ANGELA LEWIS-KLEIN, DAVE FUNK **VPSA:** MORGAN BLAIR, JOHN SMITH, MELISSA TAYLOR **VPUA:** TAYLOR PRATT, NAKIA STRICKLAND

GUESTS REGISTERING ATTENDANCE

UNIVERSITY PROVOST: DR. LORI GONZALEZ
CHIEF OF STAFF (PRESIDENT'S OFFICE): MR. MICHAEL WADE SMITH
EXECUTIVE DIRECTOR EMPLOYEE SUCCESS CENTER: MR. BRIAN BUFORD
CHIEF OPERATING OFFICER: MR. MARK WATKINS
VICE PROVOST HUMAN RESOURCES: MS. MARY ELIZABETH MILES
DIRECTOR TOTAL REWARDS: MS. KARI AIKINS
PROVOST OFFICE: MS. SARAH LOPEZ
PROVOST OFFICE: MS. STACIE NIELSEN
UofL TODAY: MS. TALIA HORN

OTHERS REGISTERING ATTENDANCE

MIMI BELL, CRYSTAL BRADLEY, SHELLEY DUNN, DONNA ERNST, DREW FOSTER, SUSAN FOWLER, HEATHER FOX, SARAH FRANKEL, LAURA FROST, MARIE HAGAN, DANIELLE HAMPTON, KATHY HITE, ENID HURTADO, JESSICA KEY, KAREN KAREM, KATHERINE MARKUSON, SHELLY MARTIN, LAURA McDANIELS, JESSIE MURNOCK, IAN NORRIS, BLAIR POTTER, CHARLES RAINS, CHRISTINA REED, MELISSA SHUTER, KRISTIE SMITH, ANGELA SPARKS, HEATHER TURNER, BETSY WATERS, MEAGAN WEST, JOHN WHITNEY, CAROL ZEHNDER

VOTING MEMBERS NOT REGISTERING ATTENDANCE

COO: PHILIP CARSWELL, KIM NOLTEMEYER, JOHN RUBLE **DTL:** PLESHETTE MORROW **LAW:** LEE McWHORTER **MED:** MARTIN BROWN, RUBY KEITH, TIMOTHY TRAVIS, ANDREW WEINBERGER **PRES:** LEONDRON GULLY

CALL TO ORDER

ACTION ITEM: Approval of [July minutes](#) – John Smith

The July meeting minutes were approved. They are linked above.

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UPDATE: University President – Michael Wade Smith

Mr. Smith reported on several topics that included finances, the Foundation, the new brand campaign, administrative searches and Covid-related issues.

Finances – The administration is trying to increase compensation, in spite of the limited resources that are available. In the Strategic Plan Work 3 the strategy is all about compensation and making sure that this is addressed everywhere possible to make incremental gains wherever we can. There were a number of years when there were no salary increases. Efforts are underway to make sure that situation is not repeated moving forward. This year a 1% salary increase was included as part of the budget. Also, because of the financial performance of the institution a \$1000 bonus was paid out in August.

Foundation - For the first time in many years, every single endowment account at the University of Louisville is above water. It was really limiting our ability as an institution to grow and move forward. This will allow us to do is raise the spending policy for the university for next year. We are looking at exploring different ways that the foundation can assist in helping develop campus.

Brand Campaign – The Office of Communications and Marketing has been carrying two enterprise wide projects. One is a brand repositioning project, the other is the web improvement project. Both of these are going to help reshape the future. The big public launch of the brand refresh is going to be in January 2022. That is when you will see billboards and new TV ads. Before that, we want to make sure we are investing in the success of the brand with faculty, staff and students. We have built a brand toolkit and it has the resources that you need to effectively communicate to internal and external audiences using UofL Brands. [The Brand Toolkit is linked here.](#)

Searches –A search for a vice president for diversity and equity is currently ongoing. The position is posted out in the public in several places. You can also [see in the link](#) on the campus website. We believe there will be an incredible pool of local and national applicants, some from higher education and some from industry. The goal is to have a job offer at some time in November.

Covid - The infection rate in Kentucky is significant. The level of vaccination is lower than we'd like. The story at the University of Louisville is more positive. Every campus constituency, faculty, staff, and students are now above 80% and continuing on the rise. Even though our vaccination rate will go up with pop up clinics, we still need to continue to wear masks. We are in a good place, but it can be better.

Question: Given President Biden's vaccine mandate for employees, will the vaccine be available for staff, faculty and students?

Reply: There were two parts of President Biden's plan that he announced at the end of last week. There were two executive orders and then reference to a plan through OSHA.

UPDATE: University Provost – Lori Gonzalez

Dr. Gonzalez reported on the following topics.

Searches - Currently, there are three interim deans - law, education and arts and sciences. This fall the search for the dean of the Law School will begin. The plan is to start the search for the other two deans in the next academic year.

Enrollment – After the Enrollment Management team's efforts we went from being down about 750 students to now 194 down. We are going to be focused this year on retaining those students and moving them from one semester to the next. All of the professional programs were up as well as the graduate programs.

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COVID – Here are some of the answers to the list of questions that was sent before this meeting. It is also a good idea to check the [COVID website](#) because that's where information is updated.

Question: What are the policies and protocols for in person meetings?

Reply: There are three universal protocols. Masks must be worn in all public indoor settings. If you are presenting information during an event, a group meeting, or a class, and you can be at least six feet away from the audience, then you're permitted to remove your mask. As long as everyone else in the group remains masked. If you are in your private office and you know all those in your office are vaccinated, you may opt to remove your mask and others may opt to remove their masks.

Question: We have seen vaccination percentages for staff, students and faculty, but where do administrators fall on this?

Reply: Some administrators are included in the staff numbers and some cases are in the faculty, depending on what their designation is. For the leadership team that reports to the Office of the Provost, it's 100% vaccination rate.

Revisiting the discussion on the Biden mandate, it covers private industry for employers over 100, so that does not apply to us. We will look again at the OSHA standards when they come out this week. We have turned to legal counsel to go through what it really means.

Remote Work Policy - When we started working remotely, we talked about what the job allows. If the job was suited for remote work and if the supervisor agreed that it was suited and that it could happen, then it could happen. The department leaders are given the responsibility to make plans for their departments. There may be differences across departments just in that case, if you're comparing across departments, so as an example in the Provost office, we don't have a remote work policy. We are a front facing office and so people are there every single day. We are requiring front facing units to be on campus. This is related to what we have been talking about to retaining students and to be there when they need us.

Question: Please explain the fairness of quarantine and isolation protocols for staff who can't work remotely.

Reply (Gonzalez): If you cannot work remotely and you have to stay at home there are leave options available. The shared leave pool was set up. You can use your own leave time to do this. Before I answer anything more specifically about that, I want to see if Mary Elizabeth wanted to answer this so I don't provide any misinformation.

Reply (Miles): There are two issues here. One has to do with our dependents or children who can't be vaccinated. Then, we also had a question regarding the employee who has to be quarantined. If you go to the main HR web page, we have a [COVID link](#) that will take you to a list of documents. One of these documents is the [Temporary Leave Guidelines](#). The guidelines include information on dependents needing to quarantine and leave options. These guidelines have not changed.

A brief discussion took place on various scenarios and Ms. Miles said she is willing to discuss further on an individual basis, as one answer can fit every situation.

Provost Gonzalez continued with answering questions.

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Question: What are the consequences for individuals who aren't following the mandate.

Reply: For students who are not masking or who are not getting tested on the schedule, their names are submitted to the Dean of Students. In the code of conduct for employees and students, there is a part that states "*failure to follow university directives*". This allows for some progressive discipline for students. For staff and faculty, we are talking to the people on a on a case by case basis. As a reminder, if you are vaccinated, you are wearing a mask to protect the unvaccinated. Anyone who is vaccinated that is not comfortable in any place, even if everybody says they are all vaccinated, if you have the least discomfort, keep your mask on. Just wear your mask all the time. That's the best thing that you can do. Some people feel a lot more secure in that, and so you may go into a meeting and they say everyone in the room is vaccinated. We can take off our masks. You don't have to do that.

At this time, Chair Smith had to leave and the meeting was led by Vice Chair Andrew Grubb.

UPDATE: Employee Success - Brian Buford

Mr. Buford updated the Senate on a new initiative at the Employee Success Center. The Employee Success Center is reimagining the onboarding experience as a yearlong commitment, not just a one day event. Usually, a new employee orientation is considered something that happens on the first day. Now, we want to think about getting someone up and running and comfortable and successful and their job as a yearlong commitment. We are planning activities and check-ins all throughout that first year that they are at UofL. We will be increasing our support to departments. One of the things that we have learned is that what happens on the second day is really critical. So, we will provide more support and guidance to departments about what that second day should look like and what that first week and first month should look like so that people have a much richer experience. With this in mind, we have created a new volunteer role called Onboarding Navigators. These are current employees who work in the same department and who will help bridge the transition. Follow this [link to the New Hire Welcome Packet](#).

Question: Will student employees be able to participate in this new version of onboarding?

Reply: We have different kinds of employees and with different needs. But there are some core pieces that everybody needs, so everybody needs the culture everybody needs to know about the cardinal principles. One of the things that we're going to start doing to help with that is creating some well-produced videos that can be used for different segments.

ACTION ITEM: University Wide Committee Seating - Jennifer Steier

The Credentials & Nominations Committee presented a motion to fill two vacant seats. The first one is seating Kyle Hurwitz in an at large seat with the Enterprise Risk Management department. The second is seating unit-elected Alice Abbott- Moore in the library seat. The motion to fill these seats was passed. Next, there was a motion was to fill several university-wide committee vacancies. The first is the Awards and Designations committee. There were two vacancies. Kent Gardner (HSC) and Morgan Blair (Belknap) are the nominees. The second is the Faculty Senate Academic Program committee. There is one vacancy Rebecca Ledford is the nominee. The Intellectual Property Committee has one vacancy. Jody Carrol is the nominee. The Non-Academic Grievance Committee has five vacancies, three regular appointments and two alternates. For the regular appointments we would like to put Christopher Dye, Nakia Strickland

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and Martin Brown forward as the nominees. We still have two alternate positions that will be open. The Parking Advisory Committee. There are two vacancies, Wendy Smithson for Belknap and Sarah Kaiser for HSC are the nominees. The Parking Appeals Committee has four vacancies. The two Belknap nominees are Shannon Jenkins and Kim Noltemeyer. And the HSC nominee is Kent Gardner. There is still one seat open for HSC. The University Police Advisory Committee has one vacancy and the nominee is Sarah Kaiser. The motion to seat senators onto the university-wide committees passed. This report is online and linked above.

ACTION ITEM: Standing Committee Bylaw – First Reading - Kevin Ledford

This agenda item was removed to be discussed at a later meeting.

REPORT: Benefits Design Workgroup Update - Jason Beare

The Benefits Design Workgroup met on August 31st. The report is online. There is an update about how the Health Reimbursement Accounts and the Flexible Spending Accounts will be merged onto a single card. If anyone has both of these accounts, you have two separate cards and you had to be sure that you were using the correct one. We will be switching over to a new provider called Optum that will have a single card. So effective January 1st, 2022 will be going to that single card and the HRA eligible expenses will now include prescription expenses. New cards will be sent out after the first of the year. This report is online and linked above.

REPORT: Chair - John Smith

This report is linked above.

REPORT: Vice-Chair - Andrew Grubb

This report is linked above.

REPORT: Secretary-Treasurer - Kevin Ledford

Accidentally, one of the Faculty Senate expenses is on our budget. Everyone is aware of this and it is being fixed in October. We will see that change, but I did want to mention that in case anyone was wondering. This report is linked above.

REPORT: Faculty Senate Representative - Tim Roberts

The Faculty Senate met earlier this month. The meeting summary can be found [at this link](#).

REPORT: Student Government Update - Elijah Cooper

Mr. Cooper reported on the following topics.

- CARES Initiative – The SGA is getting more involved to make sure student voices are heard in that process, as much as possible.
- Hotline Issues – The SGA brought to the administration’s attention that the Bert hotline was routed in ways that did not actually go to the right people. The team that is supposed to be over the Burkhardt hotline. The phone number was going to, we think, Unitas Hall and the email was going the email was going through the wrong department. Hopefully, that will be a very quick fix.
- Cardinal Cards - There is an effort to make the Cardinal Cards authorized for elections, so students could use them instead of their drivers license.

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- Library Printer Credit – The SGA is working on getting a printing credit automatically loaded onto students' ID cards.
- SGA Week – The week of October 11th is designated SGA Week and each day will have a different activity.

STANDING COMMITTEE REPORTS - Andrew Grubb

- Committee on Anti-Racism Efforts (CARE) – Nakia Strickland
 - This committee is working on recommendations and will have updates at the next meeting.
- Credentials and Nominations (C&N) - Jennifer Steier
 - This report is online and linked above.
- Policies and Economic Development (PED) - Virginia Hosono
 - COVID Policies -. Many of our concerns were addressed today. The combined Faculty and Staff Executive Committee's COVID Advisory Committee started meeting again. That committee's concerns have been taken to the upper level executive meetings and have provided the committee with answers, some of which we heard today from the Provost directly.
 - Staff Grievance - The committee continues to work with the Staff Grievance Committee about the ongoing analysis of the current process for considering staff grievances.
 - Workday - The committee had a Workday update. The implementation seems to be going well. One of the things that is going to change is the biweekly pay week. There will be more communication about that as soon as it becomes available.
 - Remote Work Survey - PED partnered with a Staff Morale and Engagement Committee to create this remote work survey. What we are interested in is gathering information that will guide our conversations as we move forward.
- Services and Facilities (S&F) - Paul Eitel
 - This committee had no report.
- Staff Grievance Committee (SGC) - Jason Beare
 - The committee has been working on its charter. Some changes were made to that document and taken to the July meeting of the Executive Committee. They had some minor edits that the committee will formalize for the EC's final approval.
 - We has an orientation and training meeting on August 19th where we welcomed our new members. We had representatives from HR as well as the Ombuds office and our Staff Grievance Officer Will Adamchik.
 - This committee's report is online and linked above.
- Staff Help and Relief Effort (SHARE) - Kari Donahue
 - The Share Committee met virtually in the end of July, and we continue to review applications. In July, we awarded one award for \$1485. Two more applications were received today.
- Staff Morale and Engagement (SME) - Melissa Taylor
 - The new committee met for the first time in August. We did a round of introductions and reviewed a letter from the Parents Work Group. Some of those concerns were addressed today.
 - This committee's report is online and linked above.

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UNIVERSITY WIDE COMMITTEE REPORTS

- [Parking Advisory Committee](#) - Melissa Taylor
 - This report is online and linked above.
- [COSW](#) - Heidi Cooley-Cook
 - This report is online and linked above.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

There will be a Heart Walk Pancake Breakfast tomorrow morning in MITC Bigelow Hall, 7-9 a.m. for a \$5 minimum donation.

ADJOURNMENT

The meeting adjourned at 4:30.

Respectfully submitted,
Gretchen Henry
Senate Coordinator