

# UNIVERSITY OF LOUISVILLE

## STAFF SENATE MEETING SUMMARY

DATE: July 12, 2022 | TIME: 2:30 PM | LOCATION: Microsoft Teams

[LINK TO FULL VIDEO](#)

### CALL TO ORDER

#### **ACTION ITEM: Approval of [June minutes](#) - John Smith**

The minutes of the June meeting were unanimously approved as distributed. They are online and linked above.

#### **REPORT: [Budget Update](#) - Rick Graycarek**

Vice President for Budget & Finance, Mr. Rick Graycarek updated senators on the University budget.

**End of Fiscal Year 2022** – Fiscal year 2022 ended June 30th. All indications are the fiscal year will end with a positive margin meaning revenues greater than expenses. Just like any personal financial situation or any business you definitely want revenues to exceed your expenses. Currently, we are going through the external audit process and the Controller's Office is going through a lot of work closing out fiscal year 2022. The results will not be known until probably late September.

**Budget Metrics** – There are metrics that are closely monitored by the Budget Office in collaboration with the Controller and Treasury offices. Some of the metrics include enrollment, student retention, gifts and endowment usage. Liquidity, or cash on hand, is a very, very important metric. It's been a consistently improving over the last four years and we monitor that very closely.

**Budget for FY 2023** – Where fiscal year 2022 ends sets the foundation for the 2023 budget. This is the largest budget in UofL history, coming in at \$1.5B. There has been growth in all fund activities, athletics, research and clinical operations. The presentation shows investments in students, faculty and staff and in capital projects.

This presentation is online and linked above.

**To hear this report, [please go to the video](#) at minute 4:06**

#### **REPORT: [Workday Implementation Update](#) - Melissa Long Shuter**

Ms. Melissa Shuter, the Executive Director of Business Operations Center updated the Senate on the implementation progress of the Workday software system. The team has been working on the project for over a year. Two end to end cycles have been completed. Starting next Monday, we'll run three weeks of testing with a broader group of folks. The first week is the employee experience. The second week is compensation, and the third week is recruitment. The testing will run through a series of activities to make sure that the system is operating as it was designed. HR is creating HR Talks about the work day project in August, so watch *UofL Today* to sign up for the HR Talks session. In August or October, you'll see an invitation to join trainings for Workday. Teams have been working diligently on building training guides. There is a Change Ambassador for every area of the university. To find your unit's Change Ambassador, [follow this link](#). These initial changes will begin in January 2023. Afterwards, there will be a six month rest period and then work will begin on Finance for the following two years.

**To hear this report, [please go to the video](#) at minute 32:10**

#### **REPORT: [Staff Grievance Office Annual Report](#) - Will Adamchik**

Senator Will Adamchik introduced himself and gave an overview of the duties of the Staff Grievance Officer. He went over how he works with staff in determining how best to address their issues. It could be talking through the problem, deciding on mediation, or filing an official grievance. He said he is more

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of a guide to help employees who are facing one crisis or another within their employment. He may have conversations on the phone or through e-mail with employees. And he will often research policy, the grievance policy specifically, or maybe explain policy so the employee understands what options they have and the issues that they might be facing. For grievances there must be some action taken against an employee. For example, a written warning was made, suspended without pay, or received an unsatisfactory performance appraisal. He also can help prepare grievance documents that are submitted to HR to kick off the grievance process.

This report is online and linked above.

**To hear this report, [please go to the video](#) at minute 44:44**

### **REPORT: Staff Senate Chair - John Smith**

Chair Smith highlighted the progress of the presidential search. There is a [presidential search web site](#) that has all the search information. You can see the timeline, read about the search firm Witt Kiefer and read the leadership profile.

This report is online and linked above.

**To hear this report, [please go to the video](#) at minute 1:02:42**

### **REPORT: Staff Senate Vice-Chair - Kevin Ledford**

Having taken office only twelve days ago, Vice Chair Ledford did not have much to report. He is working with the officers on a New Senator Orientation to take place in August.

**To hear this report, [please go to the video](#) at minute 1:10:58**

### **REPORT: Staff Senate Secretary-Treasurer - Carcyle Barrett**

Secretary-Treasurer Barrett is working with the officers on a New Senator Orientation to take place in August.

This report is online and linked above.

**To hear this report, [please go to the video](#) at minute 1:12:46**

### **REPORT: Faculty Senate Representative**

No report was made.

### **REPORT: Student Government Update - Alex Reynolds**

The newly-elected SGA representative to the Staff Senate, Mr. Alex Reynolds introduced himself as a rising junior political science major/history minor. Mr. Reynolds is from Northern Kentucky.

**To hear this report, [please go to the video](#) at minute 1:16:10**

### **ACTION ITEM: Seating of Standing Committees - Jennifer Steier**

Senator Steier went through the standing and university-wide committee assignments.

This report is online and linked above.

**To hear this report, [please go to the video](#) at minute 1:17:40**

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### COMMITTEE REPORTS – Kevin Ledford

- Committee on Anti-Racism Efforts (CARE) - Leondra Gully
  - There was no report this month.
- [Credentials and Nominations \(C&N\)](#) - Jennifer Steier
  - There was no additional information beyond the seating of the committees, as noted above.
- Policies and Economic Development (PED) - Virginia Hosono
  - Senator Hosono reported that last month, PED met and had a number of items on the agenda. One was the EAP document review. For those of you all who don't know, we're partnered with HR to try to get a little bit of information for the RFP for our new EAP provider. the next thing that we talked about was the grievance policy. We are working with partnering with the Staff Grievance Committee and we have some updates that we're working on.
  - **To hear this report, [please go to the video](#) at minute 1:23:30**
- Services and Facilities (S&F) - Mark Woolwine
  - There was no report this month.
- [Staff Grievance Committee \(SGC\)](#) - Jason Beare
  - This report is online and linked above.
- Staff Help and Relief Effort (SHARE) - Kari Donahue
  - Senator Donahue reported that there was a \$1000 disbursement last month. A new application has been verified and now that the new committee has been seated, a meeting can be scheduled.
  - **To hear this report, [please go to the video](#) at minute 1:26:25**
- Staff Morale and Engagement (SME) - Mani Vangalur
  - There was no report this month.

### ANNOUNCEMENTS

There is no meeting in August. The next scheduled meeting is Tuesday, September 13, 2022 on TEAMS.

### ADJOURNMENT

The meeting adjourned at 4:14 P.M.