

# UNIVERSITY of LOUISVILLE

## STAFF SENATE MEETING MINUTES

October 8, 2024

The Staff Senate of the University of Louisville held its regular meeting on October 8, 2024 on the TEAMS platform, Chair Kevin Ledford, presiding.

### **VOTING MEMBERS REGISTERING ATTENDANCE**

**ANS:** Yolanda Demaree, Cynthia Houchens, Rebecca Ledford **ATH:** Seth Boone, Lana Eagleton, Daniel Morrissey, Alyssa Murphy, LaRee Shontee, Catherine Thompson **BUS:** Kayla Miller **COO:** Barbara Bishop, Christopher Dye, Leondra Gully, Denise Hand, Donna Hardesty, Tessa McGilbra, Tim Mulliger, Kim Noltemeyer, Kristin Roberts, Buffy Sexton, Bekka Shelton, Zachary Williams **DTL:** Chris Cheatwood, Carleigh Fleischmann, David Henry, Matt Hill, Kristen Mercker, Randi Wasik **EDU:** Paul Barvincak, Logan Richardson, Eric Wright **ERM:** Danny McGrath **HR:** Kristina Doan **KNT:** Nacetia Burke **LAW:** Kim Sanders **LIB:** Donald Dean **MED:** Michelle Blessett, Charles Carter, Laura Edwins, Wende Elkins, Lisa Floore, Kent Gardner, Amanda Gibson, Theora Hudson, Skip Hurley, Susan Jackson, Ruby Keith, Victoria King, Stephanie Kittle, Charlene Mays, Kelly Moore, Elyce Patton, Whitney Rogers, Brenda Sexton, Tonya Shive-Augustine, Tammy Vories, Shelley Wade, Beth Williams **MUS:** Deborah Kalbfleisch **NUR:** Paula Hensel **PH:** Rachel Quick **PRES:** Carcyle Barrett, Tammy Lawson **PROV:** Will Adamchik, Ria Chandler, Dave Funk, Erica Gabbard, Linda Leake, Kevin Ledford, Elizabeth Liebschutz-Roettger, John Morgan, Becky Patterson, Toni Robinson, Mark Woolwine **SPD:** Kari Donahue, Betty Nunn, Mani Vangalur **VPCE:** Patrick Smith **VPF:** Dennis Thomas, Patti Williams **VPHA:** Adam Detherage, Marian Vasser **VPR:** Katherine Brown, Jody Heard **VPSA:** Jessica Combess, Heather Gentry, Aleksa Hagan **VPUA:** Nakia Strickland, April Waddell

### **GUESTS REGISTERING ATTENDANCE**

**UNIVERSITY PRESIDENT:** Dr. Kim Schatzel  
**AVP for EXTERNAL AFFAIRS:** Mr. Nick Peak  
**UNIVERSITY OMBUDSMAN:** Dr. Diane Tobin  
**IT SECURITY ANALYST:** Ms. Danna Williams  
**FACULTY SENATE REPRESENTATIVE:** Dr. Rachel Howard  
**ULARP:** Mr. John Smith

### **OTHERS REGISTERING ATTENDANCE**

Ruby Backert, Crystal Bradley, Alexis Bruszewski, Mary Chiavaroli, Darrell Clark, Amanda Cunningham, Vocki Dahill, Shelley Dunn, Kramer Epley, Elizabeth Hudson, Philip Lascoe, Wanda Long, Laura McDaniels, Eric Nunn, John Pyron, Cindy Schnell, Shannon Steier, Amy Stephens, Nandi Thomas, Angela Walter, Sheree Williams-Walter, Taleia Willis, Andrea Wilson, Carol Zehnder

### **VOTING MEMBERS NOT REGISTERING ATTENDANCE**

**ANS:** Robin Carroll **BUS:** Greg Priester **COO:** Trey Siebert, Katie Hasper **DTL:** Angela Cox  
**EDU:** Tomeka Shelton **MED:** Andrew Weinberger **VPR:** Angela Lewis-Klein **VPSA:** Olive Dreckman

### **ACTION ITEM: Approval of [September minutes](#) - Kevin Ledford**

The September meeting minutes are attached above and will be considered for approval at the November meeting.

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### **INFORMATION: Government and Community Relations Update – Nick Peak**

The recently-appointed Assistant Vice President for External Relations, Mr. Nick Peak was introduced to the Senate, and shared his background in government administration and policy, and his plans to work with partners across campus to lobby on the university's behalf in Frankfort. He discussed the [Uplift Kentucky website](#), a public-facing page that showcases the University of Louisville's impact throughout the state. The website provides information on enrollment, alumni, economic development, financial aid, and more, and will be used as a resource for legislators and external parties.

### **REMARKS: University President - Kim Schatzel**

President Schatzel updated senators on the following topics.

**Enrollment and Retention** – Dr. Schatzel reported on the university's record freshman class and near-record total enrollment. She highlighted the importance of student success and retention, and discussed initiatives to support Pell-eligible students and first-generation students.

**Senior Leadership Searches** – The president provided an update on the searches for three senior leadership positions: Executive Vice President for Administration and Finance, Executive Vice President for Innovation and Research, and Vice President for Philanthropy and Alumni Relations. She aims to have offers out by the end of January and the positions filled by March 1st.

**NIH Grant Announcement** : Dr. Schatzel announced an upcoming NIH grant that will be a landmark achievement for the Health Sciences campus, signaling preeminence in health sciences research and fostering collaboration across disciplines.

**DEI Testimony in Frankfort** – Dr. Schatzel shared her experience testifying in Frankfort, discussing the university's position on diversity, equity, and inclusion (DEI) efforts. She emphasized the importance of ongoing conversations with legislators and the university's commitment to DEI.

### **INFORMATION: Ombuds Update and Conflict Resolution - Diane Tobin**

The University Ombudsman, Dr. Diane Tobin explained the role of the office in providing a safe, neutral, and confidential space for employees to discuss concerns, disputes, and issues. She emphasized the importance of resolving conflicts informally and maintaining a collegial and professional workplace. Dr. Tobin also clarified the difference between the Ombuds process and the grievance process, explaining that the Ombuds Office is the first stop for resolving disputes informally, while the grievance process involves a formal committee and is more in-depth and time-consuming. This report is online and linked above.

### **INFORMATION: Cyber Security Awareness - Danna Williams**

As October is designated Cyber Security Month, IT Security Analyst, Ms. Danna Williams updated the Staff Senate on current online security policies and practices. These policies not only cover university-owned equipment but also include personal cell phones used for university work. Ms. Williams covered security on university email accounts, university devices, device maintenance, backing up data and phishing. This report is online and linked above.

### **INFORMATION: Five Year Bylaws Review and Ad-Hoc Committee - Kevin Ledford**

Senate Chair Kevin Ledford reminded senators that the bylaws require a review every five years. The Credentials & Nominations Committee sent out an email calling for members to work on this important committee. Chair Ledford encouraged senators to apply.

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

This report is online and linked above.

### **REPORT: Staff Senate Vice-Chair - Kari Donahue**

This report is online and linked above.

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

This report is online and linked above.

### **REPORT: Faculty Senate Representative - Rachel Howard**

This report is online and linked above.

### **REPORT: Student Government Representative - Dontre Quarles**

There was no report.

### **STANDING COMMITTEE REPORTS - Kari Donahue**

- **Committee on Anti-Racism Efforts (CARE) - Leondra Gully**
  - There was no report.
- **Credentials and Nominations (C&N) - Barbara Bishop**
  - This report is online and linked above.
- **Policies and Economic Development (PED) - Tessa McGilbra**
  - This report is online and linked above.
- **Services and Facilities (S&F) - Mark Woolwine**
  - This report is online and linked above.
- **Staff Grievance Committee (SGC) - Theora Hudson**
  - This committee has not received any new submissions and is scheduled to meet with HR to give new members an overview of how the grievance process works.
  - **To hear this report, [please go to the video.](#)**
- **Staff Help and Relief Effort (SHARE) - Tammy Lawson**
  - The committee received an application and it was approved.
- **Staff Morale and Engagement (SME) – Stephanie Kittle**
  - This committee met last week and brainstormed ideas to engage staff.

### **OTHER COMMITTEE REPORTS**

#### **UofL Association of Retired Personnel (ULARP) - John Smith**

Chair Ledford introduced John Smith, the former Staff Senate Chair who will now be the representative from the University Association of Retired Personnel (ULARP).

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

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### **ANNOUNCEMENTS**

- Senator Tammy Lawson announced that UofL is now a member of the Kentucky Garden Tour. There are 12 to 14 gardens or arboretums on the tour. The tour operated with a passport and collectible stamps for each garden visited. The passports are available at UofL's North Information Center.

### **ADJOURNMENT**

The meeting adjourned at 4:22 p.m.

Respectfully submitted,

Gretchen Henry

University Senates