

UNIVERSITY of LOUISVILLE

STAFF SENATE MEETING MINUTES

JULY 12, 2022

The Staff Senate of the University of Louisville held its regular meeting on July 12, 2022 on the TEAMS platform, Chair John Smith, presiding.

VOTING MEMBERS REGISTERING ATTENDANCE

A&S: Cynthia Houchens, Rebecca Ledford, Jason Sievers **ATH:** Blake LeBlanc, Cassandra Mattingly, Daniel Morrissey, Alyssa Murphy, Byron Terry **BUS:** Shannon Jenkins, Kayla Miller **CEHD:** Barbara Bishop, Janet Olson, Julie Thum **COO:** Shirin Bolhari, Bobbi Carlton, Phillip Carswell, Bonnie Dean, Denise Hand, Donna Hardesty, Mike Materna, Kim Noltemeyer, Kristin Roberts, Trey Siebert, Jennifer Steier, Patti Williams **DTL:** Pleshette DePriest, Connie Martinez, Tessa McGilbra, Lisa Sirles, Faith Yount **ERM:** Kenneth Allen **KNT:** Shelby Eisenback **LAW:** Kim Sanders **LIB:** Alice Abbott-Moore, Angela Cox **MED:** Michelle Blessett, Martin Brown, Charles Carter, Tanya Croslin, Kristen Darnell, Kathleen Elsherif, Lisa Floore, Kent Gardner, Melissa Garrett, Jennifer Hall, Theora Hudson, Skip Hurley, Deborah Kalbfleisch, Ruby Keith, Victoria King, Kimberly Laun, Katherine Linzy, Kelly Moore, Whitney Rogers, Brenda Sexton, Tony Simms, Andrew Weinberger, David Young, Lihua Zhang **MUS:** Christopher Dye **NUR:** Megan Johnson **PH:** Rachel Quick **PRES:** Carcyle Barrett, Leondra Gully **PROV:** Will Adamchik, Tim Dill, Erica Gabbard, Virginia Hosono, Linda Leake, Kevin Ledford, John Morgan, Becky Patterson, Mark Woolwine **SPD:** Kari Donahue, Betty Nunn, Brendan Stivers, Mani Vangalur **VPE:** Patrick Smith **VPF:** Hayley Eisenberg **VPHA:** Bill Tuttle, Rajvi Parikh **VPR:** Dave Funk **VPSA:** Heather Gentry, Katherine Halbleib, John Smith **VPUA:** Asma Addarrat-Edwards, Nakia Strickland

GUESTS REGISTERING ATTENDANCE

VP BUDGET & FINANCE: Mr. Rick Graycarek

DIRECTOR BUSINESS OPS CENTER: Ms. Melissa Shuter

SGA: Mr. Alex Reynolds

UofL Today: Mr. Chris Wooton

OTHERS REGISTERING ATTENDANCE

Kari Aikins, Shari Barnes, Crystal Bradley, Amanda Cunningham, Vicki Dahill, Shelley Dunn, Janice Ellwanger, Linda Gainous, Tamara Iacono, Lana Metzler, Charles Rains, Alice Sheffield, Betsy Waters, Carol Zehnder

VOTING MEMBERS NOT REGISTERING ATTENDANCE

COO: Dennis Thomas **DTL:** Ashley O'Neil **CEHD:** Heidi Cooley-Cook **HR:** Christina Reed **MED:** Jason Beare, Stephanie Kittle **VPR:** Angela Lewis-Klein

CALL TO ORDER

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

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

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

At this time Chair Smith welcomed the new senators to their first official meeting.

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REPORT: Budget Update - Rick Graycarek

Vice President for Budget & Finance, Mr. Rick Graycarek updated senators on the university's 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 are greater than expenses. Currently, we are going through an external audit and the Controller's Office is closing out fiscal year 2022. The results will not be known until 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 important metric. It has been consistently improving over the last four years and is monitored very closely.

Budget for FY 2023 – Where fiscal year 2022 ends sets the foundation for the 2023 budget. At nearly \$1.5B, this is the largest budget in UofL history. 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.

Question: Is there any discussion about reinstating tuition remission for spouses? This may help with recruiting and retention.

Reply: I have not heard that suggestion, but I think it is a good idea. This is something to consider as work begins on the 2024 budget.

Question: Is there a timeline as far as addressing wage compression.

Reply (Graycarek): Initially, HR will more than likely devote resources to compression or critical need areas. Beyond that I do not have a lot of detail as that is more into HR territory.

Reply (Aikins): HR is currently completing the staff classification phase of the project. Ms. Aikins encouraged senators to review the updated [Total Rewards study web page](#). Once the staff classification work is completed jobs will be validated with the units and departments. The market assessment for both faculty and staff is scheduled for this fall. Then a new salary structure will be developed for the positions. Finally, a pay equity study will be conducted by the end of this year. At the start of the new year, all the information will be reviewed to develop a plan.

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 and has completed two end-to-end cycles. For the next three weeks, there will be more testing with a broad group of participants. 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 a series of **HR Talks** about the Workday. Opportunities to sign up for the HR Talks sessions will be announced in *UofL Today*. In August and October, invitations to join trainings for Workday will be sent out. 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.

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REPORT: Staff Grievance Office Annual Report - Will Adamchik

Senator Will Adamchik gave an overview of the duties of the Staff Grievance Officer. He described how he works with staff in determining how best to address their issues. Various methods include talking through the problem, deciding on mediation, or filing an official grievance. He is more 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. He will often research policy, the grievance policy specifically, or maybe explain policy so the employee understands what options they have and the issues they may face. For grievances there must be some action taken against an employee. For example, a written warning, 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.

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 information. It includes the timeline, information on the search firm WittKiefer and the leadership profile.

This report is online and linked above.

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.

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.

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.

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.

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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
 - PED met last month and reviewed the EAP document and discussed the grievance policy.
- 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 will be scheduled.
- 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 was adjourned at 4:14 p.m.

Respectfully submitted,
Gretchen Henry
Senate Coordinator