

**University of Louisville**  
**Staff Senate**  
Standing Committee Descriptions  
Updated 4/2021

**Committee on Anti-Racism Efforts (CARE)**

**Members:** 7

**Description:** The Committee on Anti-Racism Efforts (CARE) is responsible for monitoring and contributing to the university's progress toward becoming a premier anti-racist university in accordance with the Cardinal Anti-Racism Agenda and, to that end, facilitating opportunities for staff senators and other university staff to participate in this ongoing initiative. The CARE shall: Enhance existing communication within the senate and with constituents to increase awareness of racism and anti-racism efforts; Collaborate with the Staff Senate Executive Committee and the other standing committees to equip staff senators and their constituents with anti-racism resources (e.g., information, training, support groups) offered throughout the university or by the senate; Work with stakeholders external to the senate (e.g., Faculty Senate, Student Government Association, Human Resources, the Center for Employee Resources, Office of Diversity and Equity, the Commission on Diversity and Racial Equality, and the Commission on the Status of Women) to encourage staff participation in anti-racism efforts; Consider the creation and implementation of anti-racism programming by the senate; Consider the creation and implementation of anti-racism programming by the senate; Promote diverse representation in the senate; in all senate standing committees and ad hoc committees; and for all university-wide committee representatives appointed by the senate ; Consider establishing goals related to diversity and inclusion among the senate body; Act on other matters as may be referred to it by the Staff Senate.

**Credentials and Nominations Committee (C&N)**

**Members:** 7

**Description:** This committee is responsible for conducting the election of senators to the Staff Senate, for certifying the election of Staff Senators, and for recommending appointments to Staff Senate committees, and other groups having designated staff representation. They also are charged with reviewing the senate's committee structure and for proposing any changes, as needed, to the full senate. The C&N shall: Conduct continuing reviews of the structure and organization of the University support staff and to make recommendations for changes as appropriate to ensure that the Staff Senate continues to represent the University support staff fairly and proportionately; Certifying candidates for election to the Staff Senate; Conduct elections of Senators to the Staff Senate as set forth in Section 1 of Article II of these By-Laws;

Conduct continuing reviews of the committee structure of the Staff Senate and propose changes, as needed, to the Staff Senate committee structure; Recommend to the Staff Senate the membership of those committees or groups in accordance with the provisions for the respective type of committee or group and recommend replacements when committee vacancies or vacancies in groups with designated staff representation occur; Maintain a roster of such membership; Serve as a nominating committee for the election of Staff Senate Officers and act on other matters as may be referred to it by the Staff Senate.

**Policy, Economics and Development Committee (PED)**

**Members:** 7

**Description:** This committee is the principal advisor to the Staff Senate in all financial resource, human resource, and economic welfare matters affecting university staff. Areas of focus include: salary and compensation, health and hospitalization insurance, retirement, staff development, and other matters referred to them which apply to the finance and economic welfare of support staff. Review plans and priorities developed by University-wide groups that may have a financial impact upon support staff. Review functions that may have a planned or potential implication upon the current or future budget of the University considering human

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resources as well as financial allocation. Review of all University documents and publications that may impact staff governance, staff role and function, and any other rules or regulations for staff operations. Act as liaison as necessary, with the U.S. Department of Labor, the Kentucky Department of Economic Development and other sources of information considered to be within the scope of staff economic welfare. The Chair of the PED shall be appointed to serve as staff representative to the Human Resources Advisory Committee, or its successor. A member of the PED shall be a staff representative to any University planning committee or to any other ad hoc committee established for planning purposes by the President of the University or his designee.

**Services and Facilities Committee (S&F)**

**Members:** 7

**Description:** This committee shall be concerned with making recommendations to protect the interests of support staff with respect to environmental protection, physical work environments, work safety, security, parking, and to conduct continuing review of the long-range master plan for the physical development of the university. In addition, this committee will be responsible to ensure that adequate physical facilities are available for any regular and special meetings of the Staff Senate.

**Staff Grievance Committee (SGC)**

**Members:** 9

**Description:** This committee shall conduct an ongoing review of existing policies and procedures for filing grievances and appeals, and shall make recommendations for changes to the Staff Senate. Whenever requested by a Staff member, this committee will be responsible for forming a hearing committee which will interview the grievant, immediate supervisor, and any relevant witnesses. The committee will summarize its findings and offer a recommendation to the final grievant authority. During a grievance hearing, multiple meetings are held within a small window of time and committee members must be available to address grievances as they arise. In addition to hearing committee meetings that occur on an as-needed basis, there are three annual meetings: Orientation/Training, Mid-Year Check-In, and Year End Summary. New committee members are required to attend the Orientation/Training meeting prior to serving on any hearing committees. *This position should not be entered into lightly and requires the utmost confidentiality and discretion.*

**Staff Help and Assistance Relief Effort Committee (S.H.A.R.E.)**

**Members:** 7

**Description:** The Staff Help and Assistance Relief Effort Committee (S.H.A.R.E.) shall oversee applications for financial assistance submitted by University of Louisville staff members who meet a qualifying event. This position should not be entered into lightly and requires the utmost confidentiality and discretion.

**Staff Morale and Engagement Committee (SME)**

**Members:** 7

**Description:** The Staff Morale and Engagement Committee (SME) shall oversee University issues related to staff morale and campus involvement.