

**University of Louisville Staff Senate**  
**Services and Facilities Standing Committee**

**Report 12 April 2022**

S&F Chair – Paul Eitel,  
Vice Chair – Mark Woolwine,  
Committee Members: Linda Leake, William “Bill” Tuttle, Jody Carroll, Jason Sievers, Dennis Thomas  
& Phillip Carswell  
EX Officio -Kevin Ledford

S&F Committee met 7<sup>th</sup> of April on Teams – Meeting.

- Reviewed and approved our S&F Charter. Submitted to Gretchen Henry.
- Agreed that our meetings will stay on Teams for the foreseeable future.
- We reviewed the UofL Master Plan. link: <https://louisville.edu/updc/master-planning> from UPDC and especially the 2020 Strategic Plan.
- To set a monthly meeting agenda.
- Chair or co-chair to attend UPDC meetings, to be scheduled.

Paul

Paul T. Eitel  
Staff Senator Chair Service & Facilities Committee

**University of Louisville Staff Senate**  
**SERVICES AND FACILITIES STANDING COMMITTEE**  
**CHARTER**

**Statement of Purpose**

The Services and Facilities Standing Committee (the “Committee”) is the principal advisor to the Staff Senate on changes as are necessary to protect support staff interests with respect to environmental protection, physical work environments, work safety, security, and parking; to conduct continuing review of the long-range master plan for the physical development of the

University; and such other matters as may be referred to it by the Staff Senate. The Committee shall meet monthly via the Teams platform, unless an in-person group meeting is required.

### **Responsibilities and Duties**

In furtherance of its purpose, the Committee shall have the following responsibilities and duties:

1. Ensure that the University provides a safe working environment for all employees by:
  - a. Monitoring and recommending appropriate actions for University safety issues. This will be accomplished by attending the UPDC meetings; by addressing constituent safety concerns, and advising them to address their concerns with DEHS, DPS, PP, and to the Senate; and by making recommendations to the appropriate committees of the Senate.
  - b. Monitoring ADA issues by attending the UPDC meetings, and addressing any concerns brought up by the Senate or constituents.
  - c. Address other matters as referred.
  
2. Ensure that all campus facilities are clearly identified, well maintained and accessible by:
  - a. Monitoring the ongoing progress of parking on all three campuses, and to address constituent concerns to the Senate.
  - b. Reviewing the long-range plan for the physical development of the University, specifically to ensure ADA compliance with monthly attendance at the UPDC meetings in Physical Plant.
  - c. Monitoring maintenance of all buildings, exterior lighting, and other building related issues by attending the UPDC meetings, and reporting any issues back to the Senate. Also, by taking Senate concerns to the meetings, and making recommendations to the appropriate committee.
  - d. Address other matters as referred.
  
3. Ensure adequate and appropriate services are provided to staff by:
  - a. Monitor Food Services, Bookstore, and Parking Advisory Committees. Make recommendations to the Senate when asked.
  - b. Monitor Security related issues at the University. Advise constituents to address their concerns to DPS, DEHS, PP, and to the Senate. Make recommendations to appropriate committee.
  - c. Address other matters as referred.
  
4. Review functions that may have a planned or potential implication upon current or future services and facilities on all campuses.

### **Composition**

The Services and Facilities Committee shall be composed of at least ten members, including a Chair

and Vice Chair. The Secretary/Treasurer of the Staff Senate shall serve as an ex-officio non-voting member of this committee.

### **Committee Meetings**

- The Committee is to meet once a month via the Teams Platform, unless an in-person group meeting is required, in which a location, a date and time will be agreed upon via group consensus.
- Regular S&F Committee meeting will be set on Outlook calendar for date & time to all participating Committee members.
- The Committee Chair will preside at the meetings and will prepare a monthly meeting agenda.
- The Committee Vice-Chair will be the official note taker at the meetings and will submit the meeting minutes to the Committee for approval.
- The Committee Chair will send the approved minutes to the Staff Senate support staff member for posting on the Staff Senate website and as an attachment to the monthly general staff senate meeting agenda.

### **Meeting Attendance**

Committee members are allowed to miss 5 meetings during one (1) fiscal year.

If there is a regular conflict with a Committee meeting, the Senator should contact the Committee Chair and the Credential & Nominations Committee Chair and request to be re-assigned to another Committee.

The Committee Chair will notify the Executive Committee (EC) and the Credentials & Nomination Committee (C&N) when a Senator has 3 Committee meeting absences. The Committee Chair will email the Senator to remind them about the 5 absence policy.

If a committee member has 5 absences, the Committee Chair will initiate review for removal from the Committee. The Committee Chair will notify EC & C&N. C&N will then notify Senator, (the Committee Chair and Staff Senate support member are to be copied in on this notification), that the Senator has been removed from the committee.