

Meeting Report

UofL Staff Senate Services & Facilities Committee

Date: Wednesday, January 29, 2025

Time: 10:00 AM

Attendees:

- Mark Woolwine
- Dennis Thomas
- Katie Hasper
- Jessica Combess
- Chris Cheatwood
- Carcyle Rochester-Barrett

Not Present:

- David Thomas
 - Zachary Williams
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Meeting Overview:

The committee convened to address a Senate inquiry concerning building cleanliness and facility upkeep. The discussion focused on both acknowledging the concerns raised by constituents and determining an effective strategy to communicate the roles and responsibilities of the physical plant and janitorial services.

Key Discussion Points:

- **Senate Inquiry:**
 - The committee reviewed the details of the inquiry related to building cleanliness and the overall upkeep of facilities.
- **Educational Outreach:**
 - It was agreed that as a first step, the committee will develop educational materials.
 - The content will cover information about the operations and responsibilities of the physical plant and janitorial services.
 - The goal is to better inform constituents about the processes and efforts in maintaining facility standards.

Action Items:

1. Develop Educational Content:

- **Objective:** Create materials that explain the roles of the physical plant and janitorial services, including contact information for reporting issues.
- **Audience:** UofL staff constituents
- **Next Steps:**
 - Outline key topics to be included.
 - Determine the format for the educational outreach.
 - Assign team members to draft and review the content.

2. Follow-Up:

- Schedule a subsequent meeting to review the draft materials and plan the distribution strategy.
- Monitor any additional feedback from the Senate regarding the initial outreach efforts.

Conclusion:

The committee concluded that clear and proactive communication is essential in addressing constituent concerns about facility upkeep. By educating constituents about the behind-the-scenes work of the physical plant and janitorial services, the committee aims to foster transparency and understanding. The next meeting will focus on refining the educational materials and outlining a distribution plan.

Prepared by:

Mark Woolwine
Services & Facilities Chair

Date: 1/30/2025