

LOYOLA LAW SCHOOL STAFF SENATE
Meeting Minutes

Date: Wednesday, May 20, 2015

Time: 12:00 PM – 1:00 PM

Location: Career Development Center Library/Multi-Purpose Room

Senators in Attendance: Rosie Branconier, Laura Cadra, Marina Castaneda, Auggie Gonzalez, Megumi Horinouchi, Earl Morgan, Justin Melchor, Suzie Shatarevyan, Corinne St. Claire

Senators Not in Attendance: Paul Augustine, Liz Luk

1. Staff Senate Structure

- The senate proceeded with the nomination and confirmation of Corinne and Suzie as Co-Chairs, Megumi as Secretary, Rosie as Treasurer, and Justin as Publicity Chair.
- Earl will consult Gabe Estrada in ITD regarding the setup of a Staff Senate webpage.
- We postponed the discussion of bylaws and guidelines to the following meeting. With respect to voting, the senate opted for a 70% majority (8 out of 11 senators). Senators would be granted the option to vote electronically within a specific time frame. As the secretary, Megumi will collect any electronic votes. As the Co-Chairs, Corinne and Suzie will serve as the official liaison with Sean Scott and the rest of the Dean's Suite.
- To ensure an easy transition for the next incoming set of senators, we agreed to split the senate with half committing to an 18-month term and the other half committing to 30 months. The division was made so that at least one staff member from each law school division would remain on the senate:
 - 18-Month Term: Liz, Laura, Corinne, Auggie, Megumi
 - 30-Month Term: Marina, Suzie, Earl, Paul, Justin, Rosie
- The senate will continue to meet on the third Wednesday of every month. Suzie will look into reserving the Library Director's Conference Room.

2. Submitting Agenda Items

- Agenda items may be emailed to the Co-Chairs. Corinne and Suzie will finalize the agenda at least a week before the meeting to allow the senate to review the agenda beforehand.

3. Questions/Announcements

- The senate discussed inviting interim Dean Paul Hayden join us at the next meeting so that he can meet us.
- The senate discussed organizing some type of service component to allow the law school community to support one another. Perhaps the senate can help publicize existing services. It may also be beneficial to coordinate something that would allow individual staff members to get involved and offer their assistance

- With summer now underway, this may be an ideal time to organize an event. Potential ideas include a BBQ, ice cream social, or potluck.

Next Meeting: Wednesday, June 17, 2015, 12:00 PM, Library Director's Conference Room