

LOYOLA LAW SCHOOL STAFF SENATE
Meeting Minutes

Date: Wednesday, July 15, 2015

Time: 12:00 PM – 1:30 PM

Location: Rains Library Director's Conference Room

Senators in Attendance: Paul Augustine, Rosie Branconier, Auggie Gonzalez, Megumi Horinouchi, Liz Luk, Earl Morgan, Justin Melchor, Suzie Shatarevyan, Corinne St. Claire

Senators Not in Attendance: Marina Castaneda

1. Meet the Staff Senate/Root Beer Social
 - Overall, the event was successful and the feedback was positive. Several staff members attended, including those who typically don't participate in staff wide programs.
2. Concerns & Suggestions
 - Flex Schedule: The senators' understanding is that flex schedule is a department-based decision that cannot be accommodated for all offices because of their business operations and/or they do not have enough staff to support such a schedule. Also, there are labor laws that outline flex schedules and that it can only be approved through a consensus based on an anonymous vote. We decided to consult HR about this.
 - Shuttle schedule in the morning: The shuttle company has made attempts over the years to address staff concerns. Establishing a set morning schedule is challenging because of the unpredictable nature of rush hour traffic. Senators recommended that we request a more accurate GPS monitor and make sure staff are aware of the existing tools to text and/or call the driver through the shuttle operator webpage.
 - Lockers in the Burns 1st Floor Shower area: The senators proposed requesting plastic lockers for both the women's and men's restrooms.
 - Campus Map (interactive, online option): The senators agreed that an updated printable map is needed. The senators recommended approaching the deans about a professionally-designed map. An interactive, digital map will require more time, thought, and maybe money. Other issues to consider are matters of security and accommodating the needs of all visitors including those who are blind and/or deaf.
 - Staff mentor/mentee program for professional development: Senators decided to take the discussion one step back and brainstorm professional development topics. Regardless, senators should ensure that staff members are allowed and encouraged to participate in the activities.
 - Staff baseball? Dodgeball? Senators were enthusiastic about coordinating an activity whether it was participating in a game or organizing an outing. Senators agreed to brainstorm ideas.

- Increasing jury duty pay from 10 to 15 days: Since this is a university wide policy, we would need to discuss this with the LMU Staff Senate and/or submit a proposal to the Board of Trustees. Senators will gather information about the best approach.
 - Farmers Market on Campus: Due to liability concerns, senators proposed alerting staff about the weekly Farmers Market at 7th and Fig and/or organizing a group outing.
 - Monthly Socials: Logistically, it may not be possible to organize an event each month, but senators agreed that we should organize future socials such as Pie Day, a pumpkin carving contest, or another Thanksgiving potluck.
 - Recognizing and Celebrating Staff: Perhaps the senate can send cards for birthdays, babies, and years-of-service to staff.
3. Amendment to By-Laws
 - Three amendments were passed. An updated version of the by-laws will be added to the website.
 4. Distinguished Service Award
 - The senate will contact staff members to form the 2015 DSA Committee. The goal is for the committee to finalize a decision and to announce the winner at the staff holiday party. Senators voted and approved to rename the award to the Bobby Pollock Award, since he was the one the previous Staff Senate had agreed to name the award for.
 5. Dean's Involvement
 - For the time being, the Staff Senate will reach out to the deans whenever a need arises. We will finalize a more formal process in the future.
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Next Meeting: Wednesday, August 19, 2015, 12:00 PM, Library Director's Conference Room