

**LOYOLA LAW SCHOOL STAFF SENATE**  
**Meeting Minutes**

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**Date:** Wednesday, July 13, 2016

**Time:** 12:00 PM – 1:00 PM

**Location:** Rains Library Director's Conference Room

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

**Senators Not in Attendance:** Liz Luk, Dawn Smith

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1. Suggestion Boxes
  - Justin purchased lockable boxes. Megumi submitted a Physical Plant request to have them installed.
2. Staff Senate Elections 2016-2017
  - The Staff Senate will send out an announcement to staff regarding the upcoming elections. Human Resources (HR) will be responsible for identifying eligible staff members and for collecting nominations between Monday, August 1 and Friday, August 12. During the week of August 15, Suzie will email all of the nominees to confirm whether or not they would like to be on the ballot. Those names will be submitted to HR by August 19. Voting will be held between Monday, August 22 and Monday, August 29. Again, HR will collect the votes. This should allow for ample time for nominees to confirm their attendance at the September Staff Senate meeting.
3. Change in By-Laws
  - Corinne moved to approve the updated by-laws that now clarify the Staff Senate's exclusion from the election process to ensure that it remains a fair process. Justin seconded.
4. Staff Senate Events 2016-2017
  - Corinne consulted Events and HR regarding alcohol on campus. While Events does ask in their room reservation form whether or not alcohol will be served at on-campus events, they have no policy for or against staff drinking alcohol. If we were to move forward with our event, HR recommended we host it after hours, which would be challenging since staff members end their shifts at various times. To ensure that no one drinks too much, it was recommended that we distribute drink tickets. Also, the Senate should take every precaution to ensure that no one drives while still under the influence. This would force the Senate to police attendees. While important, it takes away from the purpose of our event, which was to socialize with the community.

- Since our original intention was to provide a fun gathering for staff members, we will go back to our idea of hosting another Root Beer Social or arranging Shaved Ice Day on the Girardi Studio at 2:00 PM on Wednesday, August 24.

#### 5. Benefits for Employees

- Liz asked whether or not the law school/university could pay for staff members' gym membership as other employers do for their staff members. Westchester employees have access to the gym on campus (although a fee is required to use the facility), but the distance is too great for most employees at the law school. We should ask the law school Deans if anything can be done and stress that we are asking in part of the university's efforts to provide healthy lifestyle resources (e.g., Physio). What we could look into is seeing if a local gym may provide a discount. If we pull in faculty and students, we may be able to request a greater reduction.

#### 6. Joint Effort with Main Campus Staff Senate

- The Westchester Staff Senate is working towards eliminating the gym membership fee for retirees. Rosie will draft a proposal to be shared with the Westchester Staff Senate or to be presented directly to President Snyder.
- Related to this, we should also request that they reinstate free continuing education/extension courses for retirees as well as current employees.

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**Next Meeting:** Wednesday, August 17, 2016, 12:00 PM, Library Director's Conference Room