

LOYOLA LAW SCHOOL STAFF SENATE
Meeting Minutes

Date: Wednesday, September 21, 2016

Time: 12:00 PM – 12:45 PM

Location: Rains Library Director's Conference Room

Senators in Attendance: Eric Avila, Rosie Branconier, Marina Castaneda, Gabe Estrada, Valda Hahn, Megumi Horinouchi, Justin Melchor, Earl Morgan, Suzie Shatarevyan, Dawn Smith, Corinne St. Claire

Senators Not in Attendance: Paul Augustine, Auggie Gonzalez, Liz Luk

Guests: Associate Dean Cindy Archer

1. Welcome New and Returning Staff Senate Members
 - The Staff Senate is happy to welcome newly elected members Eric, Gabe, and Valda to the team. Also, congratulations to Megumi and Dawn on being reelected to the Staff Senate.

2. Updates from Cindy Archer
 - Cindy received our formal request to eliminate the fee for use of the athletic facilities for Gold Card holders. She contacted Fred of the LMU Staff Senate since they too are working on the matter. Michael Waterstone is happy to raise the issue with President Snyder. In the meantime, Cindy asked HR to look into alternative resources for LLS staff since it is impractical for most to use the athletic facilities at Westchester. Michael Waterstone and Debra Martin are supportive of pursuing a discount for law school staff at a nearby gym. Cindy too would like to arrange for more massages and will look into bringing that back.
 - The Equity and Inclusion Task Force is coordinating a training session from 9:00 AM to 12:00 PM on Thursday, October 27 that will focus on implicit bias in the work place. Implicit biases are subconscious triggers that can have a serious impact on work relationships, hiring, and promotion. A speaker from Ohio State University will be leading the discussion. This is in conjunction with a President Leadership Retreat taking place on the Westchester campus on October 28.
 - Cindy welcomes any feedback on bridging the gap in communications between the staff and the Deans.

3. Election of Officers
 - The end of Corinne and Megumi's terms means that the positions of Co-Chair and Secretary are up for reelection. Suzie nominated Megumi as Co-Chair, which she accepted. Valda seconded and the Senate approved. Suzie nominated Valda as Secretary, which she accepted. Corinne seconded and the Senate approved.

- Megumi and Valda join the existing officers: Suzie as Co-Chair, Rosie as Treasurer, Earl as the IT Chair, and Justin as the Publicity Chair.
4. Fall Staff Event
 - The Staff Senate will coordinate a potluck on Thursday, November 17. The event will take place in the Burns Lounge from 12:00 PM to 2:00 PM. Staff members can drop off their food earlier in the morning in case they are unable to attend at noon. In the spirit of Thanksgiving, we can also work with ITD to project what we're thankful for on the television screens.
 5. Professional Development
 - Debra Martin had mentioned to Suzie that the Dean's Suite is available to assist in coordinating a professional development program for staff.
 6. Thank You
 - Rosie and Suzie presented Corinne, Liz, Auggie, Dawn, and Megumi with certificates for their service to the Staff Senate. The Staff Senate thanked them for completing their term as Staff Senators.

Next Meeting: Wednesday, October 19, 2016, 12:00 PM, Library Director's Conference Room