



LLS Staff Senate Meeting Minutes

November 2, 2023

3 – 4 p.m.

Zoom: <https://lmula.zoom.us/j/85480513307>

Members in attendance: Paul Augustine, Gabe Estrada, Colin Goward, Maya Kalinowski, Justin Melchor, Leilani Riehle, Juan Rodriguez, Lisa Schultz, Yun Ji (Angie) So

Members absent: Imani Knights

Agenda

1. Welcome
2. Budget Update
 - a. New expenses: two new expenses in workday
 - b. Current balance: \$3,879.42
3. Committee Report Outs
 - a. Governance
 - i. LMU Leadership Meetings
 1. Lisa met with Lisa Jackson, president of LMU Staff Senate, asking to be part of their leadership meetings with Rosemarie Ray, LMU EVP/COO. The goal is to have a seat at the table to receive information on new implementations as they are being discussed to provide a voice for the law school if it would affect our school differently, rather than learning about the decisions after they have been enacted. With the leadership and departmental (HR/IT) changes at LLS, we do not want to lose the ability to have representation, transparency and communication with LMU.
 2. If LLS is to have a seat at these meeting, the LMU Staff Senate bylaws would need to be rewritten and approved.
 3. LMU Staff Senate FY24 goals - what are OUR goals?
 - ii. Townhall questions: Other than Sodexo and tiered parking, send Maya any questions that staff would like Administration to answer, if possible.
 1. **Lisa/Justin:** Ask Marianne is Brie wants to have a town hall meeting and schedule a date/time.
 - b. Outreach
 - i. Halloween Costume Party – It was fun! Hope to have more participants next year.
 1. Discussion about doing a trick or treat schedule so staff can visit other buildings and see where the different departments work

4. Event Programming

- a. **November** – Outreach Committee discussed sponsoring the Thanksgiving potluck this year. Not sure if Marina and Suzie are planning one this time around but there have been a few staff around campus who has shown interest in having it again.
 - i. Not doing potluck – Joe is planning the “Sauce Off”
- b. **December** – Holiday Door Decorating Contest: Decorate your office door; winner announced at Staff Holiday Party
PRIZE VOTE: Do we want to have a prize for the winner or just print out certificates to give at the Staff Holiday Party?
 - i. Will we be asked to give a gift card to the raffle? C&E question.
 - ii. What would be an engaging prize?
 - 1. Door buy-in? (5) \$100 gift cards to team? Do we pay taxes? Cash prize?
 - a. **Justin**: check with Ivy
 - iii. **Juan**: send email NOW. Winner announced on 12/21

5. Ongoing / New Business

- a. Newsletter: Staff spotlights – in the staff survey that was sent last year, one response was about doing a “get to know staff” series
 - i. Each member to oversee their department to collect photo and 1-2 sentences about staff member (shorter version of the Meet the Rains Library Team email)
 - ii. Juan – create space in the staff senate newsletter for spotlight and work with Maya to create schedule

Meeting adjourned at 3:55 pm.