

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

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**Date:** Wednesday, January 18, 2017

**Time:** 12:00 PM – 1:00 PM

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

**Senators in Attendance:** Eric Avila, Rosie Branconier, Marina Castaneda, Gabe Estrada, Megumi Horinouchi, Suzie Shatarevyan, Dawn Smith, Shawn Tracy, Paul Augustine

**Senators Not in Attendance:** Justin Melchor, Earl Morgan

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1. Past Events & Projects

- **Hot Chocolate Event:** The staff hot chocolate get together was a great success, and the event received a lot of positive feedback. Several staff members commented that “they had a really good time,” “it was very relaxing,” and “it was a fun event!”
- **The Holiday Party:** This event was also a big success, and again it received a number of positive remarks. It was suggested by Alicia in Conferences and Events that the Staff Senate discuss possibly having the holiday party in the evening next year. However, several Senate members felt that it was important to have family and children attend the party, and an evening event would likely not accommodate children. Additionally, it was thought most staff members enjoy the event during the day and taking an early leave to begin their holiday break.
- **Computer Lottery (UPDATE):** Suzie and Megumi brought the Staff Senate's concerns to Dean Archer's attention, regarding being left out of the loop with the main LMU campus, resulting in our inability take advantage of the Computer Lottery. Debra Martin contacted the LMU Controller's Office to express our concerns. Suzie followed up with Fred at LMU, who answered only some select questions, and then published the names of the winners and alternates as we requested. Three winners from the law school were chosen as alternates. It was suggested by Megumi that next year LLS request that 9 spots be made available to the law school in order to balance out the loss we suffered due to this year's oversight.

2. Ongoing Events & Projects

- **LMU Liaison(s):** Stemming from the Computer Lottery mishap, the Staff Senate feels that more than ever that a liaison from the law school is needed to represent our perspective, goals and opinions at the main campus, during their Staff Senate meetings. Marina suggested that two representatives from the law school may be beneficial in case one is unable to attend the second representative could attend alone.

- **Gold Card (UPDATE):** Suzie received an email from Dean Archer the morning of the Staff Senate meeting (18 January 2017), Dean Archer stated that per Vanessa in HR (at LMU) they are looking into funds for this project.
- **Retiree's:** Several members of the Staff Senate felt very strongly that items such as free parking for the law school's retiree's ("emeritus parking") and free membership to LMU's gym or a gym nearby was imperative and should no longer be an on-going issue.
- **Staff Appreciation:** Marina suggested that the Staff Senate create a "Staff Wall of Fame," or an "I Worked Here Wall" to honor and remember those members of our staff that have retired or left the law school.
- Marina additionally suggested we discuss with Dean Archer creating a budget—that HR would be responsible for—that dedicates a certain dollar amount to each retiree, which would go toward a retirement party.

### 3. Upcoming Events & Projects

- **February:** Suzie opened up discussion for the planning of events for February, March and April – and to put the new popcorn machine to good use.
- **March:** For the month of March Marina also suggested possibly hiring a stand-up comedian to perform for staff at a brown bag lunch, to bring some cheer to the campus and its community.
- Rosie reminded the Staff Senate of Dean Waterstone's suggestion to have some kind of whiffle-ball/potluck tournament or event.
- **April:** During the month of April Suzie suggested we do another Taco Tuesday event, all of the staff seemed to really enjoy it last year. Also, for April and the Easter holiday, Dawn suggested we have a drive to collect items for the homeless community, such as blankets, toiletries, food, etc. to be handed out before the holiday.

### 4. LLS Email Accounts

- Marina inquired about the ability to keep or extend our LLS email accounts after retiring or departing from the law school.

### 5. Staff Senate Website and Photo

- Suzie stated we needed to update the Staff Senate website, and we need to take a new photo. Shawn will update website, and the photo will be taken after the next Staff Senate meeting on February 15, 2017–Suzie will contact Brian in Marketing to arrange for the photo.

### 6. Meeting Adjourned @ 1:10 pm.

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**Next Meeting:** Wednesday, February 15, 2017, 12:00 PM, Library Director's Conference Room