

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

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**Date:** Wednesday, February 15, 2017

**Time:** 12:00 PM – 1:00 PM

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

**Senators in Attendance:** Eric Avila, Rosie Branconier, Justin Melchor, Gabe Estrada, Megumi Horinouchi, Suzie Shatarevyan, Dawn Smith, Shawn Tracy, Paul Augustine, & Earl Morgan

**Senators Not in Attendance:** Marina Castaneda

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1. Past Agenda Items

- **Westchester Staff Senate Liaison:** Suzie and Megumi met with Dean Archer to discuss having two senators act as liaisons at the Westchester campus. Suzie noted that per their website LMU Staff Senate meetings are open to the public contingent upon an advance email informing the senate. Dean Archer did not foresee having two representatives as being an issue, however she was checking with HR. With that said, Shawn had previously volunteered—but is unable to act as liaison at this time. Earl suggested possibly attending LMU Staff Senate meetings via WebEx. Megumi and Suzie will discuss with Dean Archer.
- **Dean's Town Hall/Listening Sessions:** Dean Waterstone discussed with Suzie and Megumi that he is interested in attending the Staff Senate's March meeting to discuss specific topics to address at the Town Hall/Listening Sessions. Dean Waterstone thought that it could be more like a presentation as to the state of our school—like a "State of the Union." Megumi opened the floor to hear staff senate suggestions. Earl thought we should send out an email blast to Faculty and Staff requesting thoughts, ideas, comments, or suggestions. Dawn suggested a topic that may be of importance to several people at the law school, the announcement of the new Silicon Beach Campus—how will LLS engage with new the campus, and how will it be rolled out.
- **Laugh at Lunch:** Suzie reached out to several local comedy clubs and chose Flappers Comedy Club to discuss a performer, cost, date and possible theme for the Laugh at Lunch program. Flappers stated that a fee of \$600—for a 40 minute performance was typical. This price in addition to providing Pizza Next Door/water for approx 100 staff members was a concern to several senators. Justin discussed a helpful alternative— LLS alum Ray Karch, a comedian and magician (in addition to being an attorney). Justin will reach out to him to discuss a price, and review his past performances. Suzie will re-negotiate a price reduction for a 30 minute performance as a possible alternative with Flappers. A date was set for March 23, 2017, noon to 1:00 pm in MH. Justin will send out a save the date to staff for the event. Additionally, Justin will check on the supply of water we currently have.

## 2. Ongoing/Upcoming Events & Projects

- **New Staff Senate Group Photo:** Suzie reached out to Nicole in Marketing and Communications to inquire about setting a date to have a new Staff Senate group photo taken. Nicole stated that are not available to assist with taking the photo—but could provide us with a camera to take the photo ourselves.
- **Community Drive/Diversity Week:** Suzie and Megumi discussed with Dean Archer our suggestion to have a community drive to collect items for the homeless to be passed out to a shelter (still TBD). Barbara Blanco is looking into domestic violence shelters as well. Dean Archer thought it would be a great idea to incorporate Diversity week with our Community Drive. Additionally, Dean Archer is checking with the LLS Clinics on items that would be most useful to donate. Megumi and Suzie will meet with Dean Archer again to pin down a place to make donations, a date for the drive, and a name for the drive/Diversity Week.
- **Staff Appreciation/Retiree's:** Megumi and Suzie discussed with Dean Archer creating a “Staff Wall,” to honor staff that have retired from the law school—Dean Archer thought the placement of the honoree wall would be best if placed in the staff lounge. Eric added it might be a good idea for the retiree plaques to be put up in the retiree's department. Paul added the plaque should include a photo of the retired staff member. It was decided that in order to make it on the honoree wall you had to serve a minimum of 20 years and must be considered a “retiree.” Suzie and Megumi will meet with Dean Archer to discuss possibly incorporating the photos. Dean Archer is looking into a more standardized use of the “slush fund” to draw from in the Dean's budget for use in retiree parties. Earl added that we could create a Staff Events Archive/Website, now that we are on BOX—which has unlimited storage capabilities. Gabe and Earl will discuss the data structure for the possible website. **UPDATE** on retiree email accounts—Megumi discussed with Dean Archer—who stated this request has come up regularly, and that we have to remain consistent with LMU's policy, so it could be challenging. Dean Archer will discuss with Tracy Martin. Earl suggested a possible “transition period” where a forwarding email account can be set up for a period of one-year after departing from the law school. Dawn thought it would be a good idea to have a step-by-step plan implemented for retiree's, in order to inform them of everything they need to do prior to retirement and/or provide education resources for them—so they would know how to migrate email accounts, for example.
- **Staff Appreciation (continued):** Megumi discussed with Dean Archer the request for Half/Half in the staff lounges. Dean Archer asked our coffee vendor if they could supply, however it is not a service they provide. Staff Senate members discussed how we could order it, Dawn inquired about a standing order on Amazon. Rosie suggested we coordinate “the who and the how” of finding a vendor with Dean Archer and request that she incorporate it as part of a standing order using the Deans budget.

## 3. Upcoming Events

- **April:** Taco Tuesday Event, date is still TBD.

## 4. Megumi opened the floor up for questions or additional suggestions. N/A

Action Items

- Suzie and Megumi will discuss with Dean Archer the possibility of “attending” LMU Staff Senate meetings via WebEx.
- Justin will reach out to Alum/comedian Ray Karch for a price quote and a sample of his act.
- Justin will also look into the supply of bottled water we currently have for the upcoming “Laugh at Lunch” event.
- Suzie will check with Flapper’s Comedy Club on cost for a 30-minute performance (for a back-up option).
- Suzie and Megumi will meet with Dean Archer to discuss the details of the upcoming community drive, (date, name of the drive, place to make donations, etc.)
- Gabe and Earl will discuss the data structure for possible Staff Events website.

5. Meeting Adjourned @ 1:05 pm.

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**Next Meeting:** Wednesday, March 15, 2017, 11:00 AM, Library Director’s Conference Room.  
Dean Waterstone will be present.