

1. Parent letter
 - a. Clarification on what the parent letter was. The parents had sent a demand letter regarding some flexibility with their schedules. At our meeting with Marianne, she clarified that we do have the Flex time policy, so we can do a newsletter mentioning that we do have the flextime policy and to have people review it. We shared links for that.
 - b. <https://lmu.app.box.com/s/xscyuvvo8wty1861qsiq649x19w92qm3>
2. Advisor for Staff Senate
 - a. Brought up how Marianne agrees that we can do a rotation of deans. We can discuss further how to add the rotation policy into the Staff Senate Constitution
3. Hybrid Schedules
 - a. Leasley can reach out to Dean Waterstone to ask if there is any update regarding approval of the Hybrid schedule requests, or if not at least some information regarding when people can expect to get an answer. Also ask if he can send out the communication to everyone so there's a clear line of communication. Once he sends something out, we can include it in the newsletter along with the Flextime policy.
4. Parking
 - a. Brought up how Marianne has been advocating for reduced parking in some manner, like sliding scale. She will keep pushing so long as she's here.
 - b. \$5 parking incentive for commuters – the \$5 parking incentive for commuters was removed because allegedly there wasn't a good enough justification to keep it and concern that some people were abusing the \$5 parking passes. Byllie clarified how the parking incentive works – those who do receive the \$100 stipend for public transit can buy the \$5 passes for those off-days that they need to drive to campus. However, you have to write a check every time you pay for the passes. If the concern was that people were buying multiple passes, it was because it was more efficient to buy multiple passes and write one check than to have to write a \$5 check each and every time. We should consider bringing up these concerns and see if we can reinstate it.
5. Coffee Break event
 - a. Possibility of having a coffee break in April twice – on Tuesday morning and one Thursday afternoon (thinking April 12 and 14), from 9 am to 10 am. This can give people a chance to mingle and take a break, and may also account for those who are working a hybrid schedule. If they can't come on the Tuesday morning, maybe they can come to the Thursday afternoon. We can use Corner Bakery since they have bundled catering and do delivery (would likely be cheaper than using Sonia's).
6. Elections
 - a. We can discuss further about elections in the late spring keeping scheduling in mind. But we can also bring up to Marianne at the next meeting if there can be any encouragement from the top down to managers to encourage staff to join. We did have the concern of people not being allowed to join Staff Senate due to lack of department staff, but hopefully we can help with information by circulating an outline of duties and expectations of Staff Senators. Sharing a clear outline of generally what Staff Senate entails might help managers and supervisors see that involvement would not severely impact a staff member's work duties in their department.