

LOYOLA LAW SCHOOL STAFF SENATE  
Meeting Minutes

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**Date:** Wednesday, May 16, 2018

**Time:** 12:00 PM – 1:00 PM

**Location:** Founders Hall, 236

**Senators in Attendance:** Megumi Horinouchi, Tiffani Willis, Caitlin Hunter, Beth Leitner, Alicia Mejia, Rosie Branconier, and Shawn Tracy

**Senators Not in Attendance:** Eric Avila, Gabe Estrada, Oscar Sanchez, Colin Washington-Goward

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- **Debrief**

- **Listening Sessions** – Senators discussed Dean Waterstone’s Listening Sessions held last month, examining both sessions and the topics primarily discussed at each. The evening session debated whether there was a need for a shuttle to run between campuses regularly. Many felt that there would be far greater faculty/staff participation at events held on the LMU campus if there was a form of transportation provided. Rosie suggested the Staff Senate draft a letter proposing the request, explaining our position. Megumi and Tiffani will circle back with Dean Archer and/or Dean Waterstone.
- **Co-Chair meeting with Cindy Archer** – Megumi and Tiffani discussed exempt-staff’s request for “comp days” contingent upon the departmental director’s approval and operational functionality. Dean Archer was in favor of the request. While Staff Senate discussed and acknowledge this is not meant to be interpreted as “policy” but as a “verbal unwritten agreement” departmentally.
- *Dean Archer* also updated Co-chairs on her knowledge of how the “Emergency Taxi” benefit was implemented, stating she would check with Al Taylor, believing that Security may have a fund dedicated to this. Co-chairs will follow up with her at their next meeting.
- *Senators discussed emergency needs further*; Tiffani suggested Security and Campus Planning assess all campus buildings and departments addressing the individual and departmental safety and security needs. Senators also examined whether or not policies should be revised concerning departmental training, safety/security measures, and updates to building technology and locking mechanisms. Megumi will discuss with Al Taylor and Joe Archie.
- *LLS/UCLA Tickets* – Dean Archer declined the offer, feeling it may be a conflict of interest for LLS to promote another university’s event.
- **Community Service Project/Presentation** – Staff Senate felt the events were successful in receiving donations, but didn’t feel there was as a lot of volunteer/staff turn out. Timing being one possible reason—as the assembly line project was held at the same time as another campus event. Shawn suggested maybe next year the event be coordinated in the summer when departments are less overwhelmed.
- **Future Diversity Speakers** – All Senators felt that staff would welcome the Staff Senate hosting another diversity speaker and/or implicit bias event. Megumi will research.
- **Taco Tuesday** – As always-super fun, super great turnout and response from staff—thanks to Alicia and members of the Staff Senate.

- **Upcoming**
  - **Current balance of the Staff Senate Budget:** \$167.61. Megumi opened the floor for suggestions and discussion on what the Senate should do for staff with the remainder of the budget. Megumi suggested donuts. Rosie suggested pastries, or root beer floats. Root beer floats was overwhelmingly the preference based on previous events. A date of Wednesday, May 23<sup>rd</sup> was decided, location TBA. Megumi will send out the invite. Caitlin volunteered to purchase a variety of sodas, 2-large gallon buckets of vanilla ice cream (with a strong preference for Rite-Aid/Thrifty ice cream) as well as a selection of non-dairy, sugar free and vegan ice cream options for members of staff that have dietary preferences or requirements. Rosie inventoried cups, spoons, straws and napkins—all are in stock. Beth, Shawn, and Alicia will provide ice cream scoops.
  
- **2018-2019 Programs/Events**
  - **Food from the Bar** – Megumi opened up discussion on whether or not Loyola would be able to schedule this event before the end of the fiscal year. It was decided after some discussion, to table the event for a date in FY2019, so the Staff Senate could better plan and coordinate for the following month or summer.
  - **Holiday Party Questionnaire** – Tiffani opened up discussion on whether or not we should poll members of staff at this time regarding the annual Staff Holiday Party. Unanimously—it was decided that this should be tabled until the fall semester, which is closer to the holiday party and was likely too close to the upcoming annual Staff Picnic.
  
- **Questions, Suggestions, Concerns:** REMIND your departments to submit their nominees for the DSA award!
  
- **Next Staff Senate Meeting:** Wednesday, June 20, 2018 @ 12:00 PM, location TBA