Staff Senate Minutes
January 20, 2016

Attendees: Vanessa Arredondo, Sarah Babb, Raamen Bass, William Brooks, Margaret Butterfield, Adrian Doyle, Sharon Dukesherer, Cathy Foote, Brianne Gilbert, Nadya Kerawala, Joel Lawson, Christopher Lechner, Briana Maturi, Reggie Melanson, Nicole Murph, John Orozco, Cindy Passamanete, Morgan Plank, Fred Puza, Humberto Solis, Brittnee Wadlington, Jennifer Westendorf, Trevor Wiseman, Michelle Yeung

Updates

• Holiday Party Wrap up
  o The holiday party was a success.
  o President Snyder provided remarks.
  o Check In
    ▪ Worked well with swiping one cards instead of the traditional registration table with nametags and check-in sheets.
    ▪ Lines were never too long, even during the rush.
  o Toy drive
    ▪ 2 full cardboard bins full of toys were collected.
  o Attendance
    ▪ Do not have final attendance #s yet. John Orozco and Chris Lechner need to pull the data that was collected as guests swiped their one cards for entry.
    ▪ Competed with Men’s Basketball game on campus and Star Wars opening night.

• Cart Parade
  o 2015 attendance was low because not many staff members worked on campus that day. (Last day before holiday closure.)
  o 2016 — The week after finals should work well next year because the academic schedule is different, with a full week of work following the last day of finals.
  o Suggestion made to provide refreshments for staff who are decorating carts and/or shift the time so that it doesn’t go through lunch. This year the decoration ran through lunch and many staff members were unable to eat until after the event (2pm).
  o We collected 5 trash bins full of donated canned food.

• 25th Anniversary Committee
  o Library display in the Spring semester will be up the whole month of March 2016.
- Ad-hoc committee is currently collecting/creating display items and photos.
- We released some of the display areas for another group that wanted to use it.
- Invitations from holiday parties and bbq dating back to the 90s were found in the Library’s Special Collections.
  - Picture/Documents/Memorabilia
- Facilities Workers as representatives
  - Before we were established as the LMU Staff Senate, we were known as the Staff Advisory Committee (SAC), which was structured differently than we are now. Now we have representatives from each University Division. SAC representation was structured differently, with representatives for facilities workers, administrative staff, and management staff.
  - We would like to encourage Facilities workers to represent their constituents on Staff Senate, but there is the sentiment there that they are discouraged from running. One issue may be that they would have to clock out to attend our meetings, so we would like to discuss this with Rebecca to see how this can be addresses/remedied.

**Issues**

- Executive Board Meeting with Rebecca, Jan. 27, 2016
  - HR website lists policy about floating holiday in a document from 2001. We will verify if this still exists and, if not, request that it be removed from the HR website as it is misleading.
  - Develop proposal for university communication to go out in Spanish – at the very least official university communication from HR, the Office of the President, MyLMU, etc. Especially benefits information.
    - Tiered-layer proposal suggested.
    - Need to research what other universities do.
    - See if Faculty Senate shares concern about this.
    - Suggestion made to contact the Modern Languages Department for input.
  - Timeline for tuition remission
    - No communication has gone out re: MBA Tuition remission for 2016-17 academic year, but staff and their dependents who might be interested will need to start submitting applications soon.
    - Request from Rebecca a timeline on when a decision will be reached and communicated.
    - Some staff have left the university, citing the changes in Tuition Remission as a reason.
- Layoff protocols
  - Layoffs are not frequent, but question about protocols for layoffs were brought forth to the senate.
  - When a person is laid off, is job coaching/assistance provided?
  - Are severance packages offered?
- Alcohol at the Staff BBQ
  - We will broach this topic again with Rebecca for 2016 Staff BBQ.
- SFTV
Email went out about possibly moving SFTV to Silicon Beach/Playa Vista (off campus). What accommodations would be made for staff/faculty/students who would have to get to classes and meetings?

- Executive Board meeting with the President and Provost (Feb. 16, 2016)
  - Develop Proposal for staff professional development
    - Benefits Committee will research and create a proposal suggesting a 5-10 hour minimum of professional development per year.
    - Research: Reaching out to HR and IT and other training/development staff on campus to collect and highlight all of the free opportunities on campus that staff can take advantage of. The focus should be on on-campus opportunities.
    - In the future, perhaps we look into providing a stipend or scholarship for staff professional development.
    - How would these hours be accounted for? MyTime like vacation and sick time is tracked?
  - Exec. Board will ask President & Provost how we can communicate to staff at large the discussions and outcomes from our Executive Board meetings with them.

**Committee Updates**

- **Elections**
  - Executive Board elections will be moved earlier in the year so that new officers will have overlap with current Exec. Board members.
  - Bylaw changes will have to be made and voted on during the February meeting.
  - Following Exec. Board elections, the committee will focus on the at-large Staff Senate elections.

- **Recognition/Education Fellowship Committee**
  - Barbara Bonney Award
    - Email went out for nominations. So far we’ve received 2.
  - Committee is meeting soon to put together their slate of spring events.

- **Benefits**
  - Professional Development
    - Tuition Remission “learn at lunch” session proposed.
    - Encouraged to participate in “Go Move” challenge through HR Wellness

- **Communications**
  - Spring Newsletter will be going out March 7th or 14th

**Other/Miscellaneous**

- ASLMU elections March 15-17. Last year, over 50% of students voted. Goal is to increase again this year. Briana Maturi has requested that we encourage students in our areas to vote.