Staff Senate Meeting Minutes  
December 16, 2015

Attendees: Vanessa Arredondo, Nadya Balabanova, Raamen Bass, William Brooks, Adrian Doyle, Sharon Dukesherer, Cathy Foote, Nadya Kerawala, Joel Lawson, Chris Lechner, Reggie Melenson, Nicole Murph, John Orozco, Cindy Passanante, Morgan Plank, Fred Puza, Humberto Solis, Mason Stockstill, Jennifer Westendorf, Ashley Wilson, Michelle Yeung

Updates

• Holiday Party
  o 4:00 – 5:30 pm appetizers/drinks. 5:30 pm dinner buffet opens.
    ▪ Mashed potato bar is back, donated wine from St. Francis, beer from Firestone, photo booth.
  o Check-in changed from nametags and registration lists to swiping of LMU One Cards for entry.
  o Televisions in Roski Dining Hall will display a slide show from past holiday parties dating back to 2011. Photographs provided by Aaron Dominguez in IT.
  o Coordinating a group photo of current and former senators: 5:45 p.m.
    ▪ RSVP form asked staff members to indicate if they have ever served on the staff senate.
    ▪ An email will be sent out to all known former and current senators informing them of the group photo.
  o Toy drive – Guests will receive 1 extra raffle ticket if they bring a donated item.

• Staff Senate 25th Anniversary Food Drive & Cart Parade
  o 8 staff senators will be here to work the event/create teams.
  o Currently, we only have 7 teams registered.
  o Need to spread the word about the event.
    ▪ Vanessa Arredondo, John Orozco, and Briana Maturi will attend and talk up the event at the Fac./Staff lunch at the Hill.

• Executive Board meeting with the President and Provost
  o Suggestion was brought up that senators should be communicating to their zones the information and outcomes from the Executive Board’s meetings with the President and Provost. This will be discussed at the next meeting with the President and Provost.
- The next Executive Board meetings with them are scheduled for February and April. They have been shortened to 30 minute meetings.

- **25th Anniversary Committee**
  - Hannon Library exhibit commemorating Staff Senate’s 25th Anniversary and honoring staff service is scheduled for March 2016.
  - We are collecting pictures/documents/memorabilia.
  - In researching, we discovered that this is actually the 35th anniversary of the Staff Senate. The senate was originally started as a Staff Advisory Committee in 1980.
  - There used to be a staff newsletter – LMU Roar – that will be included in display.

- **Facilities Workers as representatives**
  - We heard at the HR Benefits Fair that Facilities workers have been discouraged from serving on the Staff Senate. After researching, we learned that this is not actually the case, however, that is the perception within Facilities so we will have to address the issue.
  - Executive Board will bring this concern up to Rebecca in their January meeting.
  - Suggestion made to offer facilities workers a breakfast to get to know staff senate and encourage their participation on the Senate.

- **Staff Layoffs**
  - There were layoffs in SFTV department (2) and they are also discussing moving SFTV to a location down the bluff in Silicon Beach.
  - The year before, there were 2 layoffs in BCLA when they were re-structuring.
  - This was brought up as a concern to the Senate that many staff members in Academic Affairs specifically are afraid that there will continue to be layoffs.
  - The Executive Board will bring up the concern at their next meeting with Rebecca Chandler in HR. They will request clarification regarding layoff policies and what resources, if any, are offered to staff members who are laid off.
  - Staff Senate cannot prevent staff from getting laid off, but we should know as much as we can so that we can make sure that things are being done in an equitable way.
  - Concern brought up that when staff members are laid off or when they leave, many of those positions are not filled and those job duties must be absorbed by others in the department.

- **Additional questions/concerns**
  - How do staff benefits compare to those of faculty?
  - Does the staff community understand what the total compensation package is and should the university be more overt about how much is spent on our benefits?
  - Perhaps, Staff Senate can share the information that is not being sent out by HR, by the Provost, by the President.
  - Staff have shared that they appreciate more communication from the senate, beyond event invitations.
  - MBA Tuition Remission working group – John has reached out to Elizabeth Drummond to see where the working group stands with their proposal.

- **Senate Elections**
  - The extra committees and extra communications that we send out are making the senate more successful, however, the time that this requires may keep hourly employees from participating on the senate.
  - “Friends of the Staff Senate” – include a few explorative events targeted to underrepresented areas on campus, like Facilities. This would grow the pipeline for
elections and staff who are interested would then know what the requirements and potentially run.

- With elections coming up, invite all staff to attend an open meeting.