

Library Support Staff Advisory Committee
October 18, 2006
Minutes [DRAFT, dated 10-26-06]

Present: Teauria Brown, Jessie Duran, Jay Jurek, Kathy Kilian, Joel Sanders, Chris Wadle (recorder, by telephone), and Irene Williams

Guests: Jay Lambrecht (representing Mary Case), Francis Kayiwa

1. **Review of the Agenda:** The agenda was approved and no new items were added to the agenda.
2. **Minutes of the last meeting:** Changes were suggested to the minutes of the last meeting and revised to reflect the changes and then it was decided that the first draft was correct and that this draft is ready for posting.
3. **Status of Web Pages:** Kathy reported that work is continuing on the web pages and links to support staff opportunities have been added. Links to orientation information will also be added in the near future.
4. **Status of Answers to Suggestions:** The answers for questions received in August will be ready to post as soon as Mary gives her approval. A note will be added to Survey Monkey about timeliness of responses. In considering how we respond to the suggestions being submitted we need to be more cognizant of whether we are opening communication opportunities or just making recommendations requiring no further dialog. Some questions may need to be directed to larger University authorities. Perhaps we should respond by telling people we like their ideas and they should take the initiative in getting the activity implemented.
5. **New Suggestions:** One of the suggestions we received was regarding Department of the Month Certificates and why they had not received theirs yet. Someone will look into this. The other suggestions will be answered appropriately.
6. **Report from Staff Development Subcommittee:** Staff Development Day plans are ongoing. Francis discussed the technical issues related to involving all the sites. Basically, we have two choices:
 1. E-ROOMS that have interactivity but are limited in that you cannot see the presenter and the sound may not be reliable.
 2. Video format that is more involved and would require moving video equipment to location. The visual presentation would be better but Rockford or Peoria would have to travel Urbana or use their feed somehow.

E-mails will be sent to Rockford and Urbana to get their feelings as to which format they would prefer and I was elected to gather the information from the Peoria campus. We have Room 605 SCE, the speaker will bring a laptop, we will use our projector, microphone, beverages have been approved as well as bus transportation. The ACCC needs to be contacted to reserve the E-ROOMS in advance and a trial run needs to be done a couple of weeks in advance of the presentation. It was suggested that we record the presentation on video so that it can be viewed later. The goal is to have someone appointed as tech supports at each of the sites to act as troubleshooters should something go wrong during the event. Mr. Sobiech indicated that we were asking him to cover too many topics and that we needed to narrow our list to two. We took

a poll and could not claim a clear winner as all the topics sounded interesting. We will rank our choices and email them to the group to pick the topics that will be presented. It was decided to distribute the program prior to the workshop and to include an evaluation form. There was talk about placing a group photo of the committee on the program. Other priorities that the Staff Development Subcommittee is looking into are EDP 360° feedback, Boot camp sessions through E-Rooms, a quarterly newsletter, and a knowledge-based reference index (although Fifi has indicated that this is difficult to maintain).

7. Report from Sense of Community Subcommittee: As we look ahead to the end of the year, we have three major projects:

1. Publicity for Staff Development Day – A committee has been formed for this consisting of Chris, John Cullars, Laura Castillo, and Jessie Duran.
2. Suggestion Box responses will be handled by John Cullars, Jacqueline Leskovec and Jay Jurek
3. Holiday Party – Teauria Brown, Laura Castillo, Aimee Quinn, Lisa Zhao agreed to work on the Holiday Party, which we should have no later than December 15. Would like to include the sites perhaps via web cam or video conferencing and have it at the end of a workday in the library lobby. Talked about having the main course catered (not sure of University Catering policy however) and having a potluck for the desserts. Volunteers would be utilized for set-up and clean up. Would like to incorporate prizes, a raffle, children's table and have for staff, guests, and family. Jay indicated that there is a \$3000 budget for this endeavor. The Sense of Community Subcommittee would like to thank Aimee Quinn for her insightful suggestions and comments during our discussions. She will be missed and we are requesting that another faculty or academic professional be appointed to take her place.

8. Drawing of the Next Department of the Month: Jay forgot to bring the container so the drawing will take place in the administrative offices after the meeting with an email to Chris about who was chosen. Received email after the meeting indicating that the Department of the Month for January is LHS-Information Services.

9. Future Meeting Times: Future meetings will take place at 2:30.

10. Action Items:

- a. Finalize plans for SDD
- b. Test equipment for SDD
- c. Develop language describing the Suggestion Box response process for insertion into Survey Monkey
- d. Holiday Party Plans
- e. Next meeting November 15, 2006. (Time to be determined) Irene Williams

recording.

Respectfully submitted by,
Chris Wadle