

Library Support Staff Advisory Committee
November 15, 2006
Minutes

Present: Mary Case (Chair), Teauria Brown, Jessie Duran, Kathy Kilian, Joel Sanders, (Chris Wadle, by telephone), Irene Williams (Recorder), absent: Jay Jurek

There were no corrections for October's minutes. The agenda was approved and no new items added.

Jessie gave an update of the up coming Staff Development day:

- Jessie received a confirmation package received from Mr. Sobiech
- **Transportation:** Bus has been reserved to transport LHS staff to East campus for morning and afternoon Sessions:
 1. 9:00 Arrive at LHS
 2. 12:20 Depart from SCE
 3. 1:00 Arrive at LHS
 4. 4:20 Depart from SCE
- Refreshments have been ordered for each session.
- Everyone will be given a name tag.
- Teauria Brown volunteered to be a greeter.
- **Lunch:** LSSAC will have a catered lunch with Mr. Sobiech in SCE (Monarch Room)
- Student Employees will not get paid for attending.
- **Evaluation form:** Jessie took suggestions from group for improvement of the evaluation form that will be given to staff after each session. One comment was that there was no middle ground and to maybe use a 5 point scale. The comments on the evaluation form will help us for next year's Staff Development Day.

Teauria asked if we are required to attend both sessions. Mary mentioned for those who would like to should try to make both sessions to try to speak with your supervisors about schedule changes in your department.

Kathy reported on scheduling our first test date for the e-rooms session. Kathy will touch bases with Francis about the time of set-up and also inquire whether or not the computers will be shared or used individually during each session.

Mary inquired about a reminder schedule for staff. Jessie sent one out this week.

Teauria gave an update on Sense of Community:

Holiday Party Discussions:

Some of LHS staff expressed they didn't want to attend due to the fact that events such as this are always held on the East campus. (Side note) Mary mentioned rotating All-Staff meetings from east to west campus (It was mentioned that conference Rooms more expensive on the west campus). Mary also mentioned that we will look at options as we go along. Solicit new ideas. Mary will support it and find a way to make it happen.

- SOC would like to involve the sites in the Holiday party
- We are encouraging staff to bring children
- There will be entertainment i.e. DJ, sing-a-longs, etc
- The food will be catered in and we are asking for staff to bring in desserts
- Donation of Toys and can goods will be accepted and go to charity as part of our campus toy drive.
- Taking volunteers for a clean-up committee

The budget for the party will be \$3000. It was questioned whether this will be enough to cover expenses or should we collect money from staff?

Mary asked whether SOC staff will be required to RSVP. Committee hadn't gotten that far yet.

SOC: Batch questions and responses

Teauria mentioned that SOC is working on a better turn around time to suggestions from staff. The issue of anonymity came up is discussing one of the feedback Responses.

Ami Quinn is leaving the University. Two more people will be appointed to the SOC group. The appointee will include 1 faculty and 1 support staff. Cleo Pappas has volunteered and Kathy Kilian had suggested that Nancy Malanowski may also be interested in volunteering. Mary will let us know her decision.

SOC Listserv: Lisa zhao has fallen off the SOC listserv and Ami's name needs to be taken off.

Department of The Month Certificates has been placed into frames and are on the way!

Elections:

- Jessie suggested looking back at criteria for running for a second term
- Should have 1 slot open specifically for sites?
- May want to discuss bylaws of the election process
- All terms will be 2 years

Next Meeting Time: LSSAC December meeting will be cancelled. Our January meeting will be at LHS starting at 2:30.