

LIBRARY SUPPORT STAFF ADVISORY COMMITTEE

November 16, 2007

MINUTES

Present: Teauria Brown, Mary Case, Jessie Duran (recorder), Veronica De Kowperlandth, Joel Sanders, Chris Wadle, Irene Williams

Absent: April Pittman

We reviewed the agenda and added the All-Staff Meeting as a topic for discussion. We reviewed the minutes from the September and October meetings. A few grammatical corrections were made.

Staff Development Report

SSDF

Joel sent a revised draft copy of the Application and Guidelines for the Support Staff Development Funds. The committee, including Mary, needs to review and send comments to Joel by Tuesday, December 4. It was suggested to invite Karen Ein from the Library Business Office to one of our monthly meetings to explain the process for reimbursement, etc. Joel asked if we should mention the SSDF proposal at the All-Staff meeting since it is in its early stages of development. It was agreed that it should be shared with everyone.

2nd Annual SDD

Our guest speaker, Kelly James-Enger, has agreed to combine her workshops on “healthy habits” and “dealing with daily stress” to accommodate us. She will also address “time management.” We are working on the program and other arrangements. Chris will be joining us again for this event.

Survey Results

LSSAC met to discuss the survey results. Everyone was asked to answer three basic questions such as: What was the purpose of the survey? What was our interpretation of the results? and What are the next steps? We will discuss some of the results at the All-Staff meeting.

The EDP tool was discussed. Support staff expressed dissatisfaction of the tool on the survey. It may be that we need to look at the process to make it an effective tool that would include following up after evaluation is completed.

A significant result is the interest in evaluating our supervisors/department heads. We will also mention that we will revisit the Department of the Month, supervisory training sessions, etc.

Mary asked if we have seen improvements since the last survey launched by the Sense of Community Task Force since the impression is that things are better. Joel said no. Irene said yes and commended Mary for her efforts to have academics and support staff work on various task forces together, for example Team Vision.

We will look into having someone do a cross-statistical analysis of the survey.

Sense of Community Report

The Holiday party was discussed. Friday, December 14, 2007 is the proposed date. Announcements will be sent to solicit volunteers with all aspects of the party. SOCC assigned different responsibilities to its members such as food, decorations, set-up, clean up, etc. The exact location is being discussed. Mary suggested the fourth floor or the first floor-south end at Daley. Food will be catered from Corkey's and desserts will be donated as last year.

Veronica mentioned decorating at Daley and LHS-C with a "holiday around the world" theme for our students.

Peoria also had a holiday celebration last year.

The process of how members are appointed to SOCC was discussed. Veronica mentioned they would like to serve 2-year terms like LSSAC members. There is a possibility of moving to an election format in the future. Veronica suggested certificates for previous committee members as a 'thank you.' Mary liked the idea.

All-Staff Meeting

LSSAC will have 30-45 minutes to present. SOCC will go first and the Staff Development group will follow. Veronica and Teauria can stay up front with the rest of the group.

Joel asked about the LHS-Staff lounge survey. It has not been distributed. Teauria reported that SOCC wanted to leave it as is but were waiting to hear from Mary. Teauria will send it to LHS-C staff.