

Library Support Staff Advisory Committee  
January 17, 2007  
Minutes

Present: Teauria Brown (Recorder), Mary Case, Kathy Kilian, Joel Sanders, Chris Wadle (by phone), Irene Williams  
Absent: Jessie Duran

Mary Case began the meeting at 2:37, it was adjourned at 3:54

The minutes from December 5, 2006 were approved. Irene Williams was the recorder.

All members reviewed the agenda before the meeting began.

Staff Development:

\* Feedback from Staff Development Day

Kilian led this discussion stating there were 101 in attendance 47 in the AM and 54 in the PM. (It was nice to see Christine from Peoria there).

There were 56 evaluations received. As far as topics wanted to see in the future: Job Skills and How to get Promoted received the most votes, Role Playing in Workshops, Team Building and Time Management were the most requested topics.

\* Additional Comments: Professor Jack Jones of the Department of Communications was suggested as the presenter for the next Staff Development Day.

Case said it was a "Smashing Success."

It was suggested that Staff Development Day happen twice a year. Jurek suggested a "Spring Fling" in mid May. This topic is to be continued at our next meeting.

Work Schedule

There were concerns expressed about the modified work schedule. It was suggested that it was unfair that those going to school can have a modified work schedule, but it is not the same for everyone else. Case said she would mention this to library Human Resources. Case questioned whether Union Rules might have some bearing on this topic.

Department of the Month

Sanders said "some staff felt that the dept heads, administration and the higher ups should be responsible; not having the staff produce their own recognition". There was some discussion that some department heads were not supportive enough concerning Department of the Month. It was agreed that we would continue through the cycle. There are eight more departments that have not had Department of the Month. The Catalog department in Daley was drawn as the next Department of the Month (March).

### Survey Monkey (Suggestion Box)

Sanders mentioned that people are being explicit in their views of the Survey Monkey. Brown said the Survey Monkey is a "sounding board" for staff afraid of repercussions if they stated their views to supervisors or other staff. Kilian suggested the SOCC combine answers to some suggestions. Jurek assured her that it was already being done by the Sense of Community Committee.

### Holiday Party

Jurek wanted to thank everyone who came and assisted with the Holiday Party. Juerk also stated that in reference to the Holiday Party Sanders wanted it mentioned that it will be on the west side in 2007. Case agreed.

### Sense of Community Committee

Case stated that an appointment replacement to fill the vacancy of Aimee Quinn will be made in the near future. It was later learned that Cleo Pappas from LHS will join SOCC. Case will also appoint staff member from Daley Library to join SOCC.

Feedback from Holiday Party.

1. A good deal of feedback was obtained by the Suggestion Box.

Suggestion Box response discussion.

1. First "named" suggestions/comments appeared in this batch.
2. LHS Lounge question and Modified Schedules to be referred to appropriate units.
3. Department of the Month Committee open to refining the objectives or discontinuing it.

Other Initiatives.

#### A. INITIAL IDEAS:

1. Clubs: book club, et al have been discussed.
2. Spring Festival: gaming nights, picnic or another Staff D Day.
3. Community Calendar (see "C" below).

#### B. REVIEW SOCC TF DOCUMENT

#### C. SSAC WEBPAGE PRESENCE:

1. Community Calendar that features greater University Community and other externals. Intentionally more "socially oriented."
2. Define SOCC, SSAC and explain composition.
3. Explain S-Box Response drafting procedures.

D. FINAL PROPOSALS TO MARY C. and the SSAC – at next mtg. on 2/21.

There will be one more meeting of the original SSAC. Staff nominations will be sent by the end of January, with the new group meeting in March.