

Library Support Staff Advisory Committee
March 21, 2007

Minutes

Present: Teauria Brown, Mary Case, Veronica DeKowperlandth, Jessie Duran (recorder), Jay Jurek, April Pittman, Joel Sanders, Chris Wadle (via teleconference), Irene Williams

SOCC members present: John Cullars, Jacqueline Leskovec, Cleo Pappas, Lisa Zhao

Absent: Laura Castillo, Kathleen Kilian

Case invited the members of the SOCC to join LSSAC as we transition to the new term. New LSSAC members include DeKowperlandth, Pittman and Wadle (reappointed). Pappas was appointed to SOCC as two faculty members resigned. Each member introduced themselves to the group. Case thanked Jurek and Kilian for their contributions and the entire group for a rewarding experience.

Case explained the history behind the support staff task forces formed (in 2005). Divisions between employee groups were apparent. Case explained the library's efforts to create a culture where all staff are respected and acknowledged for their contributions. Case wants to create an environment where staff enjoy working at the library and know who to talk to.

LSSAC was formed to carry out the recommendations from the support staff task forces. The Employee Recognition Task Force recommended the "Department of the Month", which was readily implemented. The focus then, was on Sense of Community and Staff Development. A sub-committee for each was formed.

Duran distributed and read the draft of LSSAC's annual report. (See attached)
The report included the 2006-2007 accomplishments and the proposed goals for 2007-2008.

Case explained that the Illinois Library Association Reaching Forward Conference is for library support staff. The guest speaker at our Staff Development Day was a presenter at the conference. She will sponsor up to 10 staff members to attend this year's conference. The Staff Development sub-committee agreed to coordinate the conference announcement for the library and serve as a screening committee. Consideration should be given to those who haven't attended the conference. The sites will be included as the same conference is also offered in Springfield.

The Department of the Month and Employee of the Month efforts were discussed. Approximately ten departments are yet to be recognized as Department of the Month. Case asked that we revisit Employee Recognition now in collaboration with members of the original task force for other ideas they considered.

Leskovec asked whether GMR was included in the pool for Department of the Month. Case checked and confirmed GMR is in the pool

Case enjoyed the open –house component of the department of the month recognition and would like to continue the cycle of these.

Case thought it would be a good idea to pole staff on employee recognition on the survey proposed.

The topics of communication and committee exposure were discussed. Some staff are still not aware of the suggestion box and our committee. It was suggested that flyers be posted with our announcements and suggestion box including the url to our webpage.

New members DeKowperlandth and Pittman were encouraged to attend the sub-committee meetings to help them decide which sub-committee they would like to join. They should email Case with their choices next week.

It was agreed that members from each sub-committee could give suggestions to one another. Case also welcomed forming other sub-committees to assist us in carrying out our goals.

Leskovec mentioned the Healthy Heart event going on at LHS Chicago. She suggested we consider it for next year. It has been a unifying event where people pull together for a good cause.

Meetings for this year need to be scheduled. Duran will contact Jackie Buckner.

Next meeting: Wednesday, April 18, 2007 in Daley 1-360.
Recorder: Veronica DeKowperlandth

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Library Support Staff Advisory Committee (SSAC)
Annual Report

The SSAC is charged with refining and implementing the recommendations of the three Support Staff Task Forces (2005) and with consulting with the University Librarian on staff related issues.

The SSAC itself is composed of seven elected staff members and the University Librarian. Each of the staff members serves on a subcommittee, either the Staff Development Committee (SD) or the Sense of Community Committee (SOCC). Five members appointed by the University Librarian represent faculty and academic professionals on the SOCC.

2006-2007 Accomplishments:

- Determined committee organization
- Created subcommittees and determined responsibilities of subcommittees
- Reaching Forward Conference- the library sponsored 5-6 staff members to attend
- Created webpage presence
- Implemented virtual suggestion box and published responses
- Responses to the comments in the suggestion box were maintained by SOCC
- Planned and successfully implemented Staff Development Day
- Email is the official form of communication
- Recommended structure for future Staff Development Days – (annually)
- Canned food drive at Holiday Party (SOCC)
- Recommended formal departmental meetings- (need to assess its effectiveness)
- Recommended bi-annual all-staff meetings, which the library has continued.

2007-2008 Goals:

- Decide on topics for 2007 Staff Development Day
- Survey will include topics of interests and concerns representative of the support staff community
- Review and prepare report on staff evaluation tools
- Work with HR/Administration to improve value of EDPs
- Development of a knowledge-base interest allowing staff to share their area of expertise (modeled by the Reference Dept. Index).
- Consult with HR on training needs for staff development
 - This includes continuing to review the supervisory training sessions
 - look at other recommendations for the library's bootcamp training sessions
 - revisit e-rooms as a way to include the sites
- Revisit Employee Recognition efforts (after Dept. of the Month ends)
- Bi-annual SOCC events (Spring and Winter)

Members

Mary Case, Chair

Staff Development Committee:

Jessie Duran 2006-2008
Kathy Kilian 2006-2007
Joel Sanders 2006-2008
Irene Williams 2006-2008
Seat available for 2007-2009

Sense of Community Committee:

Teauria Brown 2006-2008
Jay Jurek 2006-2007
Chris Wadle 2006-2007; 2007-2009
Seat available for 2007-2009

Appointed to SOCC

Laura Castillo
John Cullars
Jacqueline Leskovec
Aimee Quinn (resigned)

Cleo Pappas
Lisa Wallis (resigned)
Lisa Zhao