

The meeting of the Library Support Staff Advisory Committee began at 9:05 on Wednesday April 19, 2006.

Members Present: Mary Case(chair), Teauria Brown(recorder), Jessie Duran, Kathleen Kilian, Christine Wadle(via phone), and Irene Williams
Members Absent: Gerald Jurek and Joel Sanders

The meeting began with introductions of the Committee.

Minutes are to be recorded by members in alphabetical order according to the last name.

There are three different Task Force recommendations that this committee is going to work on 1) Staff Development, 2) Sense of Community, and 3) Employee Recognition.

Next was a review of the Staff Development Task Force. Five of the committee members were on this committee. We reviewed the Charge and Case decided that we would work on the Recommendations. Duran, Kilian, Williams and Sanders will work on Recommendations. We will seek assistance from other library support staff not on this committee to aid us with this charge.

Next we reviewed Sense of Community. Brown, Jurek, and Wadle along with appointed faculty, and academic professionals will work on this committee.

Case will be responsible for Employee Recognition. The next Department for Employee Recognition Department for May will be Access and Technical Services in the Library of the Health Sciences. Wadle was concerned that the sites would be left out of Employee Recognition. Case assured her that they would not. Case stated that she and Jay Lambrecht would make a trip to the sites to assist when they are to be recognized.

Kilian made a suggestion to feature several staff members per month letting staff know they are valued. Kilian feels staff that are not visible to the public are not recognized as much as those in the public view.

Prior to the meeting Sanders made a recommendation to Case for by-laws for this committee. The committee voted against this stating it would make the committee too formal and structured.

Case stated that she wants the committee to be a standing committee. Attendance at these meetings is mandatory. Meetings are to be held on the 3rd Wednesday of the month at 9AM, alternating between Daley and LHS. However, the meeting date for the month of May will be tentative as Case has a prior engagement. Case did state that meetings that she is unavailable to attend, she will send Lambrecht in her place if possible. Case will send the agenda to the members one week prior to the meeting.

We are to be careful not to mix Committee duties with that of the Union.

Kilian is going to create a Survey Monkey so support staff can submit suggestions to the committee. This should be ready in two weeks.

Case is serious about the EDP process; she wants to make sure "things happen".

Case will create a listserv for this committee.
The meeting adjourned at 10:10 am.

