

Library Support Staff Advisory Committee  
May 18, 2006

Minutes

Present: Teauria Brown, Mary Case (recorder), Jessie Duran, Kathy Kilian, Jay Jurek, Joel Sanders, Chris Wadle

Absent: Irene Williams

1. The group thanked Kathy Kilian for developing the Web survey form and discussed some of the details for making it visible and monitoring it. The committee decided that there should be a link from the main staff page and from the list of sites in the Web site section of ULIB. Eventually, if there is a staff portal page, there should be a link there. The Committee also agreed that the committee member responsible for the minutes at the upcoming meeting would be responsible for reviewing any comments that had been made through the survey since the previous meeting and distribute or summarize them for the Committee prior to the meeting. Issues identified would be incorporated into the agenda for the upcoming meeting. Notice of the Web suggestion box will be included in the ULIB this week.

2. The Committee reviewed a list of recommendations prepared by the Staff Development Subcommittee from the Staff Development Task Force report. The Committee discussed which groups in the Library were responsible for implementing each of the recommendations. The Subcommittee will revise the list and begin to identify priorities. A brief discussion of priorities in the meeting identified the EDP process, the development of a staff web portal, and the posting of development opportunities in ULIB as high priorities.

3. The new Sense of Community library-wide committee has not yet met. Case has identified members of the support staff, APs, and faculty to serve on this group. Members include: Teauria Brown, Laura Castillo, John Cullars, Jay Jurek, Jacqueline Leskovec, Aimee Quinn, Chris Wadle, and Lisa Zhao. The first meeting is scheduled for June 5. The group noted how the outcomes from this particular effort would be less tangible but critically important to keeping up morale. All staff need to feel that they are valued as people. Several of the specific steps on the staff development list, such as developing a staff web portal, including more staff-related information in ULIB, and building the Human Resources Index would also help build the sense of community.

4. The Committee discussed the Department of the Month recognition program. Some departments were concerned that they would be expected to develop elaborate programming. Case told the group that she reminded department heads of the recommendations of the Department of the Month Task Force, but also noted that each department may want to do something a little different. The group acknowledged that photos of staff in the department should be a priority. It is very helpful to be able to

associate a name and a face for colleagues you don't get a chance to interact with regularly. Photos should be linked for staff only access, if possible.

Next meeting: Wednesday, June 21, in Daley 1-360.

Recorder: Jessie Duran

Respectfully submitted by:

Mary Case