

## LIBRARY SUPPORT STAFF ADVISORY COMMITTEE

July 18 2007

### MINUTES

Minutes from last meeting: Approved

Present: Teauria Brown, Mary Case (Chair), Veronica De Kowperlandth, April Pittman, Chris Wadle (by phone), Irene Williams (recorder)

Absent: Jessie Duran and Joel Sanders

Staff Development: Summary: April Pittman

LSSAC Tour:

Overall it was a great experience and it gave the committee a great deal of exposure. We were well received by most departments.

Staff was happy to know what the committee is about. We also made the effort to recognize members that were appointed to SOCC and those who were on the committee last term.

Julia Henry from Special Collections informed us that she would like to archive all of our information from the beginning. I (Irene) am in the process of gathering up this information to submit to her.

Mary suggested a Fall round table event. This would be a way to keep informal connections going. A tour for next year would be fine as well.

Survey—

We are in the process of putting together the survey questions.

Mary Case suggested testing the questions with someone outside the group; maybe 1 or 2 colleagues from our departments

Staff Development Day:

Mary Case suggested something relative to Security for Staff Development Day. Maybe the UIC police can speak about library principles regarding security and privacy issues. This can be done throughout the year.

Teauria Brown discussed the session she attended at the Reaching Forward Conference that was taught by a policeman.

April Pittman suggested fitting in two topics.

SOCC Summary: Teauria Brown

The committee finished the March set of questions and forwarded them to Irene. The committee is now working on the second batch of questions.

A questionnaire was sent out to LHS staff relating to the Staff Lounge issue.

Ice Cream Social Preparation:

- Blue jeans and a red shirt
- Blue, red and white balloons
- Name tags
- Ice Cream from UIC Catering: Strawberry, Vanilla, Chocolate/ with toppings, popsicles
- Time: 12:00 to 2:45
- Contract went to the library business office
- Will be in the lower Level at LHS
- Fruit Tray?
- Committee will be available from 11:30- 3:30

Mary Case will check into the number of servers required and she approved 45 minutes to be added to staff's lunch for travel time from the Daley and Science Library. The SOCC committee will send out an e-mail reminder stating that Administration has approved an extra 45 minutes for travel time.

April Pittman mentioned she will need two tables to set things up. Mary Case will look into getting a photographer for the event.

SOCC will be looking into future events like the pumpkin patch and the hay ride.

Urbana is September's Department of the Month