

Library and Learning Resources Division Council Meeting  
Minutes  
September 20, 2016  
2:30 p.m. - 3:30 p.m., DE 166

**Attendees:**

Rebecca Russell (RR)

Don Brown (DB)

Lisa George (LG)

Sheryl Kunisaki (SK)

Loretta Lau (LL)

Cindy Lopez (CL)

Mary McMillan (MM)

Gema Perez (GP)

Howard Story (HS)

**Approval of Previous Minutes**

Minutes for the previous meeting of August 15, 2016 were presented for review.

RR welcomed Loretta Lau to the council. LL represents evening and Saturday staff.

**Program Review (DB)**

DB informed the council that the Library is working on its program review for Spring, 2017. Distance Education is also working on its program review. Learning Resources will submit their program review in Fall, 2017. The three departments are submitting separate reviews for the first time using the SCA template for Service Areas.

All departments have been asked to gather data. A student feedback survey for the Library will be conducted this fall. DB will consult with the other librarians to develop a list of goals and to plan the student survey. The Librarians will form a subcommittee to plan the survey beginning the second half of the semester.

DB plans to write the Library review in the Winter and submit it in Spring 2017. He has begun writing a basic description. He advises that we should start talking in the narrative about the deficiencies that lead to the recommendations and requests that we plan to make. He notes that SAOs are one part of program review and will be folded in.

SK will do the program review for the Learning Resources Center in 2017. DB will coach her.

GP is working on the Distance Education Master Plan. She said it is more than 50% done.

RR commended GP, HS, Mark Fields, et. al. for their work on the Distance Education Master Plan.

**Staffing Plan**

RR informed the council that Linda Beam, in preparation for her departure, has asked for a staffing plan based on how ECC compares to peer colleges so that we can plan for growth or shrinkage of ECC. The council discussed the validity and fit of the currently designated peer colleges.

**Morale and Employee Recognition**

RR gave kudos to several of our casual staff who have performed above and beyond.

RR would like to hear any ideas and information we have on how we might recognize and celebrate appreciation for our various types of staff members for performance above and beyond.

**Emergency Phone Tree**

Based on her experience at a previous college, RR is developing an emergency phone tree, where each person keeps three phone numbers handy to contact in case of significant emergencies. She shared a draft tree with the council and requested the council's feedback to develop it.

We are all reminded to keep our personal emergency contacts updated with Human Resources and the division office, and to be sure that our contacts are aware that we have listed them as such.

**President's Office/Archive Move**

We have a deadline of September 30 to be prepared for the President's office to move to the Archive Rooms. The expectation is that we will get these rooms back in two years. Plans are still being worked out for some of the modifications needed to accommodate the President's Office.

It was noted that moves of staff, such as this, need to be coordinated with facilities and sometimes other departments.