

**Learning Resources Unit Council Meeting**  
**Minutes**  
**December 10, 2013**

The Learning Resources Unit Council met on December 10<sup>th</sup> at 3:00 p.m. Present were council members M. Ichinaga, N. Men, M. McMillan, S. Kunisaki, H. Story, D. Brown, S. Djokic and C. Striepe.

Claudia Striepe discussed the process to be used in developing the Units SAO progress reports. Each goal will determine if they are to complete their evaluation in Spring or Fall and all will be staggered if combined assessments are not possible.

Prompted by two incidents of person(s) using e-cigarettes in the building and communications with the campus chief of police, a statement regarding E-cigarette use in the learning resources facility was circulated to the council for approval with an appropriate flyer produced by John Luna. This will serve as the validation of the rules in this facility until the campus policy, under discussion, is finalized.

Representatives from Media Services, Distance Education, Learning Resources Center and the Library discussed the items included in their 2014-2015 plan build requests. A ballot was prepared so that each unit council member could choose the priority items for the Unit Plan that is due in mid-February.

In order to accommodate the Reference Desk schedule, a recommendation was made to change the Council's meeting time from 3:00 p.m. to 4:30 p.m. to 2:30 p.m. to 4:00 p.m.

The meeting adjourned at 4:30PM.