

**Library and Learning Resources - Unit Council Meeting
Minutes
11/25/2014**

Present: Mary McMillan (MM), Seth Daugherty (SD), Rebecca Wilson (RW), Claudia Striepe (CS), Noreth Men (NM), Lisa George (LG), Don Brown (DB), Gema Perez (GP)

Approval of previous Minutes:

Minutes of last meeting were accepted.

SAO update / Training TracDat – Plan Build

The due date for Program Plans to be entered into TracDat is Friday, December 19.

The council noted upcoming dates for TracDat training and agreed that several people will attend.

It was noted that the SLO Homepage on the El Camino College website has a link to TracDat training information.

The council reviewed the 2014-2015 Unit Plan Budget requests to identify items that have been completed. CS will consult with Alice Grigsby to confirm.

Joint Safety/Security meeting with Student Services and AIMS Team

Feedback from council members who attended:

It was a good opportunity to air concerns, but no definitive course of action or conclusions immediately resulted. The AIMS team members present took note of concerns and suggestions that were expressed. DB noted that this meeting and the progress of the AIMS Team is an important effort that may eventually become legally required.

Some concerns / recommendations were noted during the joint meeting or brought up during the Unit Council meeting are:

- Need for campus wide consistency
- More police support, especially with closing the library
- Need more responses to incidents by officers rather than cadets
- Need better response time by officers
- Better follow up of incidents to the reporting parties
- Need up to date reporting forms available
- More funding for officers from administration
- Standardized packet of safety and safety training information for all new hires
- Training for various scenarios
- Documentation of safety procedures for the library – this is a topic for our unit safety meetings

Other

MM asked how the results of Unit council meetings are disseminated.

Meeting minutes are posted on the unit website.

The council agreed that it would be good to come up with a way to provide everyone in the unit with a brief bullet point version of the minutes that highlights important points of information that everyone needs to be aware of.

Next Unit Council Meeting: January 15, 2015

Possible agenda items:

- Documentation of Unit safety plan
- Documentation of Unit Plan for 2015-2016
- Revisit unit name change

Revisit distribution of committee membership

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