

Library and Learning Resources - Unit Council Meeting Minutes 3/24/2015

Present: Mary McMillan (MM), Seth Daugherty (SD), Claudia Striepe (CS), Lisa George (LG), Don Brown (DB), Gema Perez (GP), Moon Ichinaga (MI), Alice Grigsby (AG), Sheryl Kunisaki (SK), Cindy Lopez (CL), Howard Story (HS)

Approval of previous Minutes:

Minutes of last two meetings (1/27/15 and 2/10/15) were accepted and will be posted.

Unit Crisis Communication Plan:

On Spring 2015 Flex day, four groups were formed to address four subtopics of crisis communication planning for the unit. Their reports were presented and discussed today.

The four subtopics are:

1. Unruly/Disturbed/Distressed Student
2. Natural Disasters
3. Shooter/Violence/Explosives
4. Incident Reports

SAO Update/TracDat/Assessments Update

The Library and Learning Resources Unit SAO teams have been reorganized. CS and SD are currently doing a test with the instruction team, as a pilot. After this is done, then the other teams can load their data.

Annual Library Survey –

Planning is in progress, with the intention of conducting the survey in April.

Revisit of Unit Priorities by Category

Unit TracDat data has been posted. Managers have been requested to re-enter the data, grouping it by categories. AG is in the process of doing this. The difficulty of identifying appropriate funds for needed printers was noted. Current options available are unsatisfactory stop-gaps.

Announcements / Informational Items

- AG shared the most recent LLR Quarterly Plan.

- AG shared with the committee the document from HR regarding Meal and Rest Breaks that was shared at a recent manager's meeting.

- AG shared the Facilities Master Plan Report March 2015, along with a project map. This report on projects currently in design and pre-design phases.

- The old Industry and Technology Shops building is scheduled for demolition this summer. The intersection at Lemoli and Manhattan Beach Boulevards will be closed.
- There are plans for the Library East Wing to be renovated in 2017/2018. We should expect designing to begin during 2016/2017.

Next Meeting: Tuesday, April 21st, 2:30pm