



Library & Learning Resource Center Advisory Committee

Minutes for May 11, 2021

12:50-1:50pm

Committee Members Present (16 total):

Vivian Harris (Faculty Co-Chair), Damon Nance (Administrative Co-Chair), Miguel Castro, Eileen Cechini, Gabriela Cortez, Elisa Chung, Joseph DeGuzman, Hayley Garcia Ashby, Rex Beck, Glen Graham, Daren Koch, Jesus Reyes, Jose Sentmanat, Mitzi Sloniger, Marianne Stefanous, Walter Stevens

1. Call to Order

- Meeting called to order at 12:54pm

2. Action Items

2.1 Approval of Agenda

- Accepted (Beck/Stevens)

2.2 Approval of March 9, 2021 Minutes

- Accepted (Graham/Reyes)

3. Information/Discussion Items

1.1 New Library/LRC Administrative Assistant Position (Damon Nance)

- Introduction of Eileen Cechini as the new library/LRC admin assistant
- Mark Walcott resigned as the Library Clerk and he assisted with library laptop and hotspot distribution; Eileen Cechini is now helping with checkouts
- Advocating for a full-time admin assistant position in the program review as the administrative assistant III position is only part-time (18 hours/week)
- Eileen will be assisting with signatures, Read2Succeed, and FLEX

1.2 Survey of Effectiveness Results (Vivian Harris)

- Thirteen respondents to the survey
- Review of the results of the survey
- Overall very positive results

1.3 Spring 2021 Read 2 Succeed Author Event & Fall 2021 Book Selection (Damon Nance)

- Dwayne Betts (author) will be with us on May 27th at 12:30
- Faculty and staff are showing up to the events, but we need more students to attend
- Please encourage students to attend

- We have been getting about 20 people attend the events online; the goal is to have about 50 attendees; in-person Read2Succeed events were well attended with about 120 participants
- The book for the Fall will be *The How of Happiness* by Sonia Lyubomirsky recommended by Miguel Castro; author is a full-time faculty member at UCR
- The selection took into consideration feedback asking for an upbeat topic
- The author is willing to appear online or in person
- If social distancing is required, we can have an in-person event and also stream to other locations on campus; also arrange to have books signed by the author as that is one benefit of attending the event
- Faculty asked to share at department meetings and offer extra credit for attendance

1.4 Library Closure & Repair Update (Damon Nance)

- Hayley Ashby attended the BFPC Meeting this morning and Steven Marshall provided an update:
 - Library shelving will be removed once construction is complete
 - Additional electrical has been added
 - Window seal replacement completed
 - Sound proofing has been installed to improve the study space
 - Drywall is up, and mudding and painting is underway
 - Progress is happening at an astonishing rate
 - End of June is the projected date for reopening, but it could be completed before that
- Damon Nance will be meeting with Steven Marshall next week and will follow up with him on the second-floor study space and other details

1.5 Library & LRC Program Review update (Vivian Harris; Damon Nance)

- Vivian Harris reviewed the resource requests submitted in the library instructional program review:
 - Instructional Design Librarian
 - Outreach Librarian
 - Library Part-Time Faculty Budget Augmentation
 - Databases to Support Online Instruction
 - Library Lockers
 - Databases to Support Equity and Ethnic Studies
 - Self-Service Software/Kiosk
- Per Damon Nance LRC and Library requests were integrated into the Academic Affairs Program Review and included:
 - Tutorial Support (top priority)
 - Library sanitizing machine
 - Additional laptops and hotspots
 - Study space expansion in the area by the reference desk

- Software licensing
- Staff requests (ranked separately)
- Motion (Walter Stevens), Second (Mitzi Sloniger) to support the part-time administrative assistant position transition to full-time

1.6 Laptop & Hotspot Loan Program Update

- Students complete online forms for laptops and hotspots
- Miguel Castro receives the forms and makes appointments with students
- About 50 hotspots were recalled and will be switched out with replacements; students were asked to return the recalled units and service will be switch off
- Additional laptops and hotspots were requested in Program Review

1.7 Meeting Format for Future LLRCAC Meetings

- When we return to campus, meet in person and also via Zoom

4. Good of the Order

- None

5. Adjournment

- Meeting adjourned at 1:41pm

Next Meeting

- **Fall 2021**

Mission Statement

The Library & Learning Resource Center Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster strategic planning, student success, and sustained continuous improvement, in order to uphold the overall mission of Norco College. In addition to the library's physical and informational resources and services, the committee's purview includes the learning support services provided by the Learning Resource Center.