

**LRC COMMITTEE  
MINUTES FOR DECEMBER 5, 2014  
11:30 A.M., ROOM 203B**

Present: Crystal Harbert, Linda Fletcher, Arlene Kuca, John Reho, Pat Stroud (Presiding)

Excused: Debra Fitzgerald, Sara Hupp, Dr. Vicki Riley

Absent: Ina Masteller

I. Welcome and approval of minutes from October 5, 2014 meeting: Pat Stroud welcomed the committee. The October 5<sup>th</sup> minutes were reviewed and John made a motion to approve the minutes from the October 5, 2014 meeting. Crystal seconded the motion. All were in favor.

II. Director's Report:

- A. Staffing – Pat reported that Lee Ann Blair, Library Associate in New Martinsville, recently had her three month evaluation. Lee Ann is doing well and her position will become permanent in February. Pat reported that it is very slow on the New Martinsville campus.

Pearl Foston will be retiring at the beginning of January. Pat reported that a retirement reception will be held for Pearl on Tuesday, December 9 from 12:00 to 2:00 p.m. in room 203B. Pat stated that she is not sure if the Pearl's position will be filled. Dr. Riley is working on the issue. Pat hopes to hear within the next week what will be done.

- B. Budget – Pat reported that she did not request any capital expense money for the upcoming year. Upgrades will be made to the study rooms on the Wheeling campus with the current year capital funds. They rooms will be technologically enhanced. Pat stated that the OTPS budget requests for next year have to be turned in by December 12. She reported that in the upcoming fiscal year we will not have Perkins funds, which amounted to \$10,000. Items that were previously purchased with these funds will have to be incorporated into the regular budget. Because of this Pat had to add \$17,380 to the book line of the budget. Some other areas of the budget were reduced. Additional cuts may have to be made. Pat reported that the budget committee was told that by next fall a deficit of \$1.2 million is expected. This could result in major cuts in the future. Pat stated that if large cuts are made she will need faculty's input on what resources should be reduced.
- C. College Committees – Pat is concerned about the member selection and rotation schedule that is being introduced for the college committees. She feels that replacing long standing members will impact attendance of meetings. Discussion was held. Crystal stated that the Faculty Assembly will be responsible for keeping track of electing and rotating committee members.
- D. Information Literacy – Pat distributed handouts that outline the changes that are being proposed nationwide on approaches to Information Literacy. The changes that are coming are extensive. Pat does not feel that the new intensive framework fits the community college student as well as the old approach.

- E. Print Management – Pat reported that the Print Management committee narrowed the vendors for the new contract down to Hughes Xerographic and Office Depot. The committee members were tied on a vote between the two vendors so the arguments were taken to Dr. Olshinsky for a decision. The contract was awarded to Hughes. The new machines are expected to be in place in January.
- F. Black History Month – This year the theme for Black History Month is “A Century of Black Life, History, and Culture”. The purpose is to celebrate the 100<sup>th</sup> anniversary of the founding of the ASALH (Association for the Study of African American Life and History) in 1915 by Carter G. Woodson. The campus libraries will be developing displays and giving out lollipops to students.

III. Big Blue Button (Blackboard): Pat distributed a handout outlining the Big Blue Button, which is a distance education tool that is currently being used. It has replaced the Nefsis system. Pat reported that Nefsis quit on November 1, and the college decided not to renew the contract. Pat reported that students access the button through Blackboard. Discussion was held on how the button functions, and the impact on students and faculty. There are a lot of issues with it. Pat stated that classes are transmitted in real time, and they can also be recorded.

IV. First Year Seminar – Library Section: Pat reported that the first-year seminar classes are totally changing for fall 2015. Pat and Lee Ann Blair in New Martinsville will be teaching the Library sections of the seminars. Pat will teach Wheeling’s and Weirton’s, and Lee Ann will teach New Martinsville’s. Students are required to sign up for nine individual workshops. Eight workshops are required; students have a choice for the last seminar from a list of six subjects. Students will be required to complete assignments from each seminar that they will be kept in a portfolio. Students will meet with a mentor at the beginning and end of the semester. Pat is not yet sure how the workshop schedules will be set up. She feels that this is going to take up a lot of time in the fall semester. Pat is developing the material and assignments for the Library’s section of the seminars, which have to be completed by April 2015. This is very time consuming.

V. LRC Mission Statement and Departmental Assessment: Pat reviewed the Library’s mission statement and stated that it is very out-of-date and needs to be revised. The mission statement needs to be linked to the College’s mission statement and goals. Pat stated that this is a very important project and that she needs the help of the committee to rewrite it. Crystal suggested that committee members review the statement and email suggestions for revisions to the other members by the end of January.

VI. Other:

Adjournment: Crystal made a motion that the meeting be adjourned. It was seconded by John. The meeting adjourned at 12:35 P.M.

Submitted by,

Linda fletcher