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Operational Working Group Minutes

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Operational Working Group
Thursday, March 30, 2017
Notes
Submitted by Jessica C. Garner

Attending, Bede Mitchell (FA co-chair), Doug Frazier (FA co-chair), Clement Lau (OWG co-chair), Aimee Reist (OWG co-chair), Fred Smith, David Lowder, Debra Skinner, Jessica C. Garner, Beth Burnett, Ann Fuller, Judith Garrison, Caroline Hopkinson.

The minutes for March 21, 2017 were approved.

An update from FA and the Planning Document and next steps/ new deadlines:

We have not heard anything from Randy about the Planning Document. No news is good news.

Doug and Bede will be drafting a Georgia Southern University/ Armstrong State University Library Consolidation Prospectus. They would like to have a draft by early April for the OWG to approve that will then be submitted to the campus administrators who have been designated to write the full Prospectus that will be sent to SACS. There will be a site visit from SACS several months after the consolidation has been completed.

The OWG discussed and approved two sections in the OWG Charter: Decision-Making Method and Ground Rules. This completes the OWG Charter. *Aimee Reist updated the OWG Charter in the Google Drive.*

DECISION-MAKING METHOD

Decisions will be made by consensus and an effort will be made to involve all team members by email if necessary. Our fall back method is simple majority. If a decision cannot be made within OWG, the team will consult the Functional Area (FA) co-chairs for guidance and decision-making.

Consensus is defined as a decision that everyone can support.

Quorum is at least 4 from each institution

GROUND RULES

Guidance from OWG chair orientation: Play nicely with others. Get things done. Think differently.

A majority of team members must be present to hold a meeting. Quorum is at least 4 from each institution and can include the FAs. If a co-chair cannot be present, prior to the meeting the Functional Area (FA) co-chairs will designate a lead or serve in the role.

All team members will have an equal opportunity to participate. No one will monopolize the discussion. Team members will listen to understand different viewpoints.

Important off-topic and implementation content will be captured in a “parking lot” for use during future implementation-focused projects.

The OWG & FA discussed the tasks and goals that should be our priority for the Friday, March 31, 2017 meeting.

- a. Combine the two Mission Statements and Goals
- b. Create a high-level organizational chart
- c. Draft a Charge to give the sub-working groups that we have already identified and determine if we will need any other sub-working groups.

Sub-working groups from Tuesday, March 21, 2017

Website sub-working group

We recommend to the OWG that each library designate appropriate faculty/staff to form a sub-working group to examine the websites of the libraries that have already been consolidated. The OWG will use this information to develop our own recommendation for our consolidated website.

IT sub-working group

We recommend to the OWG that each library designate appropriate faculty/ staff to form a sub-working group to examine the IT issues.

Subscriptions sub-working group

We recommend to the OWG that each library designate appropriate faculty/ staff to form a sub-working group to examine the subscriptions and contracts of each library. This sub-working group will make a recommendation about the best way to combine library resources.

Future meetings

Friday, March 31, 2017 @ 9:00 am in Pooler

It was agreed that the OWG would not meet the week before ALMA goes live.