

Georgia Southern University

## Georgia Southern Commons

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GS Libraries Department Heads Meetings  
Essence Notes

Library Department Heads Meetings

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3-30-2015

### Library Department Head Meeting Essence Notes

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## Library Department Heads Meeting

March 30, 2015

Essence Notes

**Present:**

<b>Bede Mitchell</b>	<b>Jocelyn Poole</b>
<b>Ann Hamilton</b>	<b>Ruth Baker</b>
<b>Fred Smith</b>	<b>David Lowder</b>
<b>Cynthia Frost</b>	<b>Debra Skinner</b>
<b>Kendria Lee</b>	<b>Alva Wilbanks</b>

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### ***Human Resource Classifications Review:***

Department Heads were reminded to review the new classifications and advise Dean Mitchell of problems the new system has created within their department. Discussion took place regarding the Class & Compensation packet which Human Resources will be sending out to supervisors/managers for documenting their staff's job responsibilities. Human Resources will use information gathered to update job descriptions and classifications. Once these packets are received department heads will meet to review and discuss the process.

### ***Position Descriptions in Digital Commons:***

Department Heads were reminded that all position descriptions should be uploaded into Digital Commons. Contact Ashley Lowery for assistance with the process.

### ***Policies and Procedures in Digital Commons:***

Dean Mitchell suggested that the library take the same approach as the University in uploading documents into Digital Commons by assigning each policy a number or identification. Documents can be pulled up more easily with an identification system. Ann added that some documents should not be accessible outside of the library. Debra will start the process using an established identification system.

### ***Internal Policies Review: (Ann Hamilton)***

The suggestions made to the draft made in previous discussions were reviewed. Minor changes were made and the document approved. It will now go before the faculty for their review and approval.

### ***FY16 Budget Planning: travel, students, equipment:***

Alva will send out a notice on FY15 departmental spending deadlines. Department Heads were asked to start considering their FY16 needs in the areas of student assistants, travel and equipment needs. Equipment needs will be reviewed to see if they qualify for Student Tech funding and/or prioritized for year-end funds consideration. Inform Bede if any of your requests for FY16 may need increasing or decreasing and why.

Bede announced that department heads should have received information regarding faculty and staff salaries. Guidelines should be the same as last year. He anticipates a short turn-around and suggest that consideration on increases begin now. Performance evaluations will begin soon. Human Resources hopes to increase participation to 100% over last year's 60%.

### ***Seed Library Proposal:***

Bede announced the library's collaboration with the Statesboro Farmers Market and the Garden of the Coastal Plain to establish a seed library. A great deal of set up will be required and there a numerous models available to go by. Bede and Ann contacted Janisse Ray who helped established the Wiregrass Seed Library in Tattnall

County and are planning a visit to the seed library on Tuesday, April 14th. Contact Ann or Bede if you wish to go. Hopes are to have enough in place for the seed library to be unveiled at the Farm to Table Dinner scheduled for July 10.

***Announcements:***

Ann announced that she has completed the draft for a sustainability grant to provide water filling stations on each floor of the library. She is also working on long range plans for putting light sensors in several areas of the library.

Quality Enhancement Plan (QEP): The QEP Committee will be on campus this week to do their on-site visit.

The SACSCOC visiting team will present their exit report on Thursday, April 2, 8:30 am in the Nessmith-Lane Ballroom.

Thomson-Reuters representative, Will Edgar, will do a general presentation today, March 30, 3:30 pm in the conference room.

International Conversation Hour will be hosted by the library on Friday, April 3, beginning at 11:30 in the exhibit area and refreshments will be in 1300.