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Library Department Head Meeting Essence Notes

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Library Department Heads Meeting
February 8, 2016
Essence Notes

Attending: Bede Mitchell, Debra Skinner, Fred Smith, Jocelyn Poole, Ruth Baker, David Lowder, Lori Gwinett, Alva Wilbanks.

Self-Evaluations: Due February 29th.

Open Future Department Heads Meetings to Library Personnel?: Consensus was to have meeting agendas sent out on Zach-L along with an invitation for anyone interested in the agenda items to attend. Department heads will go into closed sessions only when deemed necessary.

Meeting with Rebecca Carroll, AVP for Human Resources: Bede reported on his meeting with Ms. Carroll regarding staff classification problems. Ms. Carroll is aware of the problems involving classifications and has started a review and revision process. Bede anticipates an update this month. Fred stated that at a recent Deans' Council meeting, Ms. Carroll reported that she was hoping to have some revisions made in the next few weeks. However, following numerous problems voiced at the Deans' meeting, Fred feels her timeframe on revisions may be delayed. Bede asked that we wait on further reclassification requests until we see what steps Human Resource implements and how long the process may take.

David asked if there was any news regarding staff evaluations. Bede stated that although staff evaluations are done later in the spring, doing them earlier than required will allow us to be prepared for making decisions regarding salary bell curves. It is not know if any changes will be made to the current evaluation form.

Future Budget Requests: Department Heads are asked to submit year-end budget requests to both Bede and Alva by Tuesday, February 16. Bede stated these requests are not permanent requests to our base budget, but should be requests such as payment of bills, prepayments and one time purchases. He added that our top priority will be prepayment of subscriptions such as EBSCO. Final requests will be submitted to the Provost by February 19.

Fred questioned if we have received any approval on student tech funding. David reported that approval has not yet been received on the requests submitted for FY17.

Bede announced that in early September or October, we will be given the opportunity to submit a formal request for new funds for FY18. Some of the possibilities we might consider would be for new staff and funds for the purchase of new products. Bede suggested that as department heads consider new requests, they document the item, the price, and the justification, as this will go a long way in supporting the requests.

Library Day: Considering the fact that we cannot anticipate any budget increase over the next several years, Bede suggested we consider establishing some type of plan to be followed should our future budget be reduced due to declining economic conditions, decreased enrollment, etc. He suggest the possibility of having the morning session of Library Day devoted to an exercise in "emergency budget management"; a scenario asking what steps or process should be followed in order that we would be prepared in an emergency budget cut situation. Such an exercise might bring into light what some of our largest possible reductions might be.

Announcements:

Graduation and Honors Day Rotation Schedule: The group reviewed the rotation schedule; no changes were voiced. Bede will share the schedule with faculty.

Bede out of Office, February 15 through 18: Bede will be in Athens participating on the search committee for the new Assistant Vice Chancellor for Library Services and Executive Director of GALILEO, replacing Merryll Penson. Four candidates will be interviewing. He will provide faculty with information for viewing the public presentations.

Next Meeting Date, March 14: Bede will be out of town March 14. The meeting has been changed to a Tenured Library Faculty meeting for review of the pre-tenure librarians.