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Library Department Head Meeting Essence Notes

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Library Department Heads

November 1, 2016

Essence Notes

Attending: Bede Mitchell, Fred Smith, Jessica Garner, David Lowder, Debra Skinner, Alva Britt.

Deans Council Report:

- Bede reported on a lengthy, non-agenda item, presentation by Chris Geyerman, NAACP Representative, in response to concern voiced over the athletic program's culture of compliance.
- Russell Thackston gave a good presentation of the library's project to obtain feedback from academic departments regarding which resources currently licensed by Henderson Library should be the first to be dropped in the event that the Library's budget shortfall cannot be covered through year-end funds. The Library Committee will be meeting on Wednesday, November 2, to follow up on the presentation, develop directions to accompany the spreadsheets that will go out to the departments, and to decide how to distribute the materials. Liaisons should be familiar with all materials regarding this project and be prepared if contacted by their departments.
- Enrollment figures announced: 20,674 FTE, 215 higher than Fall 2015; credit hours increased 2.5%.
- Curtis Ricker, Dean of CLASS, reported that the Education and Core Curriculum Committee received only 61 of 73 reports from departments about core curriculum classes taught, and that if courses have not been taught in several years they should not be listed in the catalog.
- The University's Fall 2016 Commencement ceremony for graduate and undergraduate students is being moved from Hanner Fieldhouse to Allen E. Paulson Stadium. In case of rain, the ceremonies will go back to Hanner and students will have four guest tickets that will be distributed prior to graduation. Two graduation speakers had already been secured so one will speak at the December graduation and one at the May graduation. At this date, the library has not been asked to supply volunteers for graduation.
- There is a new policy in effect regarding minors on campus which will involve children attending camps, childcare, etc.
- The next Deans Council meeting will cover the subject of security camera access and the individuals who have access. Bede will follow up on this item as to the library's security cameras, both the new ones monitored by public safety and the old system still operated by our systems department. He will also check into the possibility of adding a dedicated terminal at the Access Services desk that is constantly running.

Logging Public Service Transactions:

Fred reported that Access Services has started a manual system for recording transactions. He also plans to work with David on gathering feedback collection electronically. Bede suggested doing a pilot session after graduation during December break or when we return from break as a testing session and then implementing a program in January when the students return. Fred will work with David on the suggestion.

Customer Service Standards:

Bede reported that he has been working on a new draft of standards that would provide training we would introduce to new employees during orientation and one that could also serve as a basis for developing rubrics on how to assess our public service effectiveness. Once complete the document will be shared with everyone in the library.

Department Reports:

Collection and Resources Services:

Special Collections Librarian, Billy Glasco, began work today.

Staff replacement for Deb Emley's position has been sent to Human Resources for approval.

Old and New Business:

A discussion took place on issues regarding the new ADP time punching system and how to handle correcting the employees' timesheets. Issues involve not punching in or out, punching in early or punching out late, editing wrong punches, etc. The administration followed up with the Human Resources department regarding several questions brought out in the discussion. (The responses received to date have been included.)

Question: If a staff person works past their scheduled assigned hours without requesting permission to do so, can we edit his punch out time to the time he should have punched out without any repercussions?

Answer: No, you should not edit their punches. If they worked this time, we must compensate (compensatory time) them. You should counsel the employee, and advise them that permission must be obtained before working over. You could also allow them to come in late or leave early within the 40 hour week so not to go over 40 hours.

Question: If a person decides they want to work beyond their assigned work schedule although their supervisor said no, are we obligated to honor the overtime and pay?

Answer: We must honor the overtime if the employee has actually worked the time. The employee would need to be counseled and this would begin disciplinary actions.

Question: If a non-exempt person comes into work to finish up something and is not clocked in and has an accident while here; falls, cuts his hand, etc., will he/she be covered by workers comp?

Question: What about exempt employees that may come back to work later, or on the weekend, etc., would they be covered by workers comp?

Due to the early payroll cutoff involved with the November 11, Veteran's Day Holiday, staff hours for Friday, November 4 will need to be estimated and entered by supervisors on Thursday, November 3. Department heads will meet on Thursday, November 3 at 9:00 am to estimate staff hours.

Announcements:

Retirement Receptions: Jocelyn Poole, November 22nd, 3 - 5 pm, Room 1300
 Bob Fernekes, December 8th, 3 - 5 pm, Room 1300

Future Department Heads meetings. Bede asked that department heads consider whether, after spring break, if they want to continue holding department heads meetings on Tuesdays following Deans Council or possible move to 1:00 pm on the same day.