

11-30-2016

# Library Department Head Meeting Essence Notes

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## Recommended Citation

Britt, Alva, "Library Department Head Meeting Essence Notes" (2016). *GS Libraries Department Heads Meetings Essence Notes*. 42.  
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**Library Department Heads  
November 30, 2016  
Essence Notes**

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

***Deans Council Report:***

- Provost reported enrollment numbers down slightly from last year.
- Report of faculty searches currently underway.
- QEP discussion regarding appointment of a sub-committee that will look for opportunities that will build on QEP learning opportunities outside the classroom. Some ideas mentioned that might be considered is appointing a group that will develop a campus-wide standard for email communications such as the do's and don'ts of professional email communication. Deans were asked to consider any activities they currently have that might have a place in developing such a culture that students will carry with them upon leaving the university. Department heads were asked to forward any suggestions to Bede.
- Discussion of the revised surveillance and monitoring policy. Administration will have to submit the names of individuals and the reason why the individual should have authority to view recorded camera footage.
- Due to concern on the usage of p-cards, a proposal is pending that no campus will have more than 100 p-cards.

***FY18 and FY17 Funding Requests:***

The Provost has made a request for funding needs for FY 18 and year-end requests for FY17. Although we had previously submitted FY18 requests, Bede asked department heads to review the needs they previously submitted and advise him of any new requests. FY17 year-end funds is for one time purchases only. Requests are to be submitted to Bede by **Monday, December 12.**

***December 9 Commencement Volunteers:***

Department Heads that can spare staff may allow them to volunteer for commencement if they desire. Bede reviewed a draft of the library's current Graduation and Honors Day Rotation Schedule. He announced that with December graduation being held in the football stadium, the call for faculty to march is voluntary. He will adjust the rotation schedule at such time when a required number is issued for the Honors Day, graduate, undergraduate ceremonies.

***Fair Labor Standards Act:***

Bede reported that in response to the stay proclaimed by a federal judge on the Fair Labor Standards Act overtime exemption ruling, Rob Whitaker, Vice President of Business and Finance, has indicated that GSU will do continue to follow the university's current policy threshold established December 1, 2016 of \$913 per week or \$47476 annually. He added that once we change over to the new PeopleSoft payroll system all employees will go to a bi-weekly payroll.

***December 13 Assessment Team Meeting: Institutional Effectiveness Plan:***

The main focus of the meeting is to review our FY17 plan at this halfway point, asking the questions, are we are on target, what has not been accomplished, etc. He asked that everyone review the assessment plan and be prepared to discuss their progress to date.

***Consolidation:***

Following discussion of the rumors circulating regarding consolidation with Armstrong State, it was decided that the issue will be brought up at the next faculty meeting and staff meeting in order to calm any fears regarding such rumor. At present no information is available on such a move.

***Alma Update:***

David and Debra gave updates regarding the new Alma system and how it is progressing. Alma has been presenting webex sessions every other week and training sessions will be held in Athens in February. The work team has tested data and is now getting into practicing workflow procedures. The ISD department will now come into the training with Primo. Gil Express is not yet active. Links have been placed on the webpage to the training modules. Workflow will be done in dual systems during the expected two week transition period. "What's New" updates will be sent out on Zach-L as Alma constantly updates the system on a regular basis. A library-wide update of Alma will also be considered, along with videos that will be available for viewing. David and Debra will give an Alma update at the next staff meeting to be held **Tuesday, December 6, 3:00 pm.**

***Spring Meeting Dates:***

Beginning in January, department heads meetings will be held at 1:00 pm on the Wednesday following the monthly Dean's Council meeting.

***Department Reports:*****Access Services:**

The department has received 18 new laptops for student checkout provided with Student Tech Fees.

**Collection and Resource Services:**

- New staff member, Vanessa Cunningham began on December 21. Vanessa fills the position vacated by Deb Emley.
- Ashley Lowery has taken a new position at East Tennessee State University. Her last day will be January 6.
- Workspaces are being relocated. Digital Commons will be back in the Collection and Resource Department workspace and will be supervised by Jeff Mortimore. Gifts will relocate to room 2220D, where Digital Commons had been.

**Administration:**

Clement expressed his thanks for the ACRL data submissions. He is in the process of reviewing the data and will be following up with departments on their submissions.

***Old & New Business:***

A new employee orientation for Billy Glasco and Vanessa Cunningham will be held on Wednesday, **December 7, 1 - 2 pm.** Department heads participation will be during the first portion of the orientation.

***Announcements:***

**Head of Information Services Department:** A revised ad will be placed in early January with a proposed February 10 screening date.

December 21 Fire Drill and Fire Extinguisher Training, 9:30 am: The drill will be an official drill to include all persons in the library. On December 20 notices of the drill will be placed in the entrances and in the library Newsbox. Later that morning the Fire Marshall will conduct a demonstration of fire extinguishers. The Panic Button will also be tested on that day and should be followed up with periodic testing. Administration will notify Public Safety and set a designated time.