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Library Department Head Meeting Essence Notes

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Library Department Heads
Essence Notes
February 8, 2017

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

Deans Council Report: Consolidation Information from President Hebert: Bede reported that the Consolidation Implementation Committee (CIC) was given their charge on February 1. President Hebert reported that the timeframe requires that most of the major decisions will need to be made by June 2017. Before June, several specific decisions points will need to be made by operational work groups. These work groups will submit their recommendations for consolidation to the CIC, which is authorized to rule on the recommendations. The Board of Regents, having made the decision to consolidate, will take no further action until the prospectus, which is due to SACS in September, has been approved. SACS will review the prospectus and vote on it at their December meeting. The Board of Regents will then have up to 30 days to approve the consolidation which will become effective at the completion of the vote, making Georgia Southern University legally consolidated in January. However, the budgets will not be completely centralized until the end of the FY18 fiscal year. There will also be an appeal for a special exemption from NCAA to allow us to maintain Armstrong's spring athletics program through Spring of 2018 so that seniors, especially scholarship seniors, that play spring sports will be allow to complete their season. Complete consolidation of budgets and academics should be complete by the target date of Fall 2018.

President Hebert, as chair of the CIC, will immediately settle the athletics issues and develop a new organizational structure. The mission statement will be drafted by President Hebert chairing an operational work group. The new organizational structure will be completed by President Hebert and presented to the chancellor for approval. President Hebert will also be responsible for naming the Savannah campus.

There will be 88 operational work groups (5 to 6 individuals) tasked with the responsibility for completing 275 tasks or decision points in order for a full prospectus to be prepared for SACS. Each work group will be co-chaired by individuals from both GSU and Armstrong. Bede stated that individuals from the library may be called upon to participate in one or more work teams. It is not clear at this time how the work teams will function; for instance, if there will be only one addressing library matters. The president and the CIC will make appointments to the work teams based on nominations and suggestions from deans, department chairs, etc. The works group will use a template for submitting their tasks recommendations to the CIC. The CIC will serve as a consensus approving body in cases where no consensus was reached by a work group.

Bede reported that any money saved through efficiencies will be redirected to other institutional priorities; no savings will be returned to the state. The provost search has been put on hold. The search committee will be reconfigured and the position description rewritten to reflect the new organizational structure and the new mission statement. A new ad will be published in September with the expectation of filling the position by the time consolidation is nearing completion. An acting provost has not been announced at this time.

The consolidation website will be the official location for communicating information regarding the consolidation process. President Hebert gave permission for faculty to start developing relationships with counterparts at the Savannah campus, provided it is understood that any conversations you have are primarily for the purpose of team building, etc. Official consolidation planning and decisions will only be made within the operational work groups. Bede stated that considering this, when the library has their virtual meeting with Lane Library on Friday, we won't have to restrict our discussion to Alma as originally planned. On Friday, if Lane has not received this update on the consolidation process he will share the information with them at that time.

Fred and Clement attended the Faculty Senate meeting which also gave an update on the consolidation process. Clement reported that the work group's recommendations will be sent to two outside consultants, one at Kennesaw State and one at the USG office, for review prior to being submitted to the CIC. Fred added that President Hebert stated that both Georgia Southern and Armstrong are not considered failing institutions and that they would not be losing any faculty due to consolidation.

Debra will follow up on the possibility of internet archiving to capture the status of the consolidation website. Bede will continue to report on the consolidation progress as it becomes available.

Provost Bartels announced that the system use of p-cards is to be drastically reduced beginning April 1, 2017. Georgia Southern will be allotted 33 p-cards by the Board of Regents, with 1 designated for the library. The p-card will be restricted to \$1,000 per unit price on purchases; items over \$1,000 will require two authorizations prior to purchase. Alva will be responsible for the library's p-card and will coordinate a meeting of those involved in the purchasing process to draft a list of questions regarding the new policy.

Friday Virtual meeting with Lane Library Personnel: Following the virtual meeting with Lane personnel on Friday, Bede will consider planning a trip for personnel to visit Lane and for them to visit us. He will also consider the possibility of inviting everyone from both libraries for the May 8th Library Day.

Agenda for Thursday Meeting with SGA Library Committee: Bede will share with the group the initiative given at the recent Open Educational Resource Symposium regarding low cost textbook alternatives in hope that the committee may want to take a lead role. Clement is checking into the possibility of additional standing computers for the Learning Commons.

Fred discussed a tentative proposal for a program that can handle students reserving study rooms. It was decided to shelve the proposal until he has the opportunity to view the program that Alma has. He will follow up with David on this matter.

Agenda for March 3 Management Retreat: Department Heads were asked to send to Bede by Friday (2/10/17) agenda topics for the supervisors to address, along with a list of those who are to attend.

Library Statistics Surveys: Clement reported that the ACRL survey is almost complete and will be submitted soon. He will put the final copy on the R-drive for review. Please notify him immediately if you see any discrepancies. He will now begin the IPEDS Survey.

Alma Update: David reported that the public search interface was so buggy they have had to go back to the "Classic" version instead of GIL-Find. After reviewing templates of letters made available for use in communicating the new integrated library system to campus and the community, it was decided that at this time we would only send out the essential information regarding summer reserves, etc., and in the fall make a big announcement regarding the new system, what a large undertaking it has been and the benefits of the new system. Information regarding the new system will be communicated via the liaisons newsletter and the library website. Faculty who usually request reserves during the summer will be contacted.

Department Reports:

Systems: David announced that the campus is installing "bitlockers" on hard drives which requires a 64 bit program, so Systems is in the process of upgrading those computers that need it. We will not have bitlockers installed on computers using Voyager until after we have complete the transition to Alma.

Information Services: Ruth reported that Monica Van Wagenen has been hired to fill the position vacated by Virginia Thomas. Monica will begin on Monday, February 13.

Announcements:

- Nikki Rech will be the coordinator for Affordable Learning Georgia
- Search Committee for the Head of Information Services has made the determination that they have a viable pool of applicants. Once they receive approval from Academic Affairs they will begin Skype interviews.
- Faculty Senate Library Committee will meet on Wednesday, February 15. The agenda will cover subscription reviews and consolidation matters.
- Clement discussed the need for more computers on the 3rd floor. A follow up will be done for any excess furniture that could be used and a request sent to IT Services regarding network connections.
- Bede announced that the university will have to repay over ten million dollars over a four year period for improper use of financial aid funds used for reimbursing students who took classes that were not eligible for financial aid reimbursement.
- Fred announced that a suggestion was made to include in the Library Services Survey the question of what students like about the library. The draft will be reviewed by the Assessment Committee.
- Self-evaluations are due to Bede by March 1.