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Library Department Head Meeting Essence Notes

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Library Department Heads

March 29, 2017

Essence Notes

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

Deans Council Report:

- Concern voiced that the University System's overall enrollment is running low. Monitoring will take place and efforts will be doubled to converting applications to actual enrollment. Bede added that a drop in enrollment will affect our FY19 budget, not FY18.
- Terri Flateby, Office of Institutional Effectiveness, discussed summer assessment institutes. These are designed for faculty to attend and do assessments related to student learning outcomes. It is unclear as to what is going to be required of Georgia Southern as far as QEP is concerned with consolidation. A SASCOC meeting will be held in May and more details will become available. Bede stated that we are far enough along in our fourth year, that unless there is some requirement to be met, we will continue what we are presently doing.
- Board of Regents states that we have too many course fees and they are too high. There will also be restrictions placed on what these fees can be used for. Some colleges will have to pay down balances they have been maintaining.
- Concern over E-tuition. Online courses are assessing different rates from traditional courses. The Board of Regents states that if they have established a rate that works for the E-core program that they manage then tuition costs for online courses shouldn't be higher. But if they are, then a good justification needs to document the cost or else they will have to be adjusted.
- Strong certainty that there will be a tuition increase for fall. Georgia Southern's will probably be 2%, other institutions may be different. Although there will be a 2% pool for merit increases, the State does not fully fund this pool and therefore, the tuition increase will cover the balance of salary increases.
- Consolidation: The deans (Bede not included), along with the provost, are an Operational Work Group (OWG) that has been meeting with their counterparts at Armstrong to develop plans for what colleges will exist in the academic affairs of the new Georgia Southern. Bede reviewed a handout of the colleges that the OWG had tentatively agreed upon. Their next step will be to decide what departments belong within each of these colleges, and then decide on which programs belong to each college. Bede stated that at the library's OWG meeting we should be looking at the big picture organizational structure of the library, combining our mission statements, and developing a set of strategic goals.

Merit Pay Increase Spreadsheet:

Bede stated that we should receive our 2% merit pool information around April 4. David reviewed a spreadsheet that each department head will use in calculating their employees increases. The maximum increase that can be given an employee is 4%. Bede discussed those employees who would not be eligible for an increase. Any concerns regarding an employee's increase should be directed to Bede. Deadline to submit your information to Bede: **(Bede has changed the deadline to noon on Wednesday, April 5th, as his deadline is April 6th).**

Emergency Procedures:

Bede reported on two sets of procedures; one for those individuals in Access Services that are responsible for the building and another more simplified plan for the other employees. He requested that department heads tweak their set of procedures for their particular departments.

FY 18 Budget Requests:

Bede stated that we should be receiving information on our FY18 budget in late May which will include a 2% increase in tuition. Any increase in our library budget should be known before July and would probably be directed toward collections. Department Heads were asked to work up their requests for supplies, travel and student assistance and submit to Bede prior to May 1st.

Announcements:

The SGA Library Committee will meet on Thursday, March 30 at 4 pm. Nikki Rech will be available to discuss Affordable Learning Georgia should the group be interested in promoting it.

The Search Committee for Head of Information Services has completed their campus interviews and will be making an offer for the position.