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Library Department Head Meeting Essence Notes

Paula J. Fowler

Georgia Southern University, pfowler@georgiasouthern.edu

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Notes

Library Department Heads Meeting August 16, 2017

Attendees:

Paula Fowler, Jessica Garner, Leslie Haas, Clement Lau, David Lowder, Dean Mitchell, Jeff Mortimore

Deans Council – Dean Mitchell

Enrollment: Concern about enrollment figures; will forward Registrar office report to Department Heads

One USG Connect: Replacement for ADP; phase-in beginning December 2017; formal training in late Fall; HR is providing update at next Deans Council

Fall 2017 Commencement: Will be held in football stadium on December 8, 2017; will be looking at faculty rotation plan participants and possible need for staff volunteers

Media Inquiries: The President has directed that all media interview requests be referred to Marketing Communications – No Exceptions

Consolidation: Dr. Curtis, interim Provost of ASU met with Dr. Cone regarding organizational charts/location of colleges; on August 28, 2017 remaining uncontested vacancies should be posted (ensure vacancies are loaded into PeopleAdmin)

Travel Policy: Policy will remain unchanged; travel to ASU should be through use of university vehicle or personal vehicle/claim mileage

Change Management Workshops: Greg Wurth in HR will be conducting “Leading During Change” for supervisors and “Thriving During Change” for all employees; considering holding workshop for Library personnel

Emergency Contact List – Dean Mitchell

All reviewed revised emergency contact list for the Library: Add Mon-Fri next to 8:00am-5:00pm list; add call in order until reach someone next to the Department Heads; change department heads order to Jessica Garner, Leslie Haas, David Lowder, and Debra Skinner; add Mon-Fri and weekends to the 5:00pm-8:00am listing; change Health Emergencies to Life Threatening Emergencies for calling 911 and Paula Fowler to check with Public Safety to see if they should be called first in these situations

All reviewed the Staff and Faculty Information Listing – issues/suggestions: add the name the person goes by and department name; the emergency contact should show the relationship to the employee; each department should have their own listings/share with other departments as necessary

Merit Pay Increases Decisions – Dean Mitchell

This was deferred to the next meeting to include Debra Skinner

Makerspace – Leslie Haas

Would like to implement 1st phase; will send notes from previous meeting to Department Heads; will be further discussed in Department Heads Meeting scheduled for 10:00am, August 23, 2017; Dean Mitchell

reported that the Friends of the Henderson Library have an amount of money they would like considered for establishment of a Makerspace (to include a marker indicating their contribution)

Department Reports

ISD - September Visit from Fifth Graders (Leslie Haas): Visit to Henderson Library on September 26, 2017, 2:00pm; will have stations with volunteers from departments; Dean Mitchell suggested photo with eagle

Institutional Effectiveness (Clement Lau): Plan has been submitted; reviewers will respond by the end of the month; will distribute to all

Elevator Directories (Clement Lau): Reviewed floor directories to be placed in the elevators

Announcements

Work Schedules for Admin Office (Dean Mitchell): Paula Fowler will work Mon-Fri, 8:00am-5:00pm; Dora Dupont will work Mon-Thurs beginning Monday, August 21, 2017, 6:30am-5:00pm

AED Units (Clement Lau) – New AED units have been installed in the Library; Kyle Herman will update the floor plan to include locations of the AED units and fire extinguishers; (Dean Mitchell) will send out the link on ZACH-L for a video on the Health Services site