

7-5-2018

GS Libraries Department Heads Meeting Essence Notes

Lizette Cruz

Georgia Southern University, lcruz@georgiasouthern.edu

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/lib-dept-minutes>

Recommended Citation

Cruz, Lizette, "GS Libraries Department Heads Meeting Essence Notes" (2018). *GS Libraries Department Heads Meetings Essence Notes*. 60.

<https://digitalcommons.georgiasouthern.edu/lib-dept-minutes/60>

This essence notes (open access) is brought to you for free and open access by the Library Department Heads Meetings at Digital Commons@Georgia Southern. It has been accepted for inclusion in GS Libraries Department Heads Meetings Essence Notes by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

GS Libraries Department Heads Meeting

July 5, 2018

Essence Notes

Attending:

Henderson Library: Bede Mitchell, Clement Lau, Debra Skinner, David Lowder, Ruth Baker (sitting in for Leslie Haas), Jessica Gardner, Lizette Cruz.

Lane Library: Doug Frazier, Beth Burnett, Judith Garrison, Ann Fuller, Aimee Reist

Deans Council Report:

- Applications for students have gone up quite a bit, however they are still behind goals. This is due to a reduction in transfer students. All campuses are experiencing this reduction.
- Academic Affairs are still reviewing all the requests from the colleges for recruiting for vacant faculty positions. GS libraries has three positions they have requested. It is believed these requests will be granted since those positions are fully funded. We can recruit as soon as possible since GS Libraries faculty work during the summer as opposed to other departments which are not fully staffed until after the beginning of fall classes. As such we should be hearing from the Provost office fairly soon.
- The question about contracts was not addressed. They will be trying for the same time as last year, mid to late July. Still uncertain due to consolidation.
- The Academic Affairs Annual Deans, Directors, & Dept. Chairs Meeting will be held Thursday, August 9th from 8 AM until noon. Meeting consists of introductions of any new department heads that the deans have hired, a working agenda presented by the Provost, presentations from vice presidential divisions of pertinent information for the new academic year, and the provost presents strategic themes for the incoming academic year. It is unknown at present who will be attending this meeting from the GS Libraries. Bede will be asking that all GS Libraries department heads be allowed to participate. Also unknown is if the meeting will be streamed to Armstrong Campus or if Armstrong Campus faculty will need to come to the Statesboro Campus.
- The new provost, Dr. Carl Reiber, stated that he has a deadline for sharing all strategic goals from all the colleges with the acting President, Shelley C. Nickel, before September 3rd. Bede discussed with Dr. Reiber the possibility of having a meeting with the GS libraries faculty to discuss the strategic goals and planning for the GS Libraries. Dr. Reiber loved the idea. Dr. Reiber suggested July 25th since he has a meeting with Bede on that date. If they have the meeting on July 25th then that means that all plans would need to be in to Bede or Lizette before then in order to draft a plan to present. Bede opened up the suggestion to everyone. Henderson Library Dept. Heads agreed that while some of them will be out, they could have a draft done by then. Doug will not be able to draft goals since he is out tomorrow until July 21st. Some Dept. Heads at Lane Library will not be able to attend and they feel that as it is their first time they need more time to draft their goals. Bede will then book a time in time in August that works for Dr. Reiber.

- Next Deans council is scheduled for July 24th at Armstrong Campus. Bede will book some facetime with Lane Library faculty before then. Bede will also be at the Armstrong Campus on Thursday, July 19th. Interim President Nickel has decided to host a Deans luncheon at Armstrong campus on July 19th in order to get to know the Deans. Bede is willing to meet with any Lane Library Department heads on that day that would like to go over strategic goals.

Fire Watch Regulations:

The GS Libraries have received a new set of Fire Watch regulations from the fire marshal. The fire alarm system in Henderson library did fail a few weeks ago. The Henderson library was without an alarm system for a day or so. At the time the fire watch procedures were not known as the GS libraries had not received notification that there were established fire watch procedures. These procedures are labor intensive. Any questions or concerns can be shared with Clement as he has been working with the fire marshal. Clement has noted that while the fire alarm is working at the present time there is a communication issue between the fire alarm panel and the Facilities department. This is causing the fire alarm to beep continually several times a day. However the fire alarm is working according to Facilities. Clement then demonstrated the new equipment that has arrived for fire watch emergencies. We have received six lighted wands and six reflective arm bands to direct traffic during an emergency. According to the fire watch procedures every floor is supposed to have a floor coordinator. However this will be an issue outside regular office hours. Suggestions were solicited for where these items could be stored for easy retrieval in an emergency. Jessica and Clement suggested near the ARC in the emergency supply cabinet would be the best place to store these items.

Budget Update:

No update available yet. Bede spoke to Virginia Samiratedu about the questions Doug had about the Lane Library Learning Commons assistants in regards to the 19hr work week. The employment status that they were under last fiscal year no longer exists. The status in which they are now in, however, has had issues in the past in regards to pay when the employee did not work a full 19hrs. This issue was not fully resolved previously. Jessica believes this issue mostly affects retiree part times. Lane Library needs to have these assistants work flexible hours, sometimes needing them, for example, to work 21 hours one week and 17 hours the next. Virginia was not able to provide an answer to this question. Human resources will need to be contacted in order to try and obtain an answer.

Institutional Effectiveness Report

The report is due in less than two weeks. Clement will be sharing all the information with Lane Library. There will be one single plan next year for both GS Libraries.

Old and New Business:

Bede would like the department heads of Henderson Library to let him know of any new hires that have not gone through the new staff orientations. Bede shared with Lane Library the process of new staff hires' two-part orientation. First all hires are introduced to the library departments heads and given an over view of each department's function. Then the new hires meet with Bede to go over library wide policies and procedures. He also reviews the list serves, and Georgia Southern University's policies and procedures.

Announcements:

Debra Skinner and Jeff Mortimore will be out on vacation at the same time. The E-team will still be available for questions.

Meeting was adjourned at 4:16 PM.