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# GS Libraries Department Heads Meeting Essence Notes

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## GS Libraries Department Heads Meeting

July 26, 2018

Essence Notes

Attending:

Henderson Library: Bede Mitchell, Clement Lau, Jeff Mortimore, David Lowder, Leslie Haas, Jessica Gardner, Lizette Cruz.

Lane Library: Doug Frazier, Judith Garrison, Ann Fuller, Aimee Reist, Kristi Smith.

### ***Deans Council Report:***

- The Dean's Council report dealt with faculty position issues and the FY19 budget. GS Libraries has two vacant faculty positions in C&RS and Research services, respectively, which have not yet received approval from the Provost in order to start the recruitment process. A third faculty position of the Interlibrary Loan Librarian is already in process and not part of the present issue. When the proposal for these positions was made to the Provost office the requirements asked were to indicate a source of funding, level of priority, and justification for the positions. At the time the Provost was optimistic that he would be able to shortly begin to approve some of the deans' requests. However President Nickel has now instituted a formal process in which all positions on campus are going to need to be justified formally before they can be filled. As a result Provost Reiber has informed the deans that he will be returning the spreadsheets back to them to review the justifications already provided as the audience for these reviews are no longer the Provost but instead the President's Cabinet. With that in mind the justifications will need to be rewritten in order to link them to the strategic goals that have been developed. This extra step will also apply for any staff positions that will need to be filled in the future as well. So even though Dean Mitchell approves it, the hiring process cannot begin until it is also approved by President Nickel's Cabinet. Leslie Haas asked about turnaround time. Bede stated that Provost Reiber did not indicate how long it would take. Those hires that are already in process in PeopleAdmin should not be affected by this change. It is possible that this might only affect faculty positions in the long run. Once Bede receives the spreadsheet back from the Provost he will be able to provide more accurate information on the process. This will also affect the new positions planned for Lane Library's Learning Commons. Ann Fuller asked if this will also apply to part-time positions. Bede did not ask the Provost but believes it would be wise to just prepare as if it will apply to all positions.
- Jessica Garner asked how long President Nickel would be interim president. President Nickel hosted a lunch for the Deans Council week previous and stated that she expected the Chancellor in the next few weeks to begin reaching out to various constituencies and soliciting nominations for people to serve on the search committee. The first meeting of the search committee probably will not be until after the beginning of classes. Jessica also inquired about the search status if it was to be open or closed. The decision for an open or closed search is a university decision not a chancellor decision. President Nickel and the Chancellor however have made it clear that they recommend a closed search as opposed to an open search because in a closed

search it is possible to receive a larger, better qualified pool of candidates, whom do not wish to let it be known they are applying while a decision is being made. It will be up to the search committee to make a recommendation as to which way to go and let faculty decide. A search firm might be used.

- Promotion and Tenure Criteria. There have been some concerns in how the various Academic units will transition into the new criteria of tenure and promotion at Georgia Southern since the consolidation. Armstrong's tenure and promotion criteria did not require the same level of research as Georgia Southern's. The decision was that in the coming year all promotion and tenure decision would be based upon whatever criteria those individual faculty members were hired under. After this year, applications for promotion would be under the new standards. This doesn't really affect the GS Libraries as Lane Library did not have tenure track faculty, and the one faculty member at Lane who choose tenure track, Vivian Bynoe, will start with present criteria.
- Dr. Reiber's FY19 budget concerns: A substantial amount of money is being lost with the discontinuation of the e-tuition. As a result the combined GS Libraries budget is less than what it would have been if the two FY18 budgets had simply added together. In previous years Henderson Library was allocated \$80,000 from undergraduate student e-tuition and \$400,000 from graduate e-tuition. Those \$480,000 dollars are gone. To compensate for this loss Academic affairs has allocated about \$363,000, but this is still a net loss of around \$127,000. All of the academic colleges have losses across the board due to the e-tuition cancellation in addition to other losses cause by additional cuts to student tuition for which the Provost does not have a way of compensating them. While the GS Libraries have been affected by the e-tuition loss they have not been affected by the additional cuts that the academic colleges are experiencing. In addition there are no new dollars for the new College of Behavioral and Social Sciences. Throughout the consolidation process it was expected and/or anticipated that the new college was going to be funded by internal reallocations from savings that were being realized elsewhere in the consolidation process. This did not turn out. As a result the College of Behavioral and Social Science just has a budget for salaries and not much else. The Provost must now try to find money to fund that college. So while the GS Libraries might be able to show valid reasons for an increase in budget money it is unlikely that the increase asked for will be granted. In spite of these concerns Dr. Reiber continues to be optimistic.
- The Provost would like to begin establishing new traditions. He is appointing a task force in fall of 2019 to work on this. He is thinking about having an event this semester on each campus, "Pizza with the Provost," with a tentative date for Armstrong Campus being Friday, August 10<sup>th</sup>, and the Statesboro Campus, Sunday, August 12<sup>th</sup>, to tie in with the program of Conversations with the Professors. If faculty are invited to attend Bede will let everyone know as it is a great opportunity to meet new students. Leslie suggested that this would be a great time to place some inexpensive advertisement at the libraries' entrances to invite students to check the libraries out such as balloons, or a banner which could stay out during the start of school.

- Clement asked if during Deans Council there was any discussion about enrollment. There was no discussion about enrollment because the deans are now receiving a daily update from Interim Vice President Amy Ballagh. As of yesterday's report Georgia Southern is over 90% towards the enrollment goals for the Statesboro Campus and in the mid 80's for Armstrong campus. Although the goals might not be met, it is hoped to be close enough as to not create concerns when the Board of Regents allocates funding next year. But Clement noted that this could have a big impact on the budget and employment procedures.
- FY19 budget for GS Libraries: A new department has been established called Lane Library in which various lines for Lane Library have been populated with dollars. Bede and Doug have met to discuss distribution of those dollars. Some of those dollars will be drawn upon to pay for the consolidated single invoices for things like OCLC and ALMA, etc. There is a line for book purchases. While Lane Library will be purchasing physical books for Lane, this account will not be used to purchase e-books, those will come out of the main budget, and as such it is possible some of these dollars will be redistributed elsewhere. Also included are professional development and travel allocations for Lane Library faculty. Even with the two budgets having been combined there is still a \$127,000 hit in addition to the enormous deficit already in the budget in regards to databases and periodical subscriptions, etc. When Debra gets back Bede will meet with her to see how far they were able to get with the end of year funding that was provided this year, and determine how tight the next year might be. Because of the state of the campus wide budget Bede does not believe we can continue to rely on year end funding and actions need to be taken to invite faculty input as to what commitments can be reduced or eliminated.
- Clement asked if there was any information about the student tech since this is another source of funding. David Lowder stated that they never know when the next call for applications to student tech will be until right before the deadline. Bede stated that lately the call to submit applications for new purchases has been later and later in the fall semester. It is safe to assume that the ongoing commitments for paper and cartridges for the learning commons will continue. This however does not address the possible using of student tech fee dollars for Lane Library to hire students for the learning commons. This needs to be followed up with Ron Stalnaker.
- On August 15<sup>th</sup> GS Libraries will be having a faculty meeting with Dr. Reiber. For this meeting the GS Libraries' strategic goals will be presented. Bede's goal is to have a discussion of proposed strategic goals in the August 6<sup>th</sup> faculty meeting. Based on that discussion and the annual reports that the departments will be submitting by August 10<sup>th</sup> he will try to have a draft strategic goals and of the annual report for the GS Libraries to give to Dr. Reiber prior to the August 15<sup>th</sup> meeting.
- Clement wished to remind everyone in their strategic goals to not forget the assessment component. The Institutional Effectiveness Office will be asking for that information later on. The strategic plan needs to include how progress towards specific objectives are going to be measured. If they are not measurable then they are not strategic goals. The new direction is that everything will be put forth in one report.

## ***Department Announcements***

Leslie Haas: Research services wants to let everyone know that the Academic Success Center will now be in charge of room 1300 and 1302. They will need to follow through with the provost to remove these rooms from 25Live. Let staff know that these rooms are no longer available and students cannot use them. Kathy Cooper will need to be notified that there might be some push back on the rooms not being available. Jessica asked how the green space is going to work. Bede stated that the ASC will be having some consultations desks in that area. Some furniture will have to be removed from that area. Room 1308 will still be under the oversight of Henderson Library. The computers in that room will stay.

Nikki and Lauren are working on a program for the 200<sup>th</sup> anniversary of the publication of Frankenstein by Mary Shelley. They are planning some activities in coordination with Lane Library. One of the ideas is to possibly give a showing of the movie "Young Frankenstein." Before confirming this idea they want to make sure that people will show up.

Over 40 applications have been submitted for the position previously occupied by Monica in government documents. Lori will be reviewing those once it closes Friday. A new librarian starts next Wednesday, Autumn Johnson. She will be part of Research Services and is the Special Collections Librarian. Leslie will be setting up one on one meetings with Autumn Johnson and each department, given the scope of her duties.

Jessica Garner: Access Services is in the process of filling the vacant interlibrary loan position. They have narrowed it down and are ready to begin Skype interviews. Because faculty and staff are still taking vacations, they have been trying to get schedules worked out for those interviews. Ann Fuller is assisting on that committee as well.

Ann Fuller: They have been able to work out a lot of the issues they were having with the ILLIAD share server. There are still some issues but most have been resolved. Ann did have a question on ILL Rapid, is the training budgeted for? Jessica believes that the training is included in the service and could be done anytime. They simply need to schedule a time to take it. She will send an email to start the process for Lane Library. Another question was loading into the Rapid system, would that include just e-journals or does it include e-books as well. David stated that it just includes e-journals. Doug asked since this is now combined is this job already completed? David affirmed so. Courier service is also going well across campuses. Next day service however cannot be guaranteed to always arrive next day because of various universities conflicting libraries schedules and such. This is something to make sure that patrons are aware of.

Jessica Garner: The fulfillment committee is in the process of setting up a pilot study to determine the best way to track packages because this is part of the new staff courier agreement. The tentative new schedule of when they are going to be at each campus is now available. It is now possible to login into Zach-Courier and track to see where the courier has gone, dropped off books and where they going next throughout the day. The goal is that they

start on the Savannah side and work their way towards Macon, with multiple stops at the warehouse but only one stop at each of the libraries. This should help with the next day deliveries. The tentative schedule is Lane at 8AM and Henderson at 10:30Am. Right now they are concentrating with Zach-Courier on the time table and the best way to track packages without undue burden on staff. Zach-Courier can do it many different ways. The committee just has to decide and then implement it at both libraries.

***Annual Reports:***

Clement would like to remind everyone about the annual reports, especially the data component. This data will be used to report to ACRL and IPEC. Those numbers will also be used for any upcoming academic programs and accreditation reports as well. He is not sure what Institutional Research Offices have decided in terms of reporting the data to IPEDS. The last he heard from Holly was that the data for the two libraries was going to be separate for this upcoming survey because for 2018 the libraries were not fully consolidated. For 2019 it will be combined. If there are any questions about generating or presenting data it is best to look at the ACRL definitions in most cases. The data that will be placed in the annual statics on the website will be using the ACRL data as a foundation. This will reduce confusion and streamline what is presented to the public.

***Old and New Business:***

Henderson and Lane Library hours for fall semester should be determined soon. Once they are finalized Bede would like the libraries to forward that information to the administrative office so that if someone calls the office the staff has the hours available of both libraries depending on the caller's need.

Bede would like to have eProcurement shoppers from each department have a meeting with Lizette at some point before long into this fiscal year. Lane Library at this point does not have anyone trained in eProcurement. They were making almost all their purchases on the p-card or through a check request. Bede would like to arrange for one or more people at Lane library to get the eProcurement training so that Lane Library can order supplies once the information from eProcurement arrives stating that they are accepting applications for new authorizations for eProcurement.

Doug states that Amazon has brokered a deal with DOAS and the libraries can now be an institutional customer. It will be part of eProcurement which will allow for less expensive books and faster turnaround.

***Henderson Library Business:***

August 6 is when ACS hopes to be able to arrange the space outside of 1300. It is uncertain how quickly ETS will be able to move the furniture out of 1302 because CTS still has teaching commitments up to Wednesday August 1. Systems will go in on August 2 and begin disconnecting laptops and cables. The tables however are hardwired into the walls and will

need to be disconnected by electricians from ETS. Until all of these disconnections are made they will not be able to move the tables out. This afternoon ETS is coming to meet with Clement and David to see what needs to be done to get this accomplished. A final decision will need to be made about where to move the tables. They will probably need to stay on the 1<sup>st</sup> floor because they are too heavy and large to move to another floor. We will need help to decide where to move a lot of the soft furniture, especially all of the furniture on casters, out of the green space in front of room 1300. Some of the tables will stay along with a few pieces of soft furniture right at the entrance. Bede suggests not leaving any of the ping pong tables. Jessica suggested that everyone meet down there and decide together where the furniture should go and maybe also put in a ticket to ETS to move tables. Since Clement is in charge of the facility he asked to also attend the meeting. Clement suggested they discuss all the other issues needing to be sorted through in regards to the facility before classes start such as furniture repair and carpet cleaning. It was decided for Bede, Clement, Leslie, Jessica, Jeff and David to meet together on Monday, July 30<sup>th</sup> at 3pm, down in the space in front of 1300 to discuss all of these issues.

Meeting was adjourned at 11:24 AM.