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# GS Libraries Faculty Meeting Essence Notes

Lizette Cruz

*University Libraries, Georgia Southern University, [lcruz@georgiasouthern.edu](mailto:lcruz@georgiasouthern.edu)*

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## **GS Libraries Faculty Meeting**

**October 8, 2018**

### **Essence Notes**

#### **Attending:**

**Faculty Henderson Library:** Bede Mitchell, Leslie Haas, David Lowder, Jeff Mortimore, Debra Skinner, Ruth Baker, LiLi Li, Jessica Garner, Nikki Rech, Lisa Smith, Lori Gwinnett, Jessica Minihan, Kay Coates, Autumn Johnson, Tony Ard, Rebecca Hunnicutt, Lizette Cruz.

**Faculty Lane Library:** Douglas Frazier, Beth Burnett, Ann Fuller, Melissa Jackson, Caroline Hopkinson, Vivian Bynoe, Aimee Reist, Lauren McMillan, Kristi Smith.

#### **Consent Agenda**

Bede began the meeting by going over the Consent Agenda, which had been distributed to faculty earlier via email. The one item for review and approval on the Consent Agenda was the removal of the RefWorks Asset from the A-Z Database List (Collections & Online Resources Work Team). Nikki asked where RefWorks could be found if it was removed from the A-Z Database List. Jeff demonstrated where they are planning to put the link. He pulled up the database list page, pointed out the area above the New York Times Link and under New/Trial Databases. He would create a space there that would have the icons for different citation management tools, EndNote, Mendeley, RefWorks, Zotero, etc, which would click to a web guide. He would need to get together with Leslie and Judith and figure out the plan for that. Leslie likes that idea because that way it would appear on every page as opposed to just under "r" for Refworks. Jeff also noted that site visitors would see it in the context of all databases. They would be able to see that it is not a database but rather a tool that they can use with all databases. That would resolve the question of where you can find them on the database list. As for finding it through the home page or a submenu that is a decision that Jeff believes needs to be addressed by RSD and INR. There needs to be representation on the FAQ but this move is to just immediately address the issue of visibility on the A-Z Database List. Leslie asked when the move would take place. Jeff noted that a plan will be in place to mediate the move but there is no date as of yet.

Since there were no more comments or questions the item on the Consent Agenda was approved.

#### **Business Agenda**

##### **Subscription Review**

Jessica Minihan proceeded to give the statistics of each subscription up for review.

The subscriptions up for review were:

1. IOP Science (EBSCO)
2. CREDO Reference/ Academic
3. CQ Researcher
4. Educational Research Abstracts Online
5. Emerald Engineering (EBSCO)
6. Emerald Management (EBSCO)
7. Oxford Music Online/ Grove Dictionary of Music
8. Kanopy

After Jessica's presentation all faculty members present were given the opportunity to fill out their ballots. Ballots are to be handed in to Debra Skinner.

### **Staff Hiring**

Bede gave an announcement from Dean's Council on staff hiring. In addition to the requirement that all vacant staff positions must be submitted with a justification and approved by the President's Council before they can be filled; a hiring freeze of 60 to 90 days on all staff vacancies has been instituted as well. Before consolidation there was a routine 60 day hiring freeze on staff vacancies in order to build up salaries saving for redistribution later in the fiscal year. It was temporarily suspended during consolidation.

The Provost did not provide details on the hiring freeze. Previously the 60 days count was from the day the position went vacant until the day the new hire started. You were allowed to recruit and have a person ready to start on the 60<sup>th</sup> day. This day count was not addressed in the announcement. There is also no guarantee that even after the 90 days you will be allowed to fill the position. The President's Cabinet is still choosing what staff vacancies can and cannot be filled. We are still short two full time staff positions in Access Services in Henderson Library, and have yet to be given permission to fill the newly funded, newly classified full time position in the Learning Commons at Lane Library. There is also now a vacant part time position in the Learning Commons that we have not been given permission to fill. Bede thanked all the staff and faculty members who have agreed to temporarily change their work schedules and make other sacrifices in order to keep operations going. He cannot give any indications of how soon any of these positions might be approved. For example, the newly funded full time position for the Learning Commons had been previously approved, but something happened in the process. Now it has to be presented to the President's cabinet again and reapproved.

The question was asked how the President's Council prioritizes which positions need to be approved or is it a first come first serve kind of process. Bede stated that a justification for filling the position must be written, describing the ramifications if the position is not filled, and explaining why other people in the same department could not fill in. Then the question was

asked what are the odds of this spilling into faculty positions were. Bede thinks that this would be unlikely. The Provost is the one who makes the decision as to which faculty positions can be filled.

### **Budget Update**

The provost has made it clear that there will not be enough year end funds to make a difference this fiscal year. Plans need to be put into place to prioritize commitments and decide which commitments will continue, which will be scaled back and which will have to be dropped. The Libraries will have to provide access to the dropped resources either through interlibrary loan processes or some kind of per transaction model. The largest loss will be experienced at the end of December of 2019. Our prepayments should carry us through this fiscal year.

Bede will be talking with the provost on how he wishes this process to be managed. We will need to have the collaboration of the university faculty in the decisions of what commitments to drop, reduce and keep, or it will cause serious repercussions. It will be a difficult painful process, but we need to provide the opportunity for people to be heard and we will need to provide justifications for what we will be dropping and what we will be keeping. The question is how do we do it and when. We cannot proceed before the provost's and the president's offices inform the general campus that these types of budget cuts are coming. For now it is not yet necessary nor wise to inform faculty colleagues of these impending changes until the administration makes the first move.

### **Other Updates:**

There is no update yet on the recruitment of a next dean of GS libraries. The ad for the recruitment of the next university president has been posted.

### **Department Reports**

**Jessica Garner:** Access Services will begin the interviews for the Assistant Department Head for Access Services starting this Friday, Oct. 12<sup>th</sup>. Jessica will confirm the agenda with the committee and then she will share it along with their c.v. There will be two more interviews next week, on Wednesday, Oct. 17<sup>th</sup> and Friday, Oct. 19<sup>th</sup>. She will be sending out all the information so everyone could meet with the candidates and come to their presentations.

There were no other departmental reports.

### **Faculty Senate & Other Campus Committee Reports**

Jessica wanted to let everyone know that the Faculty Welfare Committee members are having a discussion on faculty parking. Armstrong has not had to pay for parking in the past and will now have to pay. A group is trying to rally for free parking for all university staff and faculty. Jessica stated it's been fun to follow the conversation but she doubts that they will win the argument.

Bede asked about the parking regulations that have changed for students on Armstrong Campus. Mostly the faculty at Armstrong have heard some grumbling from the students, but more so from the staff about having to pay for parking.

Ruth Baker stated that the Undergraduate Committee has had one meeting with the main purpose to elect a chair. No one wanted to volunteer for the position. Chris Hartwright ended up being chosen. There is a meeting tomorrow. There is no curriculum submitted yet but they anticipate some comprehensive programming reviews in the future.

Lori Gwinett reported that there is a new committee: Planning, Budget and Facilities. It used to be at Armstrong but with consolidation it is now on both campuses. They have discussed the parking issue, consistency in student wages between campuses, and possibly purchasing more property near the Savannah campus. They also discussed transparency on contractors hired at GS. Lori stated that if anyone had any concerns on what is being proposed and what money is being spent on they can forward those to her to present at the meeting. She also wanted to let everyone know that Georgia Southern now has a South Campus at Statesboro. As of yet there is nothing on it except the Central Receiving building, but it has the infrastructure in place for future construction.

There were no other Faculty Senate or Campus Committee reports.

### **Old & New Business**

Bede asked if anyone had any questions on the merit process. A memo came from Rob Whitaker through campus email on this subject. David Lowder wanted clarification on the percentage going to a 1% pool from a 2% pool. Bede confirmed that back when Dr. Hebert proposed to award merit it was expected there would be a 2% pool that would allow for some persons to more than 2% in merit if they had done an excellent job, while others who may have done less of a good job would get less than a 2% increase. However, while this is being called a 2% pool it really means that this time no one can get more than 2%. This is not money that was given to the school by the state. Former President Hebert felt morale was low and he wanted to do something for personnel by moving monies from elsewhere. He created this small pool for merit and by starting it in January they would only need half the amount this fiscal year.

Leslie noted that faculty did not have to fill out the form, it was just staff. She asked that as the supervisor if she just had to go back to the evaluation she had already done and submit to Bede her list. Bede confirmed that. Leslie asked if faculty and staff are in the same group or are they in two separate groups. Bede stated that they are being treated as two separate groups, however the pool is still 1%.

Leslie asked about the protest by the Armstrong students concerning the Learning Commons hours. Doug stated that as a result they restored the hours until midnight by having someone alter their work schedule even though it is very inconvenient for that person. This is a temporary solution. If they do not approve the two positions that are presently vacant for recruitment and fulfillment, they will need to reach a different solution. They have lost 29 hours because of the vacancies. The students have been very vocal that they are not pleased with fewer hours at the Learning Commons.

### **Announcements**

Bede announced that the next regularly scheduled Faculty meeting is for only tenured faculty to do their review, discussion, and vote on promotion candidates. The meeting is scheduled for Monday, November 5<sup>th</sup> at 3PM. Bede will be working with Kristi, Aimee and Lori to determine whether there are library faculty topics that need to be addressed before the regularly scheduled December meeting. If there is, another meeting will be scheduled.

Since there was no further business the meeting was adjourned at 3:54 PM.