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GS Libraries Department Heads Meetings Essence Notes

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GS Libraries Department Heads Meeting

November 14, 2018

Essence Notes

Attending:

Henderson Library: Bede Mitchell, Clement Lau, Debra Skinner, Leslie Haas, Fred Smith (sitting in for Jessica Garner), Lizette Cruz.

Lane Library: Doug Frazier, Ann Fuller.

Expected Visitor: Maxine Bryant to discuss Diversity.

By the start of the meeting Maxine Bryant had not arrived. Bede proceeded with the agenda while waiting for Maxine to arrive.

Budget Reduction Process

Bede informed the Dept. heads that the day before he and Lizette had attended a presentation by Vice President Robert Whitaker. In the meeting they went over all of the forms that are to be handed in for this process. Nothing was discussed that wasn't already known, but it was a good review. One thing did become clear, the deans of the colleges will not be meeting with the budget review committee. The review committee will be meeting, in regards to Academic Affairs, with Provost Reiber and his budget manager Virginia Samiratedu. They will present a single report on behalf of the division of Academic Affairs, including the recommendations for the GS Libraries. We will submit our initial report to Dr. Reiber, and he will eventually meet with Bede and Lizette. The December 7th deadline is the divisional deadline, not the deans' deadline. As such we need to try and get our report in before the Thanksgiving break. Dr. Reiber needs the report in by November 26th. This means that at the Monday, November 19th Department Heads meeting, the recommendations we are going to submit need to be finalized and Bede will be working on the forms needing to be submitted, on Tuesday and Wednesday.

Bede asked if there were any questions. Leslie asked what the time table for the Monday meeting was. Bede stated the meeting was from 9am to 1pm. Bede also would like to take any of the Dept. Heads who are interested out to lunch that day.

Leslie then asked what would Bede like the department heads to bring to the meeting Monday to help facilitate the discussion. Bede has asked Access Services to bring some data on usage because cutting back on hours needs to be on the table. Everyone else needs to think about bringing that same type of data. Any and all impact data should be brought to the meeting. For example, if we are going to eliminate databases then what kind of usage figures can we summarize regarding impact on students and faculty.

Bede asked if anyone needed any additional reports or data. Doug suggested having the calendar reports for the resources that the GS Libraries use available. Doug asked if they could say to Dr. Reiber we are proposing cutting so much for library materials without giving specifics. Bede stated that we could, but what he is thinking of doing is having in the appropriate place in the report a listing of

everything that those cuts would entail. And instead of debating about resources and databases that are borderline to be saved, we should just include them in the list of items that will have to be cut. The message needs to be it's not going to be cut just because of the 10% but it is going to be cut anyway because we are no longer going to receive year end funding. Ann asked if the lack of year end funding will also be addressed in the report. Bede stated that is one of the reasons he wants to include a list of items that are going to have to be cut and not just because of the 10%. That is not something that the readers would otherwise necessarily be able to infer.

This process is being referred to as a redirection exercise and not a budget cut exercise. Some of the dollars that are going to be available after the budget reductions are approved will be redirected to other units. So we will be stating that we would like to have money redirected to us and state what we would be using those dollars for. Two possibilities for redirection would be restoring some of the information resources we would otherwise cut, and replacing the vacancies in the Armstrong Learning Commons and Access Services. Doug asked if the temporary position in the Learning Commons was going to be offered up in the 10%. Bede said that is an option to consider. The provost has told Bede that he does not believe the President's Cabinet making many more decisions about filling vacancies until the University has fully addressed the results of the Comprehensive Administrative Review. That will take us well into Spring Semester.

Clement noted that in terms of providing information for the reduction review report, he has data from 2016 in regards to faculty and student responses to our collection. He has also prepared an updated peer group comparison. In terms of expenditure per FTE student the GS libraries are \$100 below the average. This is very significant. The ACRL delivery data on material expenses from last year, the amount for that in last year's budget was about \$3,165,000.00. In this year budget it is just over 2 million. Bede stated that is why it's important to list everything that is going to be lost, not only because of the 10% but because of the loss of year end funding. We need to show why we need to have redirection. Clement also noted that with inflation the gap is more than \$680,000. Debra stated that she has prepared a report that will show the impact of the loss of year funds that should work for the reduction review as well. Bede stated that the inflation factor should also be included in the impact statement. Leslie asked Clement if he could share the peer report so the Department Heads could see it before Monday.

Fred asked that if when we lose full text databases, do we lose the associated indexes as well. Debra said for the most part, yes, including the archives.

Comprehensive Administrative Review

CAR is playing a pivotal role in the budget reduction process and we have to explicitly address it in the narrative. Bede has shared the summary information. He has now received the complete detailed report that is in the form of a multi-tabbed spreadsheet. It is the raw data of the positions that are standing out because of certain threshold criteria that are being used in the position analysis. For example there is a tab that lists positions in departments where people within those departments spend most of their time addressing IT issues but they are not from the department of IT Services. While the consultants are not saying this is necessarily bad, they are flagging for deeper review. Bede will share the report with everyone, but there is no narrative so let him know if anything needs clarification. In

none of the areas flagged for the GS Libraries will Bede be conceding or offering up those positions in the budget reduction review, but they do need to be addressed: this is a Board of Regents initiative.

Academic Affairs has a pretty good standing and the Libraries are almost never cited negatively. Clement noted that two things working in our favor in the summary is that it states that the Libraries are underfunded and that has a negative impact on the faculty. The Provost wants the faculty to conduct more research so this should work in our favor. Leslie asked if it would be worth citing reports that show the impacts that occur when you cut library resources. Bede thinks that it would be good to have such information.

Department Reports

Ann Fuller announced that the search committee for the Learning Commons Associate has been formed. They had a good pool of about 40 applicants. They will meet later today to begin the process of reviewing the applications. Doug stated that while they are starting the process now, they will not be bringing that person on until after January 1st.

Jessica has concluded her ILL search and she should be making an announcement soon.

Clement stated that we are nearing exam week and he had spoken with the custodians about maintaining the bathrooms and managing the garbage containers, especially overnight. Bede noted that we have some large garbage containers in the ARC we could use during this time.

Clement is also setting up a special exhibition with some Chinese artworks donated by a faculty member from Public health. When it's done Clement will send out pictures. Research Services is working with Access Services to open up 1308 for overflow during exam week and to open up 1219 as well.

Old & New Business

December Library Day

Friday, December 14th. Lane Library personnel will come to Statesboro that day. There will be a working agenda in the morning and then we will break for a catered holiday lunch. Kyle is trying to book a facility for enough time to do something fun after the lunch, if there is interest.

Bede will be working with everyone to put together a working agenda. It would be a good time to address what news we have on the CAR and the Budget reduction review. Bede welcomes other suggestions for agenda items, maybe including breaking up into small groups. Bede thinks we need to coordinate the small groups to make sure the people who need to attend the groups can do so, and attend multiple groups if need be. Bede asked the Department Heads to start brainstorming for that. It is okay to let everyone know about the day, even though an agenda is not ready yet.

Publicity Blitz form Megan Bouchillon

Bede would like feedback from the publicity blitz that Megan Bouchillon forwarded to everyone. He would like to clarify about the road signs. He thinks that we could use some of those signs but we would get more usage from social media and our website.

Maxine never arrived. Bede does not know what might have happened. He will reschedule with her.

There being no more announcements or questions the meeting was adjourned at 10:51 PM