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GS Libraries Department Heads Meetings Essence Notes

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GS Libraries Department Heads Meeting

April 9, 2019

Essence Notes

Attending:

Henderson Library: Bede Mitchell, Debra Skinner, Leslie Haas, Jessica Garner, Natalie Logue, David Lowder, Lizette Cruz.

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

Merit Recommendations:

The directions regarding the merit increase recommendations should arrive by Friday, April 12th. Bede needs to complete the data entry in banner by the end of the day on Tuesday April, 16th. Bede will need everyone's departmental recommendations by the end of the day on Monday, April 15th.

FY20 Budget redirection/reduction:

It is almost certain that the FY20 budget allocation is going to reflect a redirection/reduction of \$651,799.00. It is still unknown whether some of that reduction will be mitigated by some year-end funding. There is some indication from the provost that this might be the case. It is also unknown if the Board of Regents will choose to reduce the University FY20 budget as called for by the formula because of the reduction in enrollment. The provost hopes that they will reduce the budget by less than the formula indicates, and it is still possible the Board might approve modest FY20 tuition increases. This will not be known until after the BOR meeting on April 17th. May 3rd is the University's deadline for submitting back to the Board of Regents a balanced budget based on the FY20 budget allocations.

Bede asked Debra to bring an updated version of the data in regards to costs and subscription due dates for the June 3rd faculty meeting to review from the report that was previously drafted in anticipation of the 10% budget reduction. At this time there is not enough information to inform faculty of any anticipated reductions or cancellations until after the BOR meeting on April 17th and the impact to the University budget is clearly known. Bede will be sending out some information about this reduction to the Library faculty.

Bede noted that if we were to get some year-end funding at the end of this fiscal year, FY19, we might be able to make some prepayments that will offset the impact of the reduction of the FY20 budget and extend some subscriptions/titles for a year. Jessica recommended possibly shortening Henderson hours to help with the reduction in the budget. While the reduction dollars offered up for the reduction was mostly in library collections, dollars can be moved around once the library budget for FY20 is actually allocated. We can shorten hours and hire less people. This would be easier for student assistants however since for staff we do not have the authority to move dollars around and would have to get permission to do so.

There is a 60 day waiting period to fill vacant staff positions. A new person cannot start the vacant position until the 60 days after the previous person has left. No more faculty positions will be approved for FY19. However, Bede doesn't believe that any of those positions will be taken from the libraries in FY20. The vacant lecturer position and the vacant associate dean position here at Henderson Library will

be up to the new dean to decide on in FY20. The new dean can decide to not fill them or to redescribe and transfer those positions to Lane Library.

Apparently CAR has revealed that in Academic Affairs some units have more administrative assistants than what CAR would consider good practice. The CAR report has indicated that we have more administrative assistants than what CAR deems appropriate for a unit of our size. The provost stated that the difference is minimal so he has no intention of doing anything about it in regards to the libraries. He will not be taking any positions for the libraries at this time. His only concern is the balance of staff and faculty between Henderson and Lane.

Departmental allocations for travel and supplies deadlines to spend is May 17th. After that date any monies not spent will be swept back and reallocated for other things. Projections for how much money will be used for student assistants thru the end of FY19 are also due May 17th.

Bede asks if any one has any items that they might need, like a piece of equipment, to send him an email. If there is some left over money swept back from the balances of the allocations, he will then make determinations if any can be used to supply those departmental needs. If there is a significant amount of money left over then he will try to prepay some titles or subscriptions in anticipation of the reduction of the FY20 budget.

Leslie Haas will be out for a month for surgery. Ruth Baker will be providing oversight to Research Services during her absence. Please direct any inquires that would normally go to Leslie to Ruth or Brandy.

There being no more announcements or questions the meeting was adjourned at 3:28 pm.