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GS Libraries Faculty Meeting Essence Notes

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GS Libraries Faculty Meeting
April 1, 2019

Essence Notes

Attending:

**Faculty Henderson Library:** Bede Mitchell, David Lowder, Jeff Mortimore, Debra Skinner, LiLi Li, Nikki Rech, Lori Gwinett, Jessica Minihan, Autumn Johnson, Lisa Smith, Ruth Baker, Leslie Haas, Natalie Logue, Lizette Cruz.

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

Consent Agenda Proposal

March Discover Database trials were approved.

Subscription Review

The subscriptions up for review were ATLA with Serials, Knovel (Transportation) and Journal Citation Reports/Incites. 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.

FY20 Budget Requests Deadline

Bede needs all department heads to forward to him their requests for student assistant allocations, travel and professional development allocations, support and supplies allocations and requests for public relations allocations by Friday, May 17th, 2019. Any facilities project proposals or upgrades also need to be turned in by May 17th. The outcome of the new dean recruitment should be available by May 17th. Depending on that outcome Bede may not make all of the allocations but will leave suggestions for the new dean to make the allocations. In regards to the American Libraries Association Conference Bede suggests that those who wish to attend can use their FY19 allocations to pre-register, however it will not be possible to be compensated from the FY19 budget for hotel, flights and meals. These will have to come out of travel allocations for FY20. Bede believes that faculty will be funded in FY20 at least at the same level they were funded in FY19 even if they receive bad news for the FY20 budget. Worst case scenario would be that there would only be enough to fund the travel for ALA and there is no further travel allocation for the rest of FY20.

Library Day

Library day will be held on Tuesday May 14th as this was the only day that the speaker, Dr. Villagran, was available. The workshop for Library day is on “Developing Your Cultural Intelligence”. The workshop will begin at 9am. There will be a break for lunch and the workshop
should end by 3pm. Around April 19th or 20th Dr. Villagran will be contacting everyone and to share a link to be filled out a survey prior to Library Day. She will give everyone around 2 to 3 weeks to complete it. Library Day will be held in the ROTC building.

Dean’s Council Meeting Report

The provost reported that the CAR process is almost complete. The president’s cabinet and the new GS president Dr. Kyle Marrero will be reviewing it. The CAR report and the budget redirection are going to be very closely linked. The provost does not expect Academic Affairs to lose any positions because of the budget redirection, however present vacant positions will probably not be filled, because for FY20 there is a two million dollar hole.

Retention of students was also discussed. GS is losing a lot of students at the end of sophomore year and about 7% between junior and senior year. One of the reasons is that many students are only taking 12.5 hours instead of the recommended 15. When students take 15 hours they fair better. They are considering using small scholarships to help students pay for those extra 3 credits, since Financial Aid only covers 12 credit hours. Another reason is that students approaching their senior year might be having trouble getting into the classes they need.

The salary study is nearly complete. The implementation of the results of the study will be carried out over the next several years. The first priority is to set salary floors for each college. The second is to deal with inversions in salary, and the third priority is to deal with equity.

The provost is considering simplifying the budget by giving each college most of their yearly budget money upfront instead of doing end of year funds. The budget is going to be based on past expenditures. The provost anticipates providing 75% to 80% of the each colleges’ annual budget upfront.

The Registrar’s Office is being restructured and there will be a new registrar starting as well. At the present there is an interim registrar who will be replaced by a longer term registrar before a permanent registrar starts. Damien Williams will be returning to campus to conduct some more workshops on how to handle issues before they snowball.

RACL Report

RACL will be distributing slides sets. Bede will forward these to the faculty once he receives them. The implementation of Open Athens has taken longer than expected. Where it has been installed it is working well. They are looking at getting a new ERM. They are also considering getting Consortia Manager which would enable them to keep central track of contracts. Open Athens should be completely implemented on all campuses by the end of summer. They are
moving away from webinars and looking to implement more recorded self-paced training videos.

RACL has received their CAR report. There were no particular inefficiencies identified. The most noted recommendation was for USG libraries to collaborate more efficiently with GPLS libraries and to have more collaborative training and marketing.

Affordable Learning Georgia continues to garner a lot of attention. Since its inception students have saved 53 million dollars collectively. Getting the low cost/no cost indicators from all the campuses into the various class catalogues has proven more difficult than anticipated.

GUGM registration will open soon and will be held in Middle Georgia State in Macon. Each university will be allowed 12 representatives. If we have more who wish to attend then we need to know ASAP in order to put in for an exemption. Lane Library wishes to send 6. GUGM will take place from May 15th to May 16th. The GALILEO Conference will take place on July 11th at Middle Georgia State in Macon.

The centralized cataloging pilot project is being conducted by UGA. They are working on the cataloging of newly received physical materials for ABAC, Gordon State, and four additional campuses that will join the pilot very soon. They have developed the workflow and UGA is monitoring the cost of the cataloging and the turnaround times. This could allow the smaller libraries to redirect their limited staff time to working with the public instead of cataloguing.

It was agree to eliminate Nexus Uni and subscribe only to the legal product that West Law offers. The discussion on OCLC was not brought to a conclusion as of yet as to whether to keep or eliminate. From discussions here at the GS Libraries when it does come to a vote Bede will be voting to discontinue. We will no longer be billed on the cost share for ProQuest that will be picked up centrally. There could be close to $500,000.00 that GALILEO can redirect out of their central budget. They are looking at products such as CNL complete, or restoring the Oxford English Dictionary, or possible Psychic Articles. Our GIL and GALILEO fees will be 3% less because of the drop in enrollment at GS.

The GALILEO office has hired a consultant to negotiate a statewide contract for Elsevier. The advice to individual campuses is if Elsevier comes to campus the response should be not to talk with Elsevier until Elsevier puts in an offer to the GALILEO office.

On many campuses there is a distinction between retired faculty and emeritus faculty. On the GS campus if you apply for emeritus you will probably get it, and so there is not much distinction between the two as long as they have a MyGSU account. Some institutions do not give the same borrowing privileges to retired faculty that are not emeritus. As a result there is still work to be done before all the institutions in the USG Libraries can come into alignment in
with one policy for all retired faculty. In the meantime the Hitchhiker’s Guide to Library Access for Retirees is a useful document for people inquiring about their access. The GS libraries can continue doing what they have been doing.

David Evans the current chair of RACL proposed a task force to employ OCLC’s green glass product with the idea of eliminating the amount of duplication that may exist through the USG libraries. This could assist the smaller libraries by getting rid of duplicate titles available in the larger USG libraries and give them more creative space. If there is anyone interested in serving on the task force please let Bede know.

**Faculty Senate Report**

In order to have more recent reports from the faculty senators a discussion was held on changing the next faculty meeting time so that it would fall the Monday after the Faculty Senate meets. The faculty meeting and work teams rotations were changed as follows.

April 29th - Liaisons/Scholarly Communications
May 6th - Collections & Online Resources
May 13th - Public Services
May 20th - Library Faculty
May 27th - Holiday
June 3rd – * (SEE ASTERISK AT END OF MINUTES)
June 10th - Liaisons/Scholarly Communications
June 17th - Collections & Online Resources
June 24th - Public Services
July 1st - Library Faculty
July 8th - Liaisons/Scholarly Communications
July 15th - Collections & Online Resources
July 22nd - Public Services

The Faculty Senate had a presentation from Rob Whitaker. That presentation should have been sent out to everyone on March 22nd. If there are any questions let Lori know. She will be able to address those questions to Rob Whitaker at the Planning, Budgets & Facilities meeting on April 8th.

Three motions were discussed; the tenure and promotion transitional policy, an update to section 317 in the faculty handbook presented by faculty welfare, and an update to section 218 in the handbook. Approved were the tenure and promotion transitional policy, and the update to section 218 related to textbook policy. The motion to update section 317 was not approved because of language about course evaluations. The motion on the campus announcement of deceased staff/faculty members was tabled and faculty welfare will return to the senate with a request for information on this item.
President Nickel and Provost Reiber presented their reports. Since this was President Nickell’s last meeting she gave her farewell. The SCC reported on an announcement and requests for information for the salary studies impact on faculty hiring and the budget diversion.

The fixed scheduling for the Standing Committee meeting times was handed out. This will provide a fixed time for meetings so that people can see when they meet before agreeing to serve on the committees and make sure it will fit into their schedule. This will also allow everyone to know when these committees meet.

Other Campus Committee Reports

Planning, Budgets & Facilities

If anyone has any questions about large funding items please let Lori know so she can present it in the next meeting. One of the issues this committee is having is that instead of having items presented or addressed in committee they are finding things out through indirect channels and other committees. This issue will be addressed in the upcoming meeting.

The funding policy has changed for the Foundations. The changes are being driven by a combination of factors; new management, state changes in policy, but a majority of the changes can be attributed to the new changes in the federal and state tax laws. Because of these changes contributions to the foundations have greatly reduced campus-wide, including the libraries’ foundations. Some people have even stopped giving to scholarships. This issue will also be discussed at the next meeting however there is not much that can be done at the present time.

Judith Garrison is the newly named faculty chair for faculty grievance.

Elections Committee

Lauren wanted to make sure everyone got her email regarding the nominations for elections committee. These need to be in by Thursday. Anyone who didn’t receive it could contact her. They have the minimum number of nominations needed except for facility welfare from Henderson Library. They need at least one nomination for this position.

Departmental Reports

Access Services Henderson Library

Today began the patron survey in partnership with RSD for the third year. The survey will run until April 26th. Natalie and Dee met with Chief Laura McCullough from the Georgia Southern Police department to discuss some questionable patrons. Presently first incidents are addressed directly by the head of access services. With second incidents the advice of the police
department is sought. Chief McCullough has given some recommendations to prevent public patrons from behaving inappropriately towards students and staff. If anyone identifies any situation please let the head of your department know about it. Chief McCullough has noticed a significant drop in the amount of incidents reported in the library. She credited that drop to the library staff and faculty being more proactive in approaching patrons and cutting off problem behavior before it escalates.

Access services will have three new student assistants. Tanya Coates, Summer Yan, and third student assistant should start shortly. Please try and introduce yourself to them.

**Dean of GS Libraries Search committee Report**

The first meeting since January 15th will be April 2nd at 2pm to review the packets of the candidates. There are 20 applicants grouped into three categories. Group A have met all the requirements, Group B have met most or all, but may need more scrutiny, and Group C have not met the minimum qualifications. There may or may not be enough qualified candidates to move forward. The committee will try to choose at least 3 or 4 to interview via Skype. After that some will be chosen to come to campus. The goal is to wrap up by May.

Since there was no further business the meeting was adjourned at 3:45 PM.

*After the meeting it was noted that the next faculty senate meeting had been changed to May 21st. As a result it was decided to cancel the faculty meeting for May 20th and move it to June 3rd.*