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GS Libraries Faculty Meeting Essence Notes

Lizette Cruz
Georgia Southern University, lcruz@georgiasouthern.edu

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GS Libraries Faculty Meeting
June 10, 2019

Essence Notes

Attending:


Faculty Lane Library: Douglas Frazier, Beth Burnett, Ann Fuller, Caroline Hopkinson, Aimee Reist, Kristi Smith, Vivian Bynoe, Debra Skinner (visiting from Henderson Library).

Consent Agenda

The following consent agenda items were approved:

- Mission statement for Assessment Work Team
- Five Year Review Library Policy
- Liaison Librarians and the Liaison Program Document

There will be follow ups on the mission statements in inserting those in the appropriate interdepartmental work teams’ documentation. The by-laws will be updated. Once the changes have been made Bede will let everyone know.

Business Agenda

FY19 budget update: The provost office has been very generous with their year-end funding. There has been enough year end funding to recover the $670,000 redirection that will be reflected in the FY20 budget. We are working to pay enough of the subscriptions ahead of time so that cuts will not have to be made in FY20 unless it is for items no longer needed. Debra stated that the EBSCO obligation for next year is pretty much covered, both database and online journals. $95,000 in deposits have been made for electronic books to ProQuest, and some other deposits been made to Overdrive and Kanopy. Even so there are some other databases as well as GALILEO that will have to be paid put of FY20. All we are doing right now is trying to prepay as much as possible knowing the FY20 budget will be cut by $670,000.00.

FY20 Budget

Provost Reiber is instituting a new budgeting process that will begin annually in August. Budget proposals will be required and budget hearings will be held. The intent is to base fiscal year allocations on the previous year’s actual expenditures and approved proposals for budget changes. Provost Reiber wants to get away from the practice of year-end last minute funding and provide each college/department with the money that they will be allotted right from the start. It is possible that even so, from time to time, when there is extra money, the Libraries
might be given some year-end money to spend. However the provost office does not want the Libraries counting on such funds.

The redirection is technically not over. Academic Affairs did not come up with the amount of money that it was expected to. Academic Affairs must still come up with 2 million dollars that will have to be returned in FY20. As a result is possible that vacant faculty positions that are funded may not be allowed to be filled. The university did get permission to increase tuition which may help cushion the university’s budget reduction.

**Inside ZSR Task Force Recommendations**

There was a concern with item four of the recommendation which states: “Department heads and supervisors may assign personnel under their supervision to prepare blog reports for travel, webinars, and other trainings they have attended or in which they have participated.” The concern was that this could cause workloads to be increased or could be interpreted as a requirement instead of being optional.

The wording was discussed and it was explained that the wording chosen by the task force was intentional. The statement does not establish an expectation or requirement. It is something to be negotiated between supervisors and supervisees appropriate to their tasks and job requirements. It is also explicit that anyone who writes the blog can claim it as evidence of work done. Whether the statement is included or not, it is well within a supervisor’s authority to ask a supervisee who has attended a workshop, conference or webinar to post a blog in order to benefit others who were not able to attend. There were no other questions or comments. Item was approved.

**Social Media Task Force Recommendations**

Next the recommendations for the Social Media guidelines drafted by the Social Media Task Force were brought forth for questions and comments. The task force has recommended that whoever becomes part of the Social Media Committee should take the course “Improving a Library’s Social Media Presence” from the Library Juice Academy. The course runs from July 1st until July 26th. The cost for one user is $175. The group rate is around $600. The end of the fiscal year is approaching, however the course would be paid for with a P-card. The deadline for P-card purchases is June 27th. Bede would like to know from the supervisors if there is interest in taking the course by Monday June 24th, so Lizette can go ahead and pay for the registration.

There were no other questions or comments. The recommendations were approved.
Departmental Reports

Jessica informed everyone that IT Services is changing the printing policy for community patrons. Right now, each community patron gets 100 free printing points per two-week period which allows 1 point for each black and white printed page and 5 points for each color printed page. Each patron is assigned a printing number for the month which is then recycled. Patrons must come to the access services to get new numbers at the end of the one-month period. Patrons cannot accumulate points. Their cards return to 100 points at the beginning of each two-week period. Emergency cards are available as well, if a card cannot be issued to a patron. This does not apply to students. They have the points they have always been issued by the university. Summer is the trial period to test out the new policy. After the trial period ends and they have worked out the kinks, they will be posting the guidelines on the website for this free service provided to the community.

For students who at the beginning of the semester have not yet applied for their printing points and need to print out something like their syllabus, there will be a process in place allowing for that. However, students will be encouraged to apply for their points as soon as possible. Lane Library does not have the same system. They have cards that they allow community patrons to borrow for the moment but must be returned once they are done printing. Presently there is no limit to how much they can print but it may be worth considering having the same program at both Lane and Henderson.

Faculty Senate Report

The provost office has drafted the document for the five-year review for non-tenured faculty. Each unit was supposed to do their documents well. The provost’s document passed. The new faculty workload policy passed. It states that faculty members and department chairs must agree upon a workload that is realistic for them. This is how workload will be determined.

The president interviewed 14 faculty members on the Statesboro and Savannah campuses. His main take away from the interviews on administration is that there is a gap in trust, communication and transparency. He is going to work to resolve that gap. Currently there is a 13.1-million-dollar deficit. There are 43 frozen vacant faculty positions. There 152 frozen vacant staff positions.

The president plans to beef up counseling services for students as well as student services. They have invested in the new Ireland campus. July 1st will be the date to begin paying the equity salary increases for staff.

Applications for undergraduates went up by 14.5% and graduates went up by 12%. The recommendations that the president wants to act on from the CAR survey include organizational changes in centralization, military and veteran’s affairs department, marketing and communications, ITS, advising, and changes in FYE.
A survey was sent out to students regarding commencement. They received 1,700 responses. The president will be putting together focus groups with alumni, students, and employees on how they can improve commencement going forward.

On July 1st the Georgia Southern and Armstrong Foundations will merge. The president is also going to consider announcing deaths of university employees and students.

**Salary Equity Increase**

A dozen or more GSL staff have received salary equity increases. This increase is not based on performance. It is based purely on the position description and the new pay grade that has been assigned to that position. The new pay scales for these positions are such that these individuals were not earning at the pay scales’ minimum levels. As a result, there are some increases for some staff from $140 per year up to several thousand dollars per year. The salary study has been a great first step in addressing staff salary issues. This is separate from the merit increases.

It was hoped that faculty would get their equity salary increases at the same time as the staff, however the Board of Regents still had questions on some items. While the provost waits for approval from the BOR, they will begin by at least providing the merit increase letters for faculty by the end of this week, since the BOR is not reviewing that. Department heads will need to personally hand those out to their faculty.

**Old and New Business**

Dean Lisa Carmichael came in for a visit today and will be visiting Lane Library tomorrow. She regrets that she was unable to meet with anyone today and tomorrow, other than Bede and Doug. The purpose of her visit is house hunting. She has already sold her house in Jacksonville. Her last day at her present position is July 5th, and she will need to find a house quickly. After July 5th she will set up a date to meet with everyone at both libraries before her August start date. During the month of July Doug will be the lead administrator for the GS Libraries. Henderson Library faculty and staff can contact the front office for any issues. Most of the time Dora and Lizette will be able to help you. Any complaints about policies and procedures should be directed to your department head first. If someone here at Henderson needs to speak to the person in charge, Doug can speak to them by phone.

Bede will be making some preliminary allocations for beginning of FY20 until Dean Carmichael starts. For now, Bede asks everyone to assume their allocations to be the same as last year’s to begin with. Bede will let Dean Carmichael know who has asked for increases. That decision will be Dean Carmichael’s to make as she reviews the FY20 budget which will be $670,000 less that this year.
**Work Teams LibGuide**

Ruth Baker introduced the new Work teams LibGuide. It is an internal private guide containing pages for each of the teams as they are listed in Digital Commons. The home tab is an embedded calendar with the dates of the upcoming work meetings. She has included contact information and a link to the charge and the essence notes on Digital Commons. Here is the link: [https://georgiasouthern.libguides.com/workteams](https://georgiasouthern.libguides.com/workteams)

It was asked if the conference room calendar could be embedded. Ruth stated that was no problem. It was asked who would be responsible to for updating it. Ruth stated that would have to be determined; she thought the Dean’s Office would do it.

A discussion was had over if this needed to be interconnected in larger way with either a webpage or larger group of library internet content. It was determined that that was something to discuss with Dean Carmichael when she starts. It was decided to go ahead with it as is until a discussion with Dean Carmichael could be had about it in relation to other library content. Ruth will work with the coordinators of each team to make sure the information is up to date. The authorizations for the current work team coordinators should be set and they should come to Ruth with any questions.

Bede noted that each of the Interdepartmental Work Teams mission statement by-laws call for an annual consideration of who is going to be the coordinator or co-coordinator for the coming year. If your work team as not yet appointed or affirmed who is going to take over, that needs to be done before fall.

Since there was no further business the meeting was adjourned at 4:02 PM.