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GS Libraries Department Heads Meetings Essence Notes

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GS Libraries Department Heads Meeting

May 28, 2019

Essence Notes

Attending:

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

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

Salary Study:

Bede has distributed the summary of the Dean's Council meeting provided by Provost Reiber's new administrative assistant Trina Smith to all the Department Heads. Bede asks that no one distribute the notes as they have not been authorized to do so. Bede asked if anyone had any questions in regards to the meeting summary. There were questions on the salary equity information, merit raises and if the news announcement that all state employees were getting a 2% applied to university employees. There is an approved cost of living increase for state teachers but that does not include university employees.

The salary study results are still waiting for Board of Regents approval. Once they are approved HR will be sending letters out to faculty and staff that will address both merit raises and any salary pay grade adjustments. Bede does not know if the letters will be printed by HR or if they will forward the letters to Bede to print in the Administration office. Not everyone will receive equity salary raises because not every pay grade will change, while merit raises should be as was handed in by Bede. The letters should have an explanation as to why some employees got equity pay grade raises and some didn't. Bede will be handing the letters to each department head to distribute to their staff and faculty, so in that way, if there are any questions the department heads are better able to answer them.

Bede reminded everyone that the staff salary study was done by a private firm and the faculty salary study was done by Professor Michael Toma from the Department of Economics. They both drew from national data from reporting entities like CUPA. They did not just base it on peer institutions.

Redirection Quota and Budget:

According to the Dean's Council meeting summary, Academic Affairs did not meet their budget redirection quota. As a result one of the Provost's priorities for FY20 is to insure that 2 million dollars does not get spent and is returned to the university budget. This means that things that would be routinely approved will probably not be approved this coming fiscal year. For example Leslie has a vacant faculty position that has not been approved to be filled and will probably not be approved until September at the earliest to begin recruitment. It is possible that it won't even be approved at all.

Overall the Libraries are doing well with year-end funding. Bede doesn't think that we will have to make any immediate reductions going into the next fiscal year. There is going to be a new budgeting process starting in August. There will be a formal budget hearing using guidelines received from Provost's office. Each dean will be expected to submit budget proposals for FY21. The proposals will have to be based on the strategic plan pillars and performance scorecards. The Provost wants to get away from the reliance

on year-end funding and build the FY21 budget based more closely on what each of the units have actually been spending as opposed to what the original allocations were. This would imply that in the case of the libraries there would be an increase in the original allocation instead of having to rely on year-end last minute funds. This will be a zero based budgeting process with no guarantees. The libraries' departments need to start putting together budget requests and justifications in July. This will take a while to prepare for. The provost office will not be expecting the new dean, Lisandra Carmichael, whose start date is August 1, to have a proposal August 2, but there might not be a lot of time after she does start to put the proposal together. Anything that can be done in advance will allow her to be prepared.

The question was asked if these budget changes will affect vacant staff positions. At the present moment it does not seem to be affecting vacant staff positions other than needing to adhere to the 60 day waiting period. Within Academic Affairs staff salaries take up a much smaller portion of the budget and it is more likely that if Academic Affairs considers cost saving measures in salaries it will come out of faculty salaries. For vacant staff positions recruitment can go forward, however the new person cannot start until day 61 after the position was vacated. No other approval is need at the present moment.

Annual Report:

Provost Reiber does not like the annual report template that Academic Affairs has been using. It is still unclear if a new template will be issued, however instead of the template used last year the Provost expects this year's report to be formatted using the strategic pillars from the developing strategic plan. Bede has forwarded those pillars to each of the department heads. For example, faculty and staff activities under scholarship would fit under strategic pillar number two, Teaching and Research. Professional service activities could fit under the pillar labeled Community Engagement. Some pillars, like pillar number four, would contain the bulk of the libraries' reporting since that pillar deals with operational efficiency and effectiveness. Student success, mastery of learning outcomes in library workshops, and customer survey service scores, would all fall in under pillar four as well. Under strategic pillar one, there are 11 examples given, all of which would relate more to what colleges do as opposed to what libraries do. As you do your reports, place your items where you feel they best fit. Once the reports are in, if some items are in different pillars, they can be reconciled. If there are any questions please feel free to ask.

Annual reports deadline will be Monday, June 24th to be submitted to Bede. It is understood that not all of the data will be in for the full 12 months. This means that the final few paragraphs will have to be done sometime in July. There should be plenty of time to finalize it. In this way since Dean Carmichael does not start until August 1st, during the month of July, any additions to your reports can be forwarded to Lizette with directions as to where in the report they need to be inserted. The overall GSL annual report will have separate sections for Henderson Library and Lane Library since they are located on different campuses. Lane Library will probably need to hand in their reports to Doug before June 24th so that Doug can put it together to submit to Bede by June 24th. The week of the 24th Bede will be going through the reports.

Another item to help with the annual reports are the scorecards that Bede forwarded to all the dept. heads. One is the scorecard that Provost Reiber will be using in FY20 for himself and the other is the scorecard for the former dean at the University of West Georgia, Lorene Flanders, when President

Marrero was there. Bede suggests using the scorecard used by the Dean Flanders along with the strategic pillars in discussing and writing the annual reports, since this is the type of scorecard that Dean Carmichael will be expected to put together. There is no indication at the present time that every faculty member on campus will be expected to have such a scorecard, it seems to be primarily for administrators.

Faculty Meeting:

The next faculty meeting will be Monday, June 3rd. Bede will send out the agenda later this week. There is a faculty meeting scheduled for July 1st. Dean Carmichael will not be starting until August 1st, however that meeting will stay on the calendar in case there is a need for a meeting before the new dean starts.

The question was asked who everyone would be reporting to during the month of July since there will be no dean at during that month. That is unknown at this time. As soon as Bede knows he will let everyone know.

There were no department reports.

Old and New Business

We have been receiving year end funds, and will probably receive some more before the end of June which has been of great help in paying for subscriptions and other much needed items for the library.

Bede asked for feedback on Library Day workshop.

At Lane: Some have expressed not liking that it was more geared to a corporate environment instead of a library environment. They felt it should have been more library oriented since the workshop speaker came from a library background. Bede stated that was the main reason why she was selected to head bring the workshop, that it would be library oriented. Some liked the morning part of the session but felt that the afternoon session did not go as well. Some of the expectations at the end of people calling up others to follow up needed more trust building before those expectations could be met. While the survey focused on the usual cultural diversity topics such as race, gender, age, socioeconomic, etc., the workshop seemed to focus more on organizational culture. This was confusing going into the workshop and it felt as if the speaker was not sure in which direction to lead the group.

At Henderson: Some felt that it was not well done. They did not feel that anything was gained by the workshop, and they would not like to repeat a session like that. They would prefer to have diversity training in a more uplifting and fun way. They felt that the way the survey and workshop was designed depended too heavily on one's own ability to access one's own culture intelligence rather than making one aware of culture diversity. It would reinforce some folks thinking that they are well versed in cultural intelligence and do not need training, instead of helping them becoming more aware of weaknesses they may have. Many also felt that the workshop was too long. However, some younger staff were excited to implement some of the things they learned.

Bede asked everyone to gather specifics. This should be a first step in series of workshops and trainings. The feedback would help to narrow down what works and what doesn't.

Henderson Library Business:

The construction in C&RS is close to completion. The temporary divider has been moved to the first floor enclosing the area that Patrick Novotny had been using for his Sunday sessions. The tutoring group would like to use the area as well. There is no obvious entrance into that area, however. They might need to be shown how to enter the area.

Clement had a system in regards to furniture repairs. There were designated areas to which the broken furniture was placed and Clement would go around, make note of the items needing repairs and get them fixed. Until Clement's successor is hired or the new dean designates someone else to monitor the broken furniture, Bede suggests that when furniture is moved to those designated areas to please inform Lizette and Dora via email so they can issue a work order.

There are some areas that have really bad carpet stains, and near some elevators and stairs there are signs that have had the letters scraped off. Bede would like a designated group to go through the building and get an inventory all of the items needed cleaning, signs needing repair, etc., carpet tiles that need replacing. We can then place one work order addressing all those needs. We could also ask how much it would cost for the sign shop to replace the signs with engraved signs that cannot be scraped off. Access services has several signs that need replacing and other kinds of signs in frames that keep falling. Some of that will need to be routed through facilities to get repaired/and attached correctly.

Jessica will get the evening staff to identify the carpet areas that need to be cleaned or tiles replaced, and get a list of the elevator and group study room signs that have fallen down or been scrapped off. Once they have gone through the whole building they can share that list, so that everyone can look it over and see if anything has been missed. Bede also would like them to look at the walls and see if there are any areas that need to be repainted or touched up. They can also make a note of any carpeted areas that are causing a fall or trip hazard.

Dr. Carmichael will be coming back for a visit before the end of June. Bede will let everyone know if a meeting can be arranged.

Bede has no one on ones scheduled for the rest of the fiscal year. If anyone needs to meet with him they can send an email or set a time with Dora or Lizette on his calendar. He will not be taking any vacation prior to the last week in June.

There being no more announcements or questions the meeting was adjourned at 11:03 AM.