University of Arkansas Libraries, Fayetteville, Arkansas
Faculty Monthly Meeting with the Dean
September 22, 2014

Parking and Transit Update
Donna Daniels is the current chair of the Parking and Transit Committee. Also serving on the committee are Mikey King, Joshua Youngblood, and Luti Salisbury. There are many changes coming up, so Donna gave a brief overview.

Transit
- Tan and Orange routes were split this semester
- FY14 ridership update – just under 2 million customers for the fiscal year
- Buses are operating 221.5 service hours per day on fixed routes

Parking
- Construction of lot 75 A & B has been completed
- Lot 71 retaining wall repair – completed this summer
- HAPF repairs – completed this summer
- Summer maintenance and painting – did not get 100% completed this summer
- Razorback Road widening phase I update – 4 lanes to Leroy Pond by Christmas 2014
- Razorback Road widening phase II update – Maple Street between Garland and Razorback Road – to start late fall or early spring – will lose some parking in lot 44
- Razorback Road Phase III – Maple Street down to Nettleship and Leroy Pond
- Zipcar status – will launch on Saturday, 9/20/14
- Weekly permit prorating instead of monthly – began September 1, 2014
- My Parking Account update – should be operational by October 1, 2014
- Transportation study update – is currently underway
- Credit cards for Lukes status – continuing to work on this for Garland and Meadow Street garages.
- IPS meters test status – digital, solar, and capable of accepting credit cards
- HAPF LED light testing – still evaluating
- University laundry truck parking – has three locations on campus
- GAPF solar panel update
- Parkmobile for Departments – should be operational later this semester
- Maple Street work - Gregg to Leverett - Summer 2015
- Leverett to Garland - Summer 2016
- Bridges on Maple and Lafayette – to be reconstructed in 2015.
- University Avenue - repaved from Dickson to Center - 2015 – courtesy of the City.
- Storer Avenue - repaved from Cleveland to North - 2015.
- Lot 5 –The posted reserved hours for Lot 5 will extend to 8:00 p.m.

General
- A Walmart Neighborhood Market will be constructed on MLK between Hill and Government California south and west of Stadium will cease to exist at some point. Stadium Drive will be extended through what is now Virginia.
- The University is purchasing/purchased land south of MLK in anticipation of future needs.
Donna requested feedback and comments on whether payment should be required until 10:00 p.m. in Garland and Stadium Garages instead of 5:00 p.m., or should UA offer evening permits? This issue is in anticipation of the traffic related to events at the Performing Arts Center after its completion. Further discussion and vote will be held at the next committee meeting.

Faculty / Staff Directory
Beth Juhl revisited the issue of a proposed faculty / staff directory for the Website, which Web Services had worked on two years ago but shelved. After the retreat, while looking for ways to move agenda items forward, Beth surveyed the group for interest in moving that project forward, which would allow us to feature research more, and highlight both faculty and staff research. Questions include: should the directory contain faculty only, or research staff too, or all employees? Should the information listed include research, degrees, affiliations, and awards, etc.? Should we include photos? The campus policy is no photo is required. Almost all other colleges and departments have this feature on their web pages. Has this feature’s time passed, and been superseded by Researcher ID, etc.? A LibGuide is seen or viewed differently by the public; the profile there is strictly a contact function, where people go for research help. Most faculty have a web portfolio. A directory would emphasize our collective and cumulative accomplishments. It should be all or nothing, open to everyone, all library personnel. Someone would have to function as a gatekeeper, since these pages represent the Libraries as an institution. We could limit it to a paragraph that indicates specialties or areas of research. There must be a process in place to keep publications up to date and current. The Web Group will write up a proposal and bring it back to the group for review.

Libraries Retreat Update
Jeff Banks gave an update on the progress made on two topics discussed during the Libraries retreat: institutional repository and discovery of resources. The provost is forming a faculty committee to assess and make recommendations to the Institutional Repository / Open Access Steering Committee about campus needs. The campus faculty will take the lead in developing the initiative. The Steering Committee submitted a list of recommended faculty to the provost for the working group; the provost will make the final appointments. This working group will also look at open access issues and will develop practices and procedures. The goal for their committee is to have a completed proposal to the provost by the end of the Spring semester. The Libraries will form a working group to support the work of the faculty committee.

The dean sent out a white paper on discovery of resources from TexShare and AMIGOS. As this covers many of the issue discussed at the retreat, it may save us some time to review it carefully. The main goal is to increase discovery of what we have and to make our Web presence more prominent through use of tools like the OCLC Archive Grid and the Hathi Trust. We can work to optimize local search results, review current digitization practices, and review peer institutions’ websites for best practices and innovations. We could conduct a review to enhance the Web site, tours, instruction, and hold discussion with campus organizations about their needs.

Do we want students to search for books and articles in the same place? That question was not answered at the retreat. Training for students, faculty, and other users was also not addressed. Also, the publishing environment piece of the discovery process was not addressed—do we have too many databases to search effectively? We will establish working groups to make these types of decisions.

Another issue that came up at the retreat is staff development and training. The Libraries has a cross training program that we need to utilize more. Supervisors should consider releasing employees who
request opportunities and contact Human Resources if additional staffing is needed to cover the duties of the cross training employee. Extra staff time can be reallocated to make sure staff do not fall behind work loads. Human Resources will be examining core competencies and schedule in-house training to cover gaps. We need to establish a baseline of knowledge for all of our staff and faculty. Training would include demonstrations of new products to ensure familiarity, and other more traditional training sessions. We all serve as ambassadors for the Libraries.

We will be putting together working groups to address all of these goals.

Review [ARL’s Workforce Transformation Stories](#) for practices to implement locally, and for ideas and emerging trends.

### Human Resources Update

Several Human Resources training or employee development opportunities are scheduled for the fall.

- **Wednesday, September 24:** A virtual conference on Library Data in the Cloud will be held from 1-4 p.m. in 472B. On that same day, a webinar on Faculty Buy In for and Institutional Repository will be held from 1:00 to 2:30 p.m. in 486.
- **September 24-25:** Phoebe Ayers will be interviewing for the Head of Instruction and Outreach on Thursday and Friday, September 25-26. Her presentation will be held at 8:15 a.m. on Thursday in 104.
- **October 1:** A webinar titled “What You Need to Know About Grant Writing” will be held on from 1:30 to 3:00 p.m. in 486.
- **October 2:** A webinar on the topic of RDA for music will be held from 2:30 to 4:00 p.m.
- **October 7 and 10:** Sexual Harassment Prevention training will be held on Tuesday, October 7 from 3:30 to 4:30 p.m. and on Friday, October 10 from 2:30-3:30 p.m. in 104. This biannual training is mandatory for all employees. If unable to attend either of these two sessions, you will be sent to training held elsewhere on campus.
- **October 7:** Employee Awards Banquet at the Fayetteville Town Center. Cocktails will be served beginning at 5:15 p.m. and the event will run from 6 to 8 p.m.
- **October 28:** Richard Ray will review the options for employee benefits from 3:30 to 4:30 p.m. The University is changing the company who issues life insurance policies, which will bring about some changes. For instance, with the new program one may increase the policy level to three times the annual salary with no required medical pre-screening. Open enrollment for health, dental, vision, and the flex spending account will be held in the month of November only this fall. There is a new update to Web Basis that allows employees to update their benefits online.
- **November 12:** Health and Benefits Fair in the Union.
- **Flu shots are coming soon.**

The PeopleAdmin software is undergoing a system upgrade, after which faculty position descriptions will be input into the system, as well as staff. This will comply with FMLA and ADA regulations.

Jeff gave kudos to Stephanie Freedle who reported that the Diversity Certificate program linked its suggested reading choices to amazon.com. At the request of Jeff, and with the assistance of Martha Parker, the links now direct back to Libraries catalog record for that item.

### Facilities Update
Marco de Prosperis announced that on October 6, maintenance work would begin on Level 4 of Mullins Library, then move to Level 1. The work will include asbestos abatement and will be conducted under a pressurized containment structure. After abatement, the ceilings will be painted.

Also on October 6, the new staff chairs are scheduled for delivery. They will be delivered to offices, after Facilities staff have the opportunity to unpack and process them, probably by mid October.

The UAPD has updated the general emergency action plan. After the Libraries have reviewed this new plan and updated our policies to correspond with it, someone from UAPD will come to the Libraries and give a presentation or training on emergency procedures.

When processing travel claims, the Business Office’s goal is to have reimbursements distributed in two weeks. If you have not received your reimbursements by two weeks after you have submitted your paperwork, contact Marco who will resolve the issue.

$150,000 was allocated for travel funds. This does not include any business trips required for your job that have yet to be determined.

General Reports and Updates
Judy Ganson is the co-chair of the United Way Campaign this year, which will run from October 1 to October 31. There will be a kickoff event on October 1 at 2 p.m. in the Sessions Lounge of the Union. The chancellor will speak. The campus wide goal is $150,000; the Libraries’ goal is $3000. Paper cards will be distributed and the goal is to get 100% response, which means each person must return their card, not that everyone has to donate. The University of Alabama has a response rate in the 80% range each year, which we would like to best. There will be a drop off box for the cards in the dean’s office, and a drawing will be held each Wednesday during the month for a $100 Walmart gift card. United Way does support several projects on campus, such as the Food Pantry and Single Parent Scholarship Fund. If you make your gift online, and you designate more than $50, you can choose which charity or program to direct your gift. The campaign slogan is “I’m an Everyday Hero.” There is a full description of the program in Newswire.

SIPX signed the agreement from GWLA. This is a software product that facilitates and speeds up e-reserves, and will save us money on copyright clearance for posted items.

IT Services hired consultants to conduct an audit of campus wide IT services; the final report of that group is posted on the UITS website. They are forming working groups to develop a strategic plan to address issues raised in that report.

The SEC Symposium is on the theme of Preventing Obesity: Overcoming a 21st century Challenge. Chancellor Gearhart will be giving opening remarks, and the event will include presentations from several campus faculty. The keynote speaker will be Nancy Brown, CEO of the American Heart Association. The events will be broadcast on the SEC network.

GWLA sent out an alert on a publisher bankruptcy; it should not affect our users.

During the Department Heads meeting, there was a discussion on standards and training. Human Resources is reviewing the library assistant classification, with a goal of rewriting to change the
standards based on the tasks persons holding that classification are actually doing in the workplace. This may enable employees to qualify for a pay upgrade.

Congratulations to Necia Parker-Gibson and Tony Stankus, who were both honored at the Promotion and Tenure reception last week.

Dean Carolyn Allen went on a donor trip to the Wilmington, North Carolina area last week. There are more than 100 University alumni in the Wilmington area, most of whom were unaware there were any other alumni in the area. They discussed starting a chapter of the Alumni Association in that area.