Admin Group

Meeting Summary

October 31, 2006 (Halloween)

3:00, Dean’s Office

Present: Dean Allen, Alberta Bailey, Ben Carter, Judy Ganson, Janet Parsch, Juana Young, Anne Marie Candido

Dean Allen began discussion of the proposal from the Staff Concerns Committee regarding the possibility and feasibility of an off-site staff Christmas party. After much discussion, the group decided that for reasons of convenience to staff and to ensure that most are able to attend, the Christmas party will be in the library again this year at a time that student and hourly workers can attend as well—preferably sometime before finals begin. She indicated that perhaps sometime in the future an off-campus party could be considered again.

Dean Allen began discussion of the proposal submitted by the Staff Concerns Committee regarding the creation of a Welcome Wagon program for newly hired personnel. Discussion centered on whether there was anything in the present orientation setup that is lacking which such a program could provide. Janet Parsch indicated that almost all of the provisions of the proposed program have already been made for new personnel but that perhaps some of the steps have not been fully enforced. Janet then recommended that when the library Human Resources Office processes a new employee, it will notify SCC, and SCC then can provide the employee with whatever supplies or orientation experience, etc., that Human Resources has not already provided.

Dean Allen told the group that the Provost and Chancellor have each recently held separate retreats for those who report to them, including campus deans, directors, and vice-chancellors. The University is using the 2010 reports as the overall impetus for the University’s strategic objectives. During the retreats, the academic and business departments were instructed to adhere to the latest 2010 report, which should be released soon. The higher administration has rearranged the University’s goals. The goals are as follows and in the following order:

1. Diversity
2. Recruitment & retention
3. Graduate studies
4. Graduation rates

Since diversity is at the very top, the colleges and units on campus are to have a diversity plan in place by December. No time frame for how long the plan is to be effective was given. The campus Diversity Committee has been broken into teams that are meeting with various deans and directors on campus. These meetings will provide venues for
analyzing the diversity proposals and plans of each unit. Dean Allen is on the “R” team, headed by Tim Krahl.

Juana Young put forward the possibility of participating in a NSF Digital Resources Use Survey which analyzes faculty use of libraries and use of technology in teaching. It is a nationwide survey in which the NSF is seeking interested institutions of higher education to participate. Dean Allen indicated that we need more information, but she and the group expressed interest in it and think that it will provide useful information for faculty support.

In light of current and possible budget cuts, Dean Allen indicated that the admin group will be meeting at least twice a month in the next couple of months to re-discuss the Libraries’ priority needs, determine whether some programs should be eliminated, and what to put on the back burner so that the library can be managed as effectively as possible under the current circumstances.