University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, October 23, 2014
Present: Carolyn Henderson Allen, Molly Boyd, Marco De Prosperis, Judy Ganson, and Lora Lennertz.

The Admin Group reviewed the job listed for Vice Chancellor of Finance and Administration. Marco de Prosperis recommends that the minimum qualifications read “CPA or CMA” rather than limit to CPA only.

The Admin Group reviewed the Step-Down Policy survey sent by the provost. It provides an overview of salary adjustment policy for administrators who “step down” from an administrative position, i.e., return to the teaching faculty or reduce from 12- to 9-month appointment, from various peer academic institutions.

The Communications Clearinghouse will review the Graduate Assistant training document at their regularly scheduled meeting tomorrow. Once appropriate learning activities are identified, standards will be created.

The Admin Group reviewed the Food for Fines proposal submitted by Kathleen Lehman. It is a program similar to amnesty day for fines, except those who owe fines can donate food for a reduction in fines. State law strictly regulates our ability to “give” to non-profits. The bookkeeping to manage this program may be extensive. Not sure we could do it just from a logistic standpoint, or a legal one, due to the state laws. We need to determine whether it could be done and under what circumstances. We should also measure the projected impact on lost revenue to the Libraries and the institution. Only a portion of the fines come back to the Libraries; we estimate that is a quarter or a third, but the administration does not tell us the total of fees. Such a program would require university administration approval, since they take the majority of the revenue from fines. It may cost us more to manage such a program than it would generate for the food pantry. The first step is to find out what the university policy and state law on charity donations are; Marco will pursue this.

The Admin Group reviewed the position description for head of Instruction and Outreach. There was no consensus on the candidates interviewed, so the position will be re-posted and new strategies will be taken to generate a stronger pool of applicants. Supervisory experience is not required; team building and programs managed is more crucial to this position. Lora will think about changing the title of the position to appeal to more candidates.

Lora Lennertz proposed that the name of the group encompassing Access Services, including Periodicals, Reference, and the Learning Commons, be changed to User Services, which was approved.

Judy Ganson is working on a job description for the head of Technical Services search.