University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, April 25, 2013
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Judy Ganson, and Lora Lennertz-Jetton.

Human Resources
Frank Allen is scheduled to interview for the Director for Administrative Services on May 2-3, and Mr. Brian Bunnett will interview on May 6-7. Judy Ganson will be attending the GWLA meeting in Austin during the second interview, so she will participate via Skype.

The Cross Training Committee report has been streamlined. The forms should also be reduced to one form.

Although previously it appeared that there was a budget overage in hourly wages, Juana had allocated an additional $50,000 to cover those costs. Each department should carefully monitor hourly wages and make sure they do not overrun their budget allocation.

Jeff Banks gave an update from the recent HR Connections Group meeting. Progress has been made in placing non-classified positions and recruitment through the PeopleAdmin software. Also approved was a measure to allow job postings to expire after 14 days beginning on July 1. HR will conduct a six-month trial and pending the results of that trial, will transition faculty positions to the PeopleAdmin software as well.

HR is working with committees on being more aggressive in pursuing avenues to reduce the length of searches, including utilizing Skype interviews. Also, due to new federal regulation regarding eligibility for benefits, HR is reviewing the last 12 months data to see if more of our employees qualify for benefits under the new guidelines.

On Wednesday, May 1, HR will conduct a workshop on recruiting diverse faculty at the Multicultural Center. Jeff Banks will attend.

The provost advised HR to discontinue the collection of interview notes from search committees. The only retained item will be the report on contact with references, not notes. Any notes or other confidential materials related to a job search should be shredded at the conclusion of a job search, not kept on file.

Updates

The provost has advised the deans to monitor early promotion and tenure applications. Individuals should not go up for review until they have demonstrated a sustained level of achievement for 5 years. She also noted that achievements should be compared to a national pool of peers rather than one’s departmental peers.

There was a discussion of the University Perspectives course as it related to retention and graduation. Also, the main concern is advising, particularly creating a method so that cross-departmental/cross college advising is consistent and does not lapse when a student decides to change majors. They are exploring the idea of putting advisors in residence halls to be available for non-traditional hours, such as the evenings when the students are not in class.
The patents database that Luti Salisbury has been working on has been approved for posting online. More details will come later.

Dennis Brewer is asking all the deans to purchase Qualtrics.

Lora Lennertz-Jetton will work on a display policy affecting the bulletin boards throughout Mullins Library. The large bulletin board in the West entry is scheduled to be removed, with the Rise display and information kiosk expected to take its place—electronic rather than print notices, flyers, etc. The new display policy should cover how we handle all public areas, including posters on office and departmental doors.

Dean Carolyn Allen reported that ASERL / SEC Libraries met on Monday. The group reviewed a number of proposals, and selected one presented by Dean Allen to implement a program to honor a librarian of the year. Also, a proposal for establishing an online digital project on rural poverty was discussed. The University of Georgia has a Civil Rights digital library. The dean would like to explore the possibility of contributing some of our materials to that database. Duke University announced their Athletic Department is funneling a portion of their proceeds to Duke Libraries. Another proposal was a faculty research grant proposal, toward which each library would contribute. Another was a librarian fellows student program of $6500 per semester.

Judy Ganson reported that ArkLink was exploring the possibility of a consortial agreement to obtain FirstSearch, which is being dropped by the State Library this year. Each library in the group was asked to submit their FTEs. The current agreement with OCLC ends on July 31, so we have to move quickly. If ArkLink is unable to reach an agreement, we may join with the other libraries in the University of Arkansas system to negotiate a consortial price for FirstSearch.

Judy noted that Academic Policy #1405.16F stipulates that a report be made on the use of startup funds for new faculty that describes how funds were spent and whether any funds remain. The HR office will track whether or not we are in compliance with this policy. While we have allowed the funds to be used for equipment in the past, the funds should be used for research, professional development, or instruction related activities.

Lora Lennertz-Jetton reported that she is looking at Kaltura for their remote server service, which would allow campus-wide streaming media for use in Blackboard classes.

Molly Boyd gave an update on the last meeting of the Sustainability Council. Mallory Jenkins reported on the UA’s participation in the Campus Conservation Nationals competition, which focused on reducing electricity usage in the residence halls April 1-21. Gladson-Ripley led with 33% reductions and the Northwest Quad was second with 24% reductions in electrical use, a total 93,386 reduction in kilowatt hours over the same time period last year. The competition reduced usage by over $6,000 which equates to over 110,000 pounds of carbon dioxide. The goal is to establish good energy conservation habits in the students for life; Housing spent over 1.5 million in utilities FY2012. If we reduce by 10% on average/year, we could avoid $750k through direct occupant engagement.

Will Alred from the Walton College of Business and Alexander Clark presented on a project called Zero Client that is still under review. The project replaces 392 student-access desktop computers in the Sam M. Walton College of Business with highly energy efficient, server-based computing devices called Zero
Clients. The system uses a virtual desktop structure with processing on a remote server. The total equipment costs would be the same as traditional desktop PCs, but these systems use power more efficiently, representing a 1/25 th power reduction over traditional PCs. The system would multiply available computers for students in labs and has a payback period of less than five years in electrical savings alone.

Members of Managed Environments working group worked with Pepsi Co. to purchase and install a bike fix-it station at the Arkansas Union. They hope to have installed by Bike to Work Week (May 12-18).