Admin Group
Meeting Summary
Friday, April 29
2:00, Dean’s Office

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

Dean Allen discussed briefly with the group about soliciting large donations from a couple of potential donors, in the form of either estate gifts or naming opportunities. She asked the group for their recommendations for naming opportunities, etc., by next Friday. This effort would help with the Campaign goal. Rooms and spaces suggested for naming opportunities during the meeting were: the future west addition, the public services area, the reference stacks area, etc. The deadline for Campaign donations is June 30.

Dean Allen indicated that Provost Smith requests all schools and colleges on campus, including the Libraries, to help him identify appropriate performance and progress indicators for the Libraries for the 2005-2006 fiscal year. The total of indicators and measures should illustrate or demonstrate “continued attention to quality and quantity of what is accomplished and quality of life within the school for faculty, staff, and students.” She suggested that the library’s strategic goals be used in this endeavor and requested that the directors provide help with this request. Future library goals should also be added.

Janet Parsch mentioned that it was decided in the last Program Steering Committee that one other person should be assigned to be a member of a committee established to determine guidelines for identifying, writing, and submitting grants. The group agreed that Patricia Kirkwood would be most suited to help with this. Alberta Bailey said she could work it in with her other job assignments. Anne Marie Candido said she would add her name within the Library Goals accordingly.

Alberta mentioned that a new “permanent” sign regarding the food/drink policy (to be placed in the lobby), a self check-out sign for the new check-out machine, and a Performing Arts and Media sign to replace the Audiovisual sign are in the works and should be ready soon.

Janet and Juana Young introduced the topic of guidelines for establishing merit ratings and rankings for faculty and non-classified staff. Merit raises would be determined using the following classifications: 0 (needs improvement), 1 (satisfactory), 3 (very good), and 5 (commendable). In addition, guidelines were discussed for the directors to use in recommending to the dean a ranking of their faculty and other non-classified employees for merit raises.
Dean Allen asked Janet to clarify further the guidelines for breaks for employees in light of a memo forwarded by the Staff Concerns Committee from Molly Moore of the Serials Department stating that combining the two 15-minute breaks into one either in the morning or afternoon has been a common practice among several departments either for the benefit of the employee or because the department itself benefits from this flexibility. After a good deal of discussion on this matter among the group, Janet explained that when two 15 minute paid breaks are combined, a half-hour period of time results which is then technically equivalent to a full unpaid lunch break. Dean Allen asked Janet to change the wording on the meal/break policy to clarify its meaning in this regard.