Admin Group
Meeting Summary
May 12, 2005
Dean’s Office, 3:30

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

Dean Allen led a discussion of a draft of the library’s performance measures as requested by Provost Smith. Members of the committee suggested various additions and changes, and these will be incorporated as soon as possible. Dean Allen mentioned that she wanted to include these as an agenda item at the Program Steering Committee next Tuesday.

Janet Parsch reported on University regulations regarding the accounting of employees’ work time during conferences, especially as they would be reflected on the new time sheet. There have been myriad detailed guidelines established by campus Human Resources regarding this issue, especially with regard to which periods of time are paid and which are not. The guidelines as they are currently outlined are so detailed and prescribed that Dean Allen and Judy Ganson asked Janet to create two sample completed timesheets to be discussed at the next Admin group meeting: one a sample report indicating one day of administrative leave for each day of attendance and each day of traveling to or from the conference, and then another time sheet reflecting various scenarios that employees might encounter during the conference period, illustrating how each instance would be reported on the time sheet according to the campus detailed guidelines. Dean Allen stressed that these campus guidelines must be expressed as simply as possible so that employees can follow them correctly. She indicated that this information has come too soon before the ALPS meeting next week to implement now and that in the meantime employees should follow normally practiced procedures for accounting for time during that conference.

Janet Parsch proposed a change in procedures for requesting hourly employees. Supervisors who request hourly employees should attach a brief (1-2 paragraphs) description of duties and qualifications when they turn in the Hourly Personnel Action Request Form. Kathy Riggle will revamp the existing form to include space for this description. Meanwhile, the description can just be attached.

Janet Parsch introduced a discussion about the review process for faculty and classified employees. Dean Allen remarked that the evaluation process for these employees is too burdensome, both for the employees and for their supervisors. The procedures therefore should be streamlined. Dean Allen asked Janet to submit a proposal for revised procedures that are simplified, less redundant, and less burdensome, and to work with the Faculty Concerns Committee on this evaluation process. Also discussed were the parameters for determining how much time should pass before a new faculty member needs to undergo a review for the year and whether or not a retired faculty member should have a review submitted for the final year worked. Although Janet pointed out
that a cut-off date had already been established involving the initial evaluations of new faculty members, few of the administrators were aware of what that date was. Dean Allen stressed that these parameters should be clearly stated and simplified as part of the revision of the review procedures.

Juana Young announced that the floor of the storage facility will be leveled this weekend. The shelving vendor is expected to come on Wednesday of next week to begin barcoding the collections in Ayrshire that were not ever barcoded. Shelves are also expected to be erected next week, provided the floor is ready.