Admin Group
Meeting Summary
Friday, September 9
Dean’s Office

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

Dean Allen indicated that a process should be put in place to make new employees aware that they need to attend the “Our Campus” diversity workshop. Janet Parsch suggested that attendance be considered a regular part of their library orientation package and that they would be automatically signed up for a session. Dean Allen agreed that this would be a good idea, and this approach will be implemented. Dean Allen indicated that the issue of required and optional workshops for new employees should be discussed at the next meeting of the Program Steering Committee on September 20.

Because Ben Carter was unable to attend the meeting, Dean Allen asked the group to be prepared at the next meeting to have some suggestions for Ben about soliciting corporate funding for the library. The library needs to start planning proposals for funding the projected west wing of Mullins. She also asked the group to think of ways to raise money for major collections, especially Special Collections. The library should also be thinking of how the library can be more assertive in acquiring materials from people in the state and to obtain money for processing them. She mentioned that Tom Dillard and Tim Nutt will be reviewing the unprocessed collections to determine what issues (such as preservation, possible digital collections, etc.) should be addressed in planning to get them processed.

Alberta Bailey indicated that she has been investigating how the library can raise the hourly wage increments for hourly workers and is proposing that the incremental raises in pay for returning workers should be 20 cents rather than the current 10 cents. She told the group that the categories of hourly workers are: LCA I (routine duties); LCA II (intermediate-level duties); and LCA III (advanced-level duties). Dean Allen questioned why these distinctions need to be made since every hourly and work-study employee’s work is important and of value both to fellow staff members and to patrons. She suggested that the job duties for all of them should be made as interesting and varied as possible in order to challenge them and keep them interested in their duties. Let them know that our expectations of them are high, and that in return the library will try to pay them at a higher rate. Supervisors should think of ways to keep their employees busy during their entire work period and to encourage a high sense of responsibility in their work.

Dean Allen expressed her wish to have an open house in the new offsite storage facility (LISA) for library personnel and to include also Provost Bob Smith, Vice-Chancellor Don Pederson, and members the Faculty Senate Library Committee.