Admin Group  
Meeting Summary  
October 13, 2005  
Dean’s Office, 3:00

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

Janet Parsch reported that the Faculty Concerns Committee recently voted to have the minimum length of time a new faculty member works within a review year be three months rather than two months before he or she is given an annual review. Thus, if the new faculty member is hired three months or more before the end of the current annual review year, then a review for that person’s performance would be conducted for that year. A lengthy discussion among the group ensued regarding this issue. Dean Allen and others in the group felt that three months was not enough time on which to base an accurate annual review and that this time period could be accounted for if it were incorporated into the review of the year following. Dean Allen felt that a minimum of at least six months should be allowed before an accurate annual review could be conducted. She asked Janet to check with the Office of Academic Affairs to see if it is allowed for the library to set these parameters since none are set forth in the University faculty review policies. Dean Allen also asked Janet to get approval from Academic Affairs regarding the Faculty Concerns’ earlier vote that the library faculty now be evaluated according to the calendar year rather than the fiscal year. The library needs to be sure that this proposal and the rest of the changes incorporated in the Libraries’ personnel document have the sanction of the University administration.

Janet Parsch reported that the Northwest Arkansas Human Resources Association gave a workshop in Springdale entitled “Conducting a Diversity Audit” in September. Phil Jones, Cheryl Conway, and she attended. National speakers were a part of the program, and a session was held on creating, distributing, and evaluating results of an employee satisfaction survey. Dean Allen suggested that such a survey could be part of the new employees’ orientation packets if and when. Resources distributed at the workshop could also be posted on the StaffWeb. Dean Allen cautioned, however, that the library would have to be ready to rectify whatever was found lacking as a result of the survey with some kind of immediate action or statement, and before introducing such a survey it should be first determined whether the library will have the resources and funds to rectify any problems or omissions found to exist. Janet requested that the group discuss this survey at the next meeting in terms of the cost and time involved to introduce a survey of this sort.

Janet Parsch announced that Legislative Act 1015, which passed in June 2005, mandates that the Office of Personnel Management (OPM) do a Compensation Study in an effort to create a Pay Plan, requiring significant input from all state agencies and institutions, including those in higher education. The Act stipulates that state classified employees will describe in their own words what their duties are for their positions. The main purpose of this review is to use these descriptions to make recommendations for salary
adjustments since current salaries are falling way behind average market salaries. The University’s classified employees will be asked to conduct this exercise before the end of the semester, and the deadline for the state’s Office of Personnel Management to respond to this review is October 1, 2006. The campus Human Resources office will send out an e-mail shortly stating the regulations and guidelines for this review exercise, and the library will offer sessions to supervisors and employees to discuss these guidelines. Janet emphasized that she regards this as a positive development meant to adjust salaries in more accordance with market realities.