Staff Concerns Committee Minutes  11/6/14

Agenda: Dean Allen will discuss the mission of the Staff Concerns Committee with the members.

Members for fy2015: Continuing members are David Boddie, Kelvin Summerville, Gale Golden, Rose Cody. New members appointed by the Dean are Geoffrey Stark, and Nelson Shinnick.

Minutes: Attending: Dean Allen, David Boddie, Kelvin Summerville, Geoffrey Stark, Gale Golden

Dean Allen addresses the importance of the Staff Concerns Committee and its expectations.

- Meet regularly
- Post Minutes regularly on StaffWeb and email through UOALIB-L@LISTSERV.UARK.EDU
- Submit an annual report of the year’s events.
- Keep Dean Allen aware of all concerns the committee receives. Involve other parties as necessary, ex. Jeff Banks or Kathy Riggle in HR, Sheri Gallaher in Facilities, etc.
- The committee should not get involved with any performance or supervision concerns as this would violate policy. These should go to Jeff Banks in HR.
- Personal issues should not be addressed by the committee. These should also go to Human Resources.
- Report any concerns staff may have about the libraries to the appropriate persons.
- The committee can make recommendations for policies, programs or events to Dean Allen. The Administrative Group will review each idea and will respond for proposed activities and events.
- Present a budget at the beginning of the year. As soon as possible.
- There are two upcoming events the committee will be involved with for the remainder of the year. Dean Allen will let us know how we can be involved.
  - The State of the Library event prior to the Winter Break.

In response to a question about how to handle complaints, Dean Allen recommends the committee direct people to the appropriate person or department, HR, Facilities, etc.

Brainstorming for programs and concerns that can’t be changed

- There may be programs the committee may want to suggest such as on-campus training, programs, or lecturers.
- Do a survey of what is holding people back from participating in staff exchange.
- Create a way for staff to communicate ideas and promote programs other than through Tuesday Times (TT is meant to publicize University-related and/or Libraries-related information only, especially to advertise the work of our staff and faculty, per the Dean’s original charge for the publication and University policy. According to the Dean, the TT is a “communication tool for real issues that will affect us across the organization, [including] major decisions or projects.”).
  - Suggestions were made. Facebook was selected. The practical details will need to be fleshed out such as what to name it and who would monitor it, how to advertise it.
  - Staff could post ideas, programs that are personally important to them but might not be affiliated with the University, non-work-related events, fun activities, etc.

The committee thanks Dean Allen for her help with the Fall Festival.

Monthly meetings are set for the 2nd Wednesday of the month at 3:00 pm.

GCG