

# Priority Strategic Initiative Coordinating Committee 16/18

## Quarterly Report, January 2002

### Committee Goals

Create a staff development and in-house training program for library faculty and staff; support scholarly efforts of library faculty

### Members

Deb Kulczak (Chair), Andrea Cantrell, Elaine Contant, Karen Myers, Janell Prater, Sherryl Robinson, Kareen Turner, Michael Dabrishus (liaison)

### Overall Objectives:

- Determine training priorities based upon the feedback given by the support staff and faculty development groups
- Work with university personnel to provide needed training programs within the library
- Develop an orientation program for existing and new staff and faculty
- Determine criteria for faculty and professional staff to pursue scholarly efforts within the bounds of existing budgets
- Identify methods to support staff initiatives

The regularly-scheduled meeting time for the group has been Thursdays at 2:00, although in February this will change to 2:00 Tuesdays. We will begin meeting with Janet Parsch, probably the first Tuesday of the month, in order to coordinate our work with the policies and procedures she is developing for human resources and to avoid duplication of effort. Our committee liaison has also been invited to attend these monthly meetings.

The primary tasks accomplished by the group since the last report include:

#### New Employee "Welcome Packets"

Pursuant to the goal of initiating the orientation process for new employees as soon as they are hired, the group has continued to work on two prototype "welcome packets," one for employees new to the campus and another for employees new to the library. The final revisions will be submitted soon to the administrative group.

## Orientation manual

The group developed a prototype Web orientation manual for classified, non-classified, and faculty employees. The URL is:

<http://www.uark.edu/libinfo/NewEmp.html>

The group welcomes feedback on content, as it is still very much a work in progress. Issues of design will be coordinated with the Web Development Group, with future “location” to be discussed with that group and with Janet Parsch. When a library human resources site is created, the group feels that this would be a logical place for it to reside.

## Staff training

After discussion, the group felt that our first priority should be that of supervisor training—that is, putting together a program so that all supervisors in the library are given consistent information about responsibilities, policies, and procedures. Topics under consideration include the following:

- Hiring/firing/probationary procedures
- New employee orientation packet
- Pay and time-keeping records
- Workers compensation/job-related injuries
- Leave regulations
- Evaluations/annual reviews/documentation of work (work diary, file of examples, etc.)
- Emergency procedures (plus, suggest each department meet at a specific spot outdoors and “count noses”)
- How new policies will be communicated to library supervisors
- Supervisory skills/techniques (interview techniques, communication skills, human relations skills, team building, goal setting, etc.)

The committee has also obtained information about the sessions offered by the university human resources department as part of its supervisor development program. If it is cost-effective, we may pursue working with them to offer some of these sessions in the library. Their current list of twelve workshops is as follows:

- Supervisor Development Orientation
- Supervisory Roles & Skills
- Time Management Planning & Goal Setting
- Employment
- Legalities of Supervision
- Team Building
- Effective Management Through Performance Management

- Important Management Skills
- Health & Safety
- Employment Benefits, Scheduling Policies, Leave Policies
- BASIS Overview
- Presentation

The committee recognizes that programs offering official, legal information will have to be coordinated carefully with our own human resources office.

We will also be working with the OPAC User Training Committee (OTC) on the issue of InfoLinks training. On January 31, the group will preview “InfoLinks: An Introduction,” a PowerPoint program currently under development by OTC. Collaboration between the two groups is aided by the fact that Cantrell and Kulczak both serve on OTC.

#### Committee Name

We would like to propose the working title of “Employee Development Group” for our committee. If approved, we would use this designation in all the materials we develop (such as the Welcome Packets). We feel that the name “Planning Strategic Initiative Coordinating Committee” would be confusing for new employees especially.