

University of Arkansas Libraries, Fayetteville, Arkansas

Admin Group meeting

Thursday, January 14, 2016

Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco de Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Updates

Two candidates for the Head of Scholarly Communications will be on campus interviewing on Wednesday, January 20 and Thursday, January 21. There is a Newswire release going out tomorrow; open sessions will be held in the Reynolds Center and the campus community is invited to attend and to give feedback about the candidates. A campus-wide vetting for this position is essential to get the candidate on the correct standing with the campus community. The résumés for both candidates are posted on the Libraries' website and the VPRED website. Part of the interview process will be time scheduled with RSSP and campus research faculty.

Clement Lau interviewed for the Head of Technical Services last Wednesday.

- The search committee has reviewed the candidates for the Serials Librarian, contacted references, and have recommended two candidates for on campus interviews.
- The search committee for the Cataloging Librarian have reviewed 25 applications. This is a non-tenure track position.
- The search committee for the Head of Physics Library are preparing a recommendation letter.

The Admin Group discussed the possibility of replacing Ellen Williams' position in Binding with a full conservation / preservation specialist position that will also include binding.

Budget Request

In preparation for the upcoming budget hearing, we need to review the requested positions from last year and make any changes. The topic will be discussed with faculty at next week's monthly meeting with the dean. Our ultimate goal should be to assign a graduate student with every faculty member (at least one graduate student). We need to review the data to see what it would take to make that a reality. At the least, we should request two new graduate student positions; the provost has indicated he will cover the cost of new graduate student positions until July 1.

RAPID Returnables

The dean received a report letter of statistics from RAPID, which indicated a 92% fill rate with RAPID Returnables. Lora will check with Tess to see if we are participating in this program.

Increasing FTE

Directors will encourage faculty and staff to increase student wages or hire hourly staff to increase the FTE and to expend excess salary funds left over due to the vacancies.

Chancellor Steinmetz Visit

The new chancellor will visit departments and centers on campus as the first step in a strategic planning process. The dean will contact Laura Jacobs to determine how he would like to structure the visit with Libraries, as department levels talks do not seem warranted. Perhaps two groups or break up by division. The chancellor's letter indicates he is interested in hearing:

1. Introduction
2. Departmental overview--to include enrollment, number of faculty, national rankings, and annual budget
3. Research, teaching, and departmental strengths
4. Untapped resources and opportunities
5. Challenges and issues
6. Open discussion

He would like feedback from individuals about what their view of the university is, where we need to be headed in the next five or ten years, untapped resources, etc. We have been asked to prepare a written report by May 31.

486/487 Room Reservations

486 (Weare Conference Room) and 487 have been added to DIBS as bookable rooms by library personnel for library meetings and events. Booking through DIBS will no longer have to be requested through the Dean's Office. Individuals can book themselves.

Periodicals Position

The vacant position in Periodicals will be posted and filled.

Global Footprint Risk Assessment

Tim O'Donnell notified the deans that the university has hired a consultant to do a review of global business activities to ensure we are implementing best practices in the handling of the administrative items involved in various countries where we are sending faculty and students. This includes licensing, documentation, tax fees, which varies by country of operation. Vice Provost O'Donnell asked for input from all departments for any international activities not managed by Study Abroad and International Exchange. This would not include contracts with foreign vendors, which already go through customs.

Reports and Updates

Marco reported that he obtained feedback from Lora's division, Special Collections, and Facilities regarding the recommendation to purchase a new library vehicle. Each unit has different needs. Judy pointed out that the Libraries can rent a large truck for over-sized collections at \$100 per day, so that infrequent need should not be a factor in the decision. We will be sending more than two people to LISA at a time; we need more than two seats. The Ford Transit XL is a compromise vehicle in that the back seats can be lowered into the deck for a larger cargo space. This is a practical solution that accommodates as many needs across the organization as possible.

A proposal for continuous enrollment of graduate students is being drafted and is on the Graduate Council agenda for next week. Students would be asked to enroll for 1 hour to retain benefits, such as access to library materials, but the tuition for that hour would be credited back to their next semester's enrollment. This would help in limiting the affiliate tables.

The campus administration has modified the guidelines for extra compensation. Only compensation of more than 20% of salary needs approval from the administration.

Judy Ganson reported that the National Science Foundation's data hub program Data 4 has launched a proposal for an Agriculture program, but the University of Arkansas is not included.

Judy is currently negotiating Science Direct subscriptions.

Lora Lennertz reported that Joel starts on Tuesday, January 19 and Elaine will start as Distance Education Librarian on January 25. Patricia Kirkwood will be out on leave for six weeks beginning this week. Mary Gilbertson will be out for several weeks.

Lora reported that the DIBS software has launched and a few reservations have already been made.

Jeff Banks reported the PeopleAdmin software training was well attended. The new platform is fast-paced and more intuitive to use.

Marco de Prosperis reported that he interviewed a candidate to replace Deb Cheval's position yesterday.