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LOSAC Minutes 2017-06-28 Annual Meeting w Dean

Library Operating Staff Advisory Committee

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Minutes of the Annual Meeting of Operating Staff with the Dean

Date: June 28, 2017

Time: 2:00pm

Founders Memorial Library, Staff Lounge

Present: Ete Olson (Interim Dean), Joe Thomas (Chair), Katja Marjetic (Vice-Chair), Anthony Velazquez (LAC representative), Dee Anna Phares (Historian), Michele Hunt (Secretary).

Introduction

- This will be our last meeting with Ete as Interim Dean.
- New Dean, Fred Barnhart, begins on Monday July 3rd. He can be reached via e-mail at fbarnhart@niu.edu or by phone at 753-9801.

Budget News

- Fiscal year 2017 comes to an end this Friday June 30th.
- The university did not receive all the funds that the state promised. We received a portion of the expected state funds at the beginning of the 2017 fiscal year.
- Fiscal year 2018 (FY18) is still uncertain. There is a starting budget in place, which could change, but administration is waiting until after the 10 day count to have a better understanding of where we stand. The 10 day count is the first 2 weeks of the semester during mid-September.
- Administration checks the levels of enrollment each week, but around mid-September there should be more news about the budget based on enrollment revenue.
- Enrollment has been down about 5% annually in past years; however, looking at the enrollment numbers now, we have about 8% fewer students than last year around this time, but that could change.
- Part of the current enrollment downturn is that a huge class of undergrads graduated this past year.

Library Personnel

- **Associate Dean of Public Services**
 - There will be an internal search for an interim position conducted through half-day interviews with a presentation and question session with the candidates. Interviews are planned to start the 2nd week of July so the individual can be in place August 1st.

- **Head of Government Publications**
 - Rachel Hradecky's last day was June 28th. Her position will not be filled and the money from her salary will be returned to the university. Mark Hamilton will take on some of her responsibilities and Jim Millhorn will assist with reference and instruction.
- Hiring new personnel will be driven by data and program prioritization. This fact also applies to adding money to a currently held position. These processes and decisions have become more complicated and must go to the President's office for approval. Many forms and arguments must be drawn up to prove the necessity of the position or addition of funds. The University is encouraging sharing positions between colleges.

Program Prioritization

- Program Prioritization began in 2015. It will now cycle and return every 5 years. Those who receive a rating of improve or reduce must submit another report a year later to show their steps of progress and change.
- The University Libraries began Prioritization with 5 programs, but after review and personnel changes, we now have the following 4 programs: Public Services; Collections, Technical Services, Digital Scholarship; Regional History Center and University Archives; and University Libraries Administration and Office of the Dean. We want to show that we are adapting and improving as personnel leave.

Campus Personnel

- **Acting President & Vice President**
 - Lisa Freeman was approved by the Board of Trustees as the Acting President of NIU.
 - Chris McCord, Dean of the College of Liberal Arts and Sciences, will serve as the Acting Vice President and Provost. His vacated position must be filled, therefore a search for the Acting Dean of the College of Liberal Arts and Sciences will be planned.
 - The Board of Trustees has 90 days to decide what to do about the position and has not yet announced their plan of action, but Lisa Freeman will not apply for the position. See the Board of Trustees Website for more information about the transition as it occurs (<http://www.niu.edu/board/>).
- **Dean of the College of Law**
 - Eric Dannenmaier resigned from his position after a year.
 - Mark Cordes, College of Law professor, will continue on as the Acting Dean for another year.

University Business

- Ete urged everyone to pay attention to not only our daily work activities, but also to what is happening outside the walls of the library. We should be aware of the state legislature proceedings, enrollment numbers and events around campus.
- The University Administration is hard at work trying to get funds from the state to maintain operations.
- The Libraries have returned many of our vacancies to help provide cash flow for the University.
- NIU has changed the system for hiring and other paperwork. It is now online and new portals have been set up. These changes are overwhelming for HR, which is also dealing with Union contracts and the many vacant positions around campus.
- We should keep in mind that some requests are taking longer than possible to accomplish because of the changes in paperwork workflow, internal university problems, and the general increase of paperwork required. Library Administration is trying to do all it can, but not everything can be completed in a timely manner, if at all. All work orders are now prioritized through the university and certain requests made are not seen as urgent as other competing projects. An example is a request for pictures to be hung. In the past the request was fulfilled with no problem, but now is low in priority for completion due to budget constraints.

Conclusion

- Ete thanks all Operating Staff for their hard work, flexibility and patience over the past year.
- Ete will stay on with the NIU Libraries for 2 more months to help Library Administration transition before retiring September 1st. She is currently working on writing instructions and procedural timelines for our new Dean Fred Barnhart and for Jana Brubaker who serves as the Acting Associate Dean for the position Ete vacated. Any extra time available will spend searching Thai material for cataloging, although she is aware there is too much material for her to finish before retiring.

Meeting was adjourned at approximately 2:31pm

Respectfully Submitted,
Michele Hunt, Secretary