

8-22-2018

LOSAC Minutes 2018-08-22

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Date: August 22, 2018

Time: 1:02pm

Founders Memorial Library, Room 411

Present: Michele Hunt (Chair), Renee Kerwin (Vice-Chair), Teresa Jacobsen (Secretary), Anthony Velazquez (LAC Representative), Steffen Scharmacher (Historian)

I. Old Business:

Approval of Agenda

The agenda for 8/22/18 was approved with amendments.

1. Meeting date changed from 8/15 to 8/22
2. Meeting time changed from 1:30pm to 1:00pm

Archival Review

The committee reviewed and approved the following LOSAC documents to be archived in the Regional History Center:

1. Agenda: 7/17/18
2. Minutes: 7/17/18

E-mail Updates

Gabriela Crespo in IDS has left the library – gcespo@niu.edu

LOSAC Suggestion Box

No submissions received.

Michele will receive email updates when a message has been received.

LOSAC Log

Renee will add the template for the minutes submitted to the log by Michele.

Annual Report

Dean Barnhart approved the 2017-2018 annual report. The Annual Meeting with Operating Staff date was set and will be held August 29th in the Staff Lounge.

II. New Business:

- **LOSAC Alternates:** Tony Velazquez will replace Gabriela Crespo as LAC Representative. Ginger Prothero-Schwersenska is the rightful alternate to replace Katja Marjetic. She will begin next month as Secretary.

Department Heads Meeting Notes

This month's meeting was cancelled.

LAC meeting

Meetings will resume in September.

Link to OSC minutes

<https://www.niu.edu/osc/archives/osc-minutes-july-2018.pdf>

Other

Hiring Process Inquiry: As the library works to fill vacant positions, there have been questions about the hiring process and potential changes in criteria for applying to positions, especially about positions that are a jump in the civil service classification system. LOSAC inquired with HR about this issue and who is responsible for contacting applicants if they are not chosen. Below is the response we received via email.

Classification: Yes, you can skip classifications, as long as you meet the minimum qualifications for the classification. So if you are currently a Library Assistant, but there is a Library Operations Associate position open and you have the experience needed, you can apply, test, and be offered that job.

Contacting Applicants: That is up to the department to contact the applicants not chosen. That can be done via phone or email, whichever is easiest for you. You can remind them that because they tested they will remain on the register and will be notified if a new position were to become available.

Meeting was adjourned at approximately 1:12pm.

Our next regular meeting is scheduled for September 19, 2018 at 1:30 in Room 411.

Respectfully Submitted,
Michele Hunt, Chair