

Staff Advisory Council Agenda/Notes

Template

2022-MM-DD

Present:

Documents/Links

Agenda

-

Action Items

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Resources

Primary Documents

 TAMU Libraries Staff Guidelines.docx

 Committee on Committees Final Status Report

Deadlines

2022-12-07

Present: Stephanie Graves, Alyson Vaaler, Derek Halling, Jared Hoppenfeld, Kristen Chilek, Janina Siebert, Bonnie Gardner, Krista Oldham, Dianna Morganti, Chance Medlin, Babette Perkins, Robin Hutchison, Ethel Mejia

Documents/Links

Agenda

Passing of the Baton

- Committee on Committees
 - Stephanie G. will pass ownership to Staff Advisory Council (SAC) chair
 - SAC's task is to help shepherd task forces to complete their respective recommendations. Must also remind task forces to keep their folders up-to-date
- Bylaws Committee
 - Promotion and Evaluation Task Force forwarded their recommendations. The SAC will need to review the document.
 - Resolved appointment of 8th council member – Dianna Morganti, non-voting
 - The 7th council member would be the University Staff Council representative, individual TBD
 - There was a question about libraries leadership serving in some of the committees. Acknowledged the previous concerns about the imbalance of power structures affecting members willing to share in open discussion. The SAC will need to review this issue.

University Staff Council (USC) Representative

- The council needs to fill vacant seat. The hope is to release information about the position before the winter break, have elections in January, and seat someone by February.

Selection of chair and secretary & Service Terms

- Marisol Moreno (secretary)
- Alyson Vaaler (chair)
- Serving 1 year: Bonnie, Janina, Marisol
- Serving 2 years: Alyson, Krista, Kristen

Recurring Meetings

- Find same date/time to meet in Spring '23, with flexibility built in
- Meetings are open to everyone in the Libraries (including those with dotted lines)

Communication Strategies

- With the Libraries

- Send all communications to University Libraries – Library
<library-everyone@library.tamu.edu> listserv
- Build Hub page, Bonnie can help Alyson with active help desk ticket
- Like the Marketing Hub page, we can add an anonymous google form for employees to send issues/concerns. The chair and secretary are notified when responses are submitted. Responses will help establish the agenda
- With the University Librarian
 - Schedule Julie to join at some point (beginning, middle, end) to summarize discussion and/or seek final approval
 - Schedule monthly meetings with Administrative Coordinators (i.e., Dave or Winona)
 - First meeting to be held in January

Ongoing Task Forces

- Prioritize meeting with active task force chairs
- Build rapport with the chairs, identify needs to support them, and schedule to meet with them, as needed
- Quick updates from SAC representatives serving in active task forces
 - Wellness (Chance) – polling Libraries leadership to gather information about direction they would like to see from the group. Committee meetings will resume, with invites to anyone who wishes to attend. The group will need an extension.
 - Diversity (Chance, Marisol) – there is an active survey to collect feedback about what programs to focus on. In addition to the survey, the group is gathering information from other library diversity groups. The group will need an extension.
 - Internships/Fellowships (Janina) – conducting extensive review of peer institutions to see what they're doing, and help us identify gaps. The group is currently in the process of creating definitions
 - Hiring Implementation & Recruitment (Bonnie) – MSL volunteered to be the test group for the recommendations. The group has a member from the task force to observe and report back about what worked, didn't work, etc.

Action Items

- ☐ Alyson will send email to everyone in libraries about new Staff Advisory Council meeting and include information about USC nomination form, due January 13
- ☐ Bonnie and Janina will work on Hub Space and perpetual google form
- ☐ Create a priority list of things for January meeting and select the top three/four to tackle first