SAC Agenda/Notes
Date: February 14, 2023; 1pm CT
Location: 204A and via Zoom

Howdy! The SAC will be convening on Tuesday, February 14. If you have an item you would like to present or discuss with the council, please include your item in the list below **no later than Monday, February 13**.

Agenda Items

[Item 1: Addition to Staff Guidelines](#)
[Item 2: Discussion about public facing content for SAC](#)
[Item 3: Finalize/post/promote staff QUICK feedback form: UL SAC "QUICK" Feedback Form](#)
[Item 4: USC Update](#)
[Item 5: Monitoring taskforce/committee updates](#)
[Item 6: Staff leave practices](#)
[Item 7: Candidates running for elections](#)
[Item 8: Identify inactive library committees](#)
[Item 9: Revisiting 'Vision & Values' page](#)
[Item 10: Faculty with Service to the Libraries](#)
[Item 11: Faculty Senate Report](#)

Links/Documents

TAMU Libraries Staff Guidelines.docx
Final Recommendations

Item 1: Addition to Staff Guidelines
- Brought forth by Alyson Vaaler & question by Alex Mitchell.
- The Promotion and Evaluation Task Force provided 📄 Final Recommendations , to be adopted into the Staff Guidelines
- Share the recommendations with the Libraries before voting to have it adopted in April.
- Q1: Are there other things that need to be integrated into the guidelines?
  - There was uncertainty about whether the guidelines are also applicable to Qatar, HSC Dallas, Galveston, etc. The guidelines ARE NOT prescriptive at those locations; rather, the guidelines can be used as a guide.
  - The council needs to revise the guidelines for clarity - the guidelines are only applicable to the College Station Libraries. Some examples:
    - "can be referenced by other systems, but they are not prescriptive…"
    - "reports to the University Librarian…"

Item 2: Public Facing Content for Libraries SAC
- Brought forth by Bonnie Gardner.
- Members of the council listed some examples of public facing SAC websites that the Libraries can model after:
  - About the Student Advisory Council | Texas A&M Health
  - Staff Advisory Committee | Florida Tech
  - Staff Council | Texas Woman's University
    - The council appreciated a public facing site of staff recognition and accomplishments
- Next steps for the Libraries
  - Bonnie will set up a Google doc to outline the website and will share with the council; the document will be uploaded to the SAC drive
  - Between now and the next meeting (March 14) the council needs to add content
  - Bonnie will update the template once the council has added enough content
  - Once satisfied with the amount, it will be shared with the Libraries for feedback

Item 3: Finalize/post/promote staff QUICK feedback form: UL SAC "QUICK" Feedback Form
- Brought forth by Bonnie Gardner & Janina Siebert.
- The form is limited to Texas A&M Libraries
- The council is not endorsing or limiting anonymity
- Employees have the option to provide their name and department. Caveat to not providing that information - ability to gather additional information or action taken may be delayed
- Bonnie will add a link to the now completed form to the HUB
- Janina will share at the February 23rd Libraries' Town Hall.

Item 4: University Staff Council (USC) Update
- Michelle Brown-Link is the 8th member of the SAC, and the USC representative.
- She will be joining two USC subcommittees: the professional development group and staff benefits group.

- Any USC questions can be directed to Michelle.

Item 5: Monitoring Task Force Committee Updates
- Brought forth by Alyson Vaaler & Jessica Simpson.
- We need a mechanism for following up with active task forces.
- SAC monthly meetings will serve as a forum to provide an update on the charge progress.
    - Update can be submitted in writing or Task Force Chair or representative may give an update at the Council meeting.
    - Task Force chairs or representatives must be added to agenda - contact Marisol when call for agenda is released (typically a week before the scheduled meeting).
    - Even if a representative from an active task force is unable to attend, please still share updates with Marisol.

Item 6: Staff leave practices
- Brought forth by Michelle Brown-Link.
- Look into the feasibility of providing a leave option for individuals celebrating their birthdays OR take one day off during the month of one's birth OR 'Aggieversary'.
- Practice could help with morale and retention.
- Need clarification about what is at the discretion of HROE and the University Librarian.
- She will share with the USC Work Life Benefits Committee and keep us informed.

Item 7: Candidates running for elections
- Idea sent to SAC, brought forth by Alyson Vaaler.
- A suggestion was made to provide descriptions of individuals running for elections. These would be short blurbs to help library employees get to know the candidates.
    - A template email could be saved in SAC shared drive.

Item 8: Identify inactive library committees
- Brought forth by Janina Siebert.
- As a result of the organizational change, there are some HUB committee pages that are no longer relevant to us. We propose assisting the UL and DI to identify these pages by creating a list and submitting it to ULET and with approval, submit a helpdesk ticket so that these pages are not unnecessarily transferred over to the new hub.
- Q1: Who is reviewing the HUB for non-existent pages? Is there a way to hide rather than eliminate content altogether?
    - As far as we know, no one is formally assigned this task.
    - The council will also follow-up with Krista O. to see if there are any archival methods to retain any content that isn't used.
    - Note: several of these pages were not fully developed.
    - Give the Libraries notice when content is scheduled to sunset.
- Q2: What about committee content without an owner in the HUB?
    - Ask ULET if the Council can take charge over content for lapsed committees before the Libraries transfer to the campus SharePoint.

- ○ If we get the green light, we'll send an email to the Libraries to let people know the pages' proposed fate (if they want to capture anything that may be there).
- ● Alyson will email ULET to ask if this task is something the Council can assist with.
- ● The council also needs to add language in the guidelines about common practice for sunsetting committees and removal of content.

Item 9: Revisiting 'Vision & Values' page

- ● Brought forth by Janina Siebert.
- ● A review of the 'Vision & Values HUB page and website needs to be made. Is it redundant?
- ● This page is not what we thought a place to share the Libraries' vision and values, instead it was a placeholder created by Thomas Vasquez for the "V&V Award" was given to individuals who embodied the Libraries shared values and met service standards.
  - ○ The page was meant to outline the nomination and selection process. It was never developed.
- ● Thomas had previous ownership but, if we intend to continue with his plan to develop the page, it would need to be transferred to someone with a direct line to the Libraries.
  - ○ It also would need to reflect updates to the award.
- ● Alyson will follow-up with Julie about the V&V award - will it be revamped or formally end? Would this be on our list of HUB pages "not to be transferred" to the new HUB later?

Item 10: Faculty with service to the Libraries

- ● Brought forth by Dianna Morganti.
- ● Q1: Due to increased visibility, many of the dotted line faculty find themselves receiving many direct library instruction requests from their units in addition to their teaching loads increasing. Their contracts count this as service back to the Libraries. Can library instruction be counted as teaching going forward?
- ● Q2: Additionally, dotted line faculty also want continued access to library learning spaces and resources for those who are teaching library sessions for their departments - the status is unclear at the moment.
- ● Contract term questions were referred to the faculty's department direct supervisor and the suggestion was made that these are Julie questions, especially in regards to using library spaces and resources beyond the initial negotiated contracts.

Item 11: Faculty Senate Report

- ● Brought forth by Jessie Simpson.
- ● Updates from the last faculty senate meeting will be repeated by Jessie Simpson at the February 23rd Libraries' Town Hall.
- ● Additionally, the Libraries representation in the faculty senate will be temporarily down one Senator due to the current count of staff librarians.
- ● Once librarian positions are filled the Libraries senate representation will adjust accordingly.