

SAC Agenda/Notes

Date: March 14, 2023; 1pm CT

Location: Zoom

Old Business

Alyson contacted ULET and DI about lapsed content on Hub, also contacted Krista about archival review matters

Agenda Items

[Item 1: Faculty with service - question for Julie from last meeting](#)

[Item 2: Upcoming Elections](#)

[Item 3: Task Force Updates](#)

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[Item 5: Suggested content: Libraries Guidelines](#), page 3

[Item 6: SAC volunteer to report at next town hall, March 23](#)

Links/Documents

- [Project Priority List](#)

Old Business

- Alyson V. contacted ULET and DI about lapsed content on Hub, also contacted Krista about archival review matters.
- Alyson V. had brief communication with Julie; it's already on her radar. We're in the process of moving from a library hosted hub to a University-hosted hub (their version of sharepoint). Currently looking at what should and shouldn't migrate to the new hub.
- Because of state records retention the SAC will need to work with Krista O. to review items that need to be kept
- Other updates from Julie
 - Water leak in Evans Library is under control; some areas are back in service, while other spaces are still drying out
 - UL is working on a presentation she will give to the assessment committee, currently scheduled on March 30 – the objective is to assess the progress of the Path Forward. Julie will contact those from whom she requires data. UL plans to share a rough draft at the March 23 Libraries town hall.
 - Question from Michelle BL - Will the UL provide a sneak peak of the presentation to the University Staff Council (USC)?
 - Response from Julie MB - Will be making rounds with different groups on campus; when she circles back to the USC, she will need Michelle BL to help connect with them.
 - New positions continue to be posted. Thanks to Kim W., Thomas V., and Search Committee members.

Item 1: Faculty with service - question for Julie from last meeting

- Question from Dianna M. from last meeting regarding space availability to teach in the Libraries.
- SAC will roll over the question to next time to give Dianna M. an opportunity to ask the question directly.

Item 2: Upcoming Elections

- Brought forth by Alyson V.
- Reached out to task forces to get updates
- Informed the task forces to finalize recommendations before the upcoming elections; reminder that nominations are sought in May according to [timeline](#), [Anticipated Vacancies](#)
- We need to think about where the task forces are going
- Ballot comes out in June.
- Question to the group regarding the mentoring committee: is it plausible to have five members in a mentoring committee and five members in the professional development committee?
 - The question was brought up because getting volunteers to participate is a challenge right now, library employees are overextended
 - Response from Amanda R., who was involved in the Mentoring and Professional Development task force – the task force had recommended that the two be separate because they have separate functions BUT it is a recommendation. If the concern is

that we are unable to get enough volunteers to participate in the new committees, consider re-examining

- Alyson stated that for the time being we'll combine the two groups and evaluate after some time to see how many volunteers we get.
- Thomas V.: new information for mentoring committee – we're going to set hiring dates on the 1st and 16th of every month. HROE would ideally prefer that hiring managers assign a mentor (or a buddy) to help new employees transition gradually into the workplace.

Item 3: Task Force Updates

- Diversity Task Force (Marisol M.): The task force is finalizing its recommendations; will go through a feedback process with the Diversity Advancement Committee; the group is recommending that the group become a council to align with groups we've defined in the [Staff Guidelines](#); the group will also be renaming.
- Hiring Implementation Task Force (Jessie S.): The Hiring Implementation Task Force (hereafter HIRE) was formed after the "Librarian Hiring Task Force Recommendations" were submitted by the Hiring Task Force under the purview of the Committee on Committees and approved by the University Librarian in September of 2022. After approval of these recommendations, HIRE was formed to help implement and guide the newly developed process as well as charged with assisting and mediating various stakeholders including library human resources, librarians, and library leadership. The group was instructed to continue this process for six months, after which a report with any additional changes or modifications to the process would be recommended. Please find the formal charge for this group at this link: [Hiring and Recruitment Implementation Task Force](#)

Since its inception in September of last year, the group has met 9 times at a rate of once every two to three weeks. The group designates liaisons to each of the targeted hiring committees that have been formed to passively observe the proceedings. The liaisons have been instructed that they may advise the committee on the policy and changes that have been made, but this liaison does not participate in committee proceedings, including recruiting, rating candidates, developing interview questions, or adding input on the hiring decision, except when the liaison has also been selected to serve as a formal committee member. To date, the committee has served on the hiring committee for the Medical Sciences Library as the Assistant University Librarian for Research & Education, a position which has already been filled, and has recently been appointed to additional hiring committees: MSL Houston Librarian, Assistant University Archivist, Coordinator of Engagement and Outreach Activities, Manager of Academic and Curricular Services, Coordinator of Online Learning Services, and Director of Research Impact Librarians.

Additionally, the group has been active in creating documents to assist in the process including fleshing out committee member roles and requirements, including the hiring manager, committee chair, admin coordinator, etc., as well as creating supplementary documentation such as a checklist from human resources and flowchart of the process to demonstrate the interactions of the parties throughout the process.

- Thomas V. added that the number of positions we have posted right now are for internal and external applicants
- Question from Jessie S. – Does the SAC have a deadline to sunset the task forces? In what capacity does the organization (i.e. HIRE) exist after we've completed our charge?
 - Response from Thomas V. – the hiring task force will go through the first batch of hires, and then loop in Susie G. to create assessments; overall, we'll find a way to transition the group to the next iteration.
- Internships, Fellowships & Practicums Task Force (Janina Siebert): the task force is in the final stages of editing and will be ready to submit their recommendations to the SAC by April.

Item 4: Website Content

- Brought forth by Bonnie Gardner
- Summary: Bonnie G. provided an update about content that would go on the libraries website
- Document to identify what tabs we want on page [Tabs](#)
- 'Contact Us' section should be on the landing page to make it easy to find.
 - Consider only having the 'Feedback Form' and a generic email for the SAC; no personal emails
- The 'Feedback Form' should also be front and center on the landing page.
- 'About Us' section – the SAC needs to draft some content for the site (e.g. what is our mission, who we are, link the guidelines document)
- Bonnie needs headshots from SAC members by next SAC meeting, April 11
- Also consider 'Minutes' and 'meeting schedule' tabs
- 'Staff Resources' tab – not a priority right now, get website up and running
- Question: Who is the primary contact to update the site?
 - Response: Bonnie G is the direct contact for now. When she's no longer in the council, the SAC will need to submit a ticket.
 - Bonnie G. will populate the site and then let us know what else needs to be added
- Recap of items that Bonnie G. needs from SAC:
 - Headshots
 - Content for the 'About Us' section
 - Alyson V. will create the 'About Us' intro
- Question: Where will the site be linked from?
 - Response: the plan is to currently link from the Employment page OR from the Human Resources page.

Item 5: Suggested content: Libraries Guidelines, page 3

- Brought forth by Alyson V.
- The SAC needs to clarify language in the Guidelines that the eval and promotion guidelines DO NOT apply to Qatar. The Guidelines speak to BCS campus; campuses outside of BCS ARE NOT required to follow; instead, they can use it for reference.
- Reminder that any change in the Guidelines need to be reviewed by UL for approval, then sent to the Libraries for a vote.

- Question: What would be the best way to send it to her?
- Response: UL stated that sending proposed revisions via email is fine for now.
- Question: How often the SAC want to send guideline updates - every meeting, quarterly or annually?
- Response: Any changes can be grouped together and sent to Julie annually.

Item 6: SAC volunteer to report at next town hall, March 23

- Purpose: this individual will provide a recap at the town hall.
- It is important for members to circulate in order to see representation at each town hall.
- No volunteers came forward, but Alyson V. will put another call out to the council.