

## **SAC Agenda/Notes**

**Date:** July 11, 2023; 1pm CT

**Location:** 204A and via Zoom

**SAC Members Present:** Alyson Vaaler, Dianna Morganti , Marisol Moreno, Janina Siebert, Kristen Chilek, Bonnie Gardner, Krista Oldham, Michelle Brown-Link

## **Agenda Items**

Old Business: [SAC Website](#)

Item 1: Election Results

Item 2: Succession Planning

## **Links/Documents**

 TAMU Libraries Staff Guidelines.docx

## Old Business: SAC Website

- Brought forth by Bonnie G.
- Staff Advisory Council website is now live.
- Available thru the '[About the Libraries](#)', '[About Library Human Resources](#)' pages and thru a direct link: [https://library.tamu.edu/staff\\_advisory\\_council/index.php](https://library.tamu.edu/staff_advisory_council/index.php)
- It can also be found thru a Google search.
- Not yet available on the Employment page. The group will revisit after redesign of the site is complete.
- Janina S. will provide an update at the July 17 Town Hall (update on SAC web presence and election results).

## Item 1: Election Results

- Brought forth by Alyson V.
- 147 ballots went out, 68 ballots completed
- New members of the SAC:
  - Katie Irwin, 2-year term as library professional
  - Michael Larson, 2-year term as library professional
  - Vappy Severs, 1-year term as library professional
  - Chance Medlin - librarian
- Reminder that the SAC agreed to have staggered appointments for continuity.
- Member of the Professional Development Committee:
  - Babette Perkins
  - Michelle Brown-Link
  - Janina Besa Siebert
  - Jillian Eslami
  - Jared Hoppenfeld
  - David Hubbard
- Changes to TAMU Libraries Staff Guidelines: Section 1: Purpose
  - Yes: 60; No: 2
- Changes to TAMU Libraries Staff Guidelines: Section 5: Promotion and Evaluation Procedures
  - Yes: 54; No: 7
  - There were a few comments made about the 'Promotion and Evaluation Procedures. The PDC will be charged with looking into this.

## Item 2: Succession Planning

- Brought forth by Alyson V.
- Activities or things for SAC to work on in the fall? Ideas?
  - New Employee Headshots

- Discussed providing an option to have new employees' headshots taken during the onboarding process.
  - "Staff Photo Days" may also be scheduled during all-staff gatherings or staff appreciation events.
  - The SAC will need to determine capacity for the Marketing Team to help or if an alternate option ought to be considered.
  - Headshots already available can be made visible in the staff directory by uploading through Workday.
- New Employee Welcome Letter
  - The SAC discussed the option of having a card made which all SAC members would sign in advance so we'd have a ready supply of welcome cards in advance of a new hire. Janina S. suggested that she could get her student workers to create and print the cards.
  - Thomas V. recommended that someone from the SAC be assigned to reach out to him to identify new employees being onboarded, and collect signatures.
- Activities or things for the new Professional Development Committee (PDC) to consider?
  - Forming mentoring as a formal program
    - Consider yearly sign-up for mentors, or reaching out the [TAMUS Mentorship Committee](#) for collaboration
  - The group also discussed collaborating with different schools/colleges as a way to empower new employees and create networks across campus with Libraries staff and school/college employees and faculty.
  - Develop training opportunities
    - Identify staff/unit needs
    - Start with an environmental scan
    - Develop subcommittees, at the discretion of the PDC
  - Discuss option to provide CV/resume template
    - Internally, look at peer-reviewed periodic workshops
    - Externally, invite grad students to assist with CD/resume development.
- What went well in the first year of the SAC? What could we change?
  - Keep hybrid option (i.e. virtual and in-person); increased library attendance with this option.
  - Continue to remind employees that the feedback form exists and is available
  - Look into possibility of the SAC to have a budget for staff appreciation events.
  - While the SAC has a feedback form to officially add agenda items, it would be helpful to designate final minutes of the meeting for an open forum.
  - Continue to designate time for University Librarian updates; perhaps invite AULs periodically
  - For a stronger library presence on campus and networking, it would be beneficial for SAC members to attend USC meetings.
- August 8 SAC Meeting
  - Invite new members to discuss:
    - Appointment of new secretary (Alyson V. has agreed to continue as Chair).

- Meeting logistics (e.g. recurring dates/times, etc.).

## **Open Forum**

- No additional items were discussed.