Library Council
Minutes
February 27, 2003
Library West Conference Room

Members in Attendance: Shelley Arlen, Dale Canelas, Gary Cornwell, Bill Covey, Phek Su, Lori Driscoll, Carol Drum, Stephanie Haas, Martha Hruska, Cathy Mook, Jan Swanbeck, Carol Turner, Robert Shaddy, and Steve Shorb

1. Approve Minutes
   - The minutes for the January 2003 Library Council meeting were approved.

2. Implement $40K. Discussion and decision – Dale Canelas
   - Steve Shorb explained the projection he drafted of what it would mean if tenure track staff started at $40K and received promotions at regular intervals for University Librarian. The projection assumes a certain amount of cost of living raises per year. This plan would make us more competitive in the rest of the country.

   - David Colburn is supportive as long as the Library can fund it. The library received a new $60K position in last year’s budget that has not been filled. This position will be deleted and the money used to fund this plan.

   - The committee approved all new tenure track hires to start at $40K. Current faculty salaries will be raised to $40K. Faculty members who are earning slightly more than $40K will be raised to $42K.

   - This plan would mean hiring at the Assistant level and making expectations very clear.

   - If this plan is approved there must be a commitment to review and change our recruitment process. For instance,
     - Commitment to target new library school grads
     - Video conferencing
     - ALA recruitment booth
     - Active recruitment at Library Schools
- Streamline search committee process
- Conduct national searches
- Identify position for minority internship
- Develop mentoring program
- Write article to market the library
- Form committee to decide how to recruit larger pools and establish standards
- Form committee to decide how to measure candidates and change expectations

- Steve Shorb, Denise Bogart-Caballero, Jan Swanbeck, and Robert Shaddy will begin work on a new recruitment plan. All searches are on hold until a new recruitment plan is in place.

- Steve would like to meet with UFF representative and tell them about our plans.

- Dale believes that barring huge budget cuts, the UF Administration will allow us to keep drop positions once the incumbent is retired. If we know that we have drop positions coming up we can go begin searches once a new recruitment plan is in place. If it is not too far in advance of the incumbent retiring we could overlap for purposes of recruitment. The overlap would not serve training purposes. We would be limited in that there would have to be a vacant line to hire the candidate into until the drop position is vacated.

3. Progress on support staff class structure - Steve Shorb

- Steve Shorb reviewed a handout outlining our current six level employment structure, ranging from LTA to TEAMS Coordinator. There is a high degree of overlap among the six positions.

- Steve reviewed ARL support staff surveys from 1999 for guidance related to job descriptions, salaries, and number of levels. The average number of levels for support staff was 4.2 for the 6 institutional respondents, the mode and median were both 4. The span of entry salaries was approximately $20,000-$32,000. The starting wages for those grades and the number of levels indicate that we may want to consider having four vs. six levels.
• Steve and Denise Bogart-Caballero spoke with UF’s Classification and Compensation Department about our plans. They presented a general outline for new titles geared to standard federal occupation codes. This would put us in the 25% range for salaries of people classified under these federal occupation codes in Florida. The next step was to discuss qualifications and defining job characteristics. If we went to less than six levels we would have to be able to define the core responsibilities of those job titles. This would need a lot more work. The Classification and Compensation Department was impressed with the methodology used in our plan.

• This plan would include some former A&P staff. Accounting and clerical type positions would not be included.

• Human Resources believes that four levels should be enough for an organization of this size.

• A committee will be formed to review job descriptions, prepare job description for the proposed levels, and sort staff into those categories. Gary Cornwell and Carol Drum volunteered to be on this committee. Other suggestions for committee members should be given to Steve.

• A suggestion was made to hold several open library sessions about this topic.

4. Instructor vs. lecturer discussion – Dale Canelas

• Per David Colburn, lecturer cannot be used for the former rank of instructor. To go from instructor to assistant is a promotion for which he would allow a promotional increase. However, the lecturer series is designed to be a teaching series and to move from lecturer to assistant is not promotional; it is simply moving from one series to another series. Therefore, we will have to start beginning librarians at assistant. Since the time to tenure has been extended to 6 years, the result should be almost the same.

• If we want to hire a candidate who does not meet all the criteria of the job advertised we could hire them as a provisional assistant. For example, if the candidate has a masters degree in a subject area and is working to complete an MLS, and we want them to complete the MLS, we can hire him/her as a provisional assistant. When he/she achieves the MLS we would then make him/her a full assistant.

• Searches out for lecturer positions can be hired at the provisional assistant level.
5. **Digital Archive and Distribution Policy – Stephanie Haas**

- The Digital Archive and Distribution Systems for Internally Created Content draft policy was reviewed.
- The fifth paragraph will be modified to provide more detail.
- Materials are not necessarily added to the Digital Collection just because they are scanned. When the decision is made to add an item to the digital collection then the policy kicks in.
- Discussions need to be had about what should inform the Digital Policy.
- The policy was approved conditional on recommended modifications being made.

6. **Organizational analysis – Dale Canelas**

- Library Functional Assessment draft was reviewed.
- This document is a result of all of the Directors analyzing the information relationships between the divisions of the library.
- It looks at key functions, who is responsible for them, their current status, and proposals for improvement.
- The Directors will take this document to their respective steering groups for input.
- Proposed changes can be sent to Misty Swain.
- When a final version is drafted it will then be tied to Library goals.

7. **Faculty Evaluation Committee Interim Report – Carol Drum**

- **Draft Procedures for Librarian Emeritus Status**
  - Draft procedure was reviewed.
  - First sentence needs to be modified to better define when faculty in DROP and Phased Retirement are considered retired.
  - The eighth bullet should specify “Thirty days” prior to the retirement date.
- Carol Drum will make modifications and send out updated version.

- **Draft Chapter Three: Career Review and Evaluation**
  
  - Draft procedure was reviewed.
  
  - The Career Review and Evaluation Committee recommends there should be some consequence to evaluations not being completed within the specified deadlines. It was decided to include a statement to recognize that delinquent evaluation or non-evaluation may affect a department’s ability to receive merit, discretionary and/or bonus awards.
  
  - May 15th stands as the deadline for evaluations to be completed.
  
  - Part E, Bullet 2 – Should be modified to reflect that faculty members are evaluated for sustained performance for the preceding 6 years.
  
  - Part E, Bullet 3 – Criteria - Should be modified to reflect that a faculty member who has been rated satisfactory or above for the preceding 6 years cannot be subject to a performance improvement plan.
  
  - Carol Drum hopes to get all revisions made within the next month, send this information to all library faculty via email, and then have an open session in the staff lounge to receive input from faculty.
  
  - Steve Shorb will check with Denise Bogart-Caballero to see how evaluations should be done for A&P employees that are now TEAMS members.

8. **Staff Training Program Discussion**

   - It was decided that Trudi DiTrollo should meet with the Library Council at the end of each semester to discuss what the training categories should be for the following semester. This would give Trudi needed information in terms of number of attendees so that she can make the appropriate room reservations, etc. It would give department chairs confidence that their staff members are receiving the kind of training that they need.

9. **Deans Meeting Update – Dale Canelas**

   - January Session
- One of the requirements in the Governor’s budget requires that all universities increase tuition by 7%.
- The Governor’s budget did not contain cuts to private higher education, only to public universities.
- Cuts proposed for this year will bring UF’s two-year total cuts to $76.2 million.
- FSU responded by saying if the cuts go through they will restrict the number of hours Bright Future students are permitted to take at FSU, not take any additional Bright Future students, increase class size, and cancel summer sessions.
- The worst-case scenario for UF would be that we would receive a 6.5% across the board cut that we could offset by tuition increase and enrollment growth for out of state students where we can collect full tuition. We will probably have to go for a 12.5% tuition increase to cover the proposed cut.
- Recurring funds for all the universities have been eliminated.
- The legislature is going along with this budget proposal thus far because they want to impose zero based budgeting for all areas of the state.
- UF’s Administration asked if we knew of parents, donors, or major alums that could speak to the legislature on our behalf. Names should be submitted to Dale to pass on to David Colburn.
- Bright Future funds will not be available for Summer 2003, but we will have summer sessions.
- We are under-funded on enrollment, mainly in lower division courses. Our undergrads come in with a lot of advanced college level credits and are taking fewer lower division credit hours. UF is pushing the 4 + 1 programs so that in three years students will graduate and in their fourth year they can get a masters degree.
- The Library West addition is the only building funded by PECO this year.

- **February Session**
  - Told that the House and Senate disagree on new taxes.
The university’s priority is to eliminate the cut, to fully fund enrollment, and control own tuition.

UF is at the outer limit for what we can charge out of state graduate and undergraduate students. However, we are very low for what we charge to in state graduate and undergraduate students.

There are significant leaders in both the House and Senate that support UF. UF’s Administration feels that it is the most UF inclined leadership in the legislature in years.

The Lt. Governor’s position may be crucial for UF.

There may be some possibility that the cut will be rescinded.

UF is almost through with the admissions process. There is a huge push to get into UF. Admissions has turned away more than 50% of applicants and students are calling asking to come in during summer session or in January.

UF is 10 percentage points higher than any other SUS school in graduating minorities.

The academic personnel board has completed one pass through for tenure and promotion packets. Our candidate is doing fine.

The University Senate did vote to extend tenure review to 6 years with a three-year review and a mentoring program in principle. The vote was 33-13. Exactly how it may be implemented is not clear because the specific documents were not approved.

New plagiarism software has been purchased for the use of faculty.

UF has been losing $9.5 million annually on graduate students carried on grants. It will be recommended that each student that is on a grant be charged at a rate of $6500 per year to average out in-state and out-of-state tuition.

It is believed that UF will be declared the successor employer for Grad Assistant United.

For UFF, PERC will decide what the shape of UF’s bargaining unit. The election will probably be held in the fall.
○ The Governor’s budget has only bonus money for faculty, no salary increases.

○ UF’s presidential search process is underway. There are four sub committees. One is writing the job description and criteria, another, the research and due diligence committee will investigate candidates backgrounds, another, the Local Arrangement Committee will set up local arrangements for visiting candidates, and a Communications Committee will be in charge of communicating with stake holders all over the state.

○ The Accreditation Self Study is up on the Internet. The team will be here the 2nd week in April. Barbara Dewey, the Director at the University of Tennessee will evaluate the Libraries.

10. Building Update – Building Team Members

• The feedback collected was submitted to the architects.

• Waiting for space allocation plans to come back.

• The Historic committee approved the footprint.

• It may be possible to break ground before the end of the year.

11. LibQual Survey 2003 – Lori Driscoll

• The Library will be participating in LIBQUAL Survey for Spring 2003.

• Increased from 164 to 316 institutions this year

• Using half the sample size. 1500 undergrads, 1000 graduates, and 500 faculty.

• HSCL will conduct it's own survey. Law is not participating.

• During Spring Break, information about the survey will be sent to all library staff. The first announcement to students will be sent right after Spring Break. The actual link to the survey will be sent the following week with a reminder email a week after that.

• Survey will close April 15th.

• Overall results will be presented at ALA in June and each institution will receive its results, probably in July.
• Contains same questions as last year with one additional question that asks, "The library you use most often...".

12. **APA Meeting – Bill Covey**

• Academic and Professional Assembly (APA) is being formed to be an analog to the faculty Senate.

• It is an official sanction of Tigert. The group has been meeting with Tigert since November and comes into existence on Tuesday.

• Composed of TEAMS exempt employees and non-tenure track faculty positions on campus.

• Any employee in the TEAMS exempt category is eligible.

• Includes all UF employees on and off campus.

• Whether you come or not you are in it unless you opt out of it

• Three goals: Identify the membership of the APA in terms of representation on campus; Recognition for the work that is done by these individuals; Networking

• Will meet on a regular basis, probably in the Union. A list serv and website will be established.

• Emphasized that they are not a Union. They are intending to be positive influence and help the administration on campus.

13. **Proposed Course of Action SPIT – Steve Shorb**

• Steve Shorb handed out the Strategic Plan Revision and Review Cycle draft proposed course of action.

  o SPIT to review and summarize events, measurements, and outcomes for each scorecard - By March 12th

  o Library Directors to provide comments and suggestions on scorecards - By March 12th

  o Facilitators Training for 3 Staff Sessions - Before March 26th.

  o Library Council briefing on process details and progress - March 27th
Three Staff Sessions – April 3-8

- Review planning cycle, progress on scorecards
- Assign 5 groups – one for each card
- Task assigned: Narrow and improve focus

SPIT performs initial consolidation of 3 card reports – by April 18th

Library Council Working Session – April 24th

- “Matching” process to choose card
- Re-group to review final product
- Add comments on implementation plan

All Staff Meeting to review results – Approximately May 1st

SPIT meetings continue featuring card reports, guests from card teams, run the cycle, update to Library Council

- Hopes to conclude in time to have coordination and input on employee evaluations.
- Schedule avoids ALA, ALEPH training, and ACRL.
- Will keep track of who works on the cards during the entire process to help if ADHOC teams need to be established.
- Please provide Steve Shorb with any feedback.

14. ALEPH Implementation – Martha Hruska

- Martha and the UF ALEPH steering committee are going to FCLA on Monday to review the implementation calendar. The original implementation date of May 12th is in question.
- An update should be posted after Monday’s meeting.