

## **Faculty Meeting Minutes**

April 8, 2008

David Lincove opened the meeting. There was no report from the Director since he was unable to attend.

### **Committee Reports**

Cheryl Obong presented the Staff Advisory Committee annual report, and Nancy Helmick presented the Assessment Committee report. Both will be posted on the committee web sites. The Risk Management Committee requested an extension and their report will be presented at the June meeting.

### **Progress of Faculty Degree Requirement Discussion**

Planning and Policy is in the process of writing a summary report of the feedback they have received about faculty degree requirements. An open discussion will be on the June meeting agenda.

### **Administrative Report**

The one day planning session with Maureen Sullivan on April 1 went well. 35 members of the library staff participated. A steering committee from the participants has been named and includes Trisha Davis, Judy Cerqua, Maureen Donovan, Dan Noonan, Karen Diaz, and Melanie Schlosser. This group will meet and determine task force charges in the next several weeks.

The budget year is progressing nicely. However, we have been advised by the Office of Academic Affairs to build up a reserve in operations of 1.2 million dollars. The majority of money in operations is devoted to salaries. Therefore, we will look very carefully at filling vacated positions. We are committed to filling positions that are being advertised. We are committed to travel and staff development. The overall plan will be not to fill vacancies unless an internal reassignment can be made. We do not plan to cut the student employee budget.

Eric Johnson has been appointed to the Associate Curator for Rare Books and Manuscripts position and will begin in August. An offer for the Arabic and Islamic Studies position has been extended. The search for a Catalog Coordinator is in progress. We are recruiting a new Social Sciences Subject Specialist and have about 20 applicants so far.

Workforce software training is going well. We will go live with student employees on Sunday, April 13. By May 1, all library employees will be included in the system.

## **Travel Planning**

Libraries Business Office web site has all the appropriate travel planning forms. A leave form for University Business leave must accompany travel planning documents. Any travel exceeding 10 consecutive work days must be approved by Joe and the Provost. Next is a Travel Request form that must be approved by the supervisor and the Assistant Director. Keep copies of all forms for your own file. Registration may be prepaid using a PCard, and a request form is available on the web site. If CFPBR funds are being used, enter CFBPR in the User Defined field on the PCard and Travel Request forms. Per diem rates are on the University travel web site. Use Libraries forms rather than University Travel forms because ours include more signature lines.

## **Outreach and Engagement Task Force Report**

Karen Diaz presented the report and led a discussion. The report may be found at:  
[http://library.osu.edu/wikis/library/index.php/Outreach\\_and\\_Engagement\\_Working\\_Group\\_Report](http://library.osu.edu/wikis/library/index.php/Outreach_and_Engagement_Working_Group_Report).