

**ACADEMIC ASSEMBLY OF LIBRARIANS**

**GENERAL ASSEMBLY**

**MINUTES**

**Tuesday, May 14, 2019**

**2:00 PM**

**Digital Scholarship Center**

**Attending:** Gabe Galson, Tom Ipri, Latanya Jenkins, Nancy Turner, Matt Ducmanas, Andrea Goldstein (chair), Brian Boling, Karen Kohn, Kim Tully, Kristina DeVoe, Stefanie Ramsay (recording), Steven Bell, Carla Davis Cunningham, Molly Larkin, Holly Tomren, Lauri Fennell, Jackie Sipes, Olivia Castillo, Vitalina Nova, Emily Toner, Caitlin Shanley, Adam Shambaugh, Sarah Jones, Urooj Nizami, Joe Lucia (ex oficio)

1. Approval of minutes from the March meeting
   1. Approved.
2. AAL Election (Karen Kohn, Kim Tully)
   1. No paper ballots needed. Election results below.
3. Update on Merit changes (Matthew Ducmanas)
   1. Following this year’s evaluation of Merit, Merit Committee provided feedback to AAL Steering Committee. Steering Committee formed Merit Task Force to address feedback. Rachel Appel presented their proposals and admin approved changes.
   2. [Merit Task Force Proposal](https://drive.google.com/open?id=0B5ShoeTO9NxrMC1zelczNGxBN004a1kxS3AxZHQ5UTBDS2tJ).
   3. Do you anticipate an increase in the number of applications because of reduced redundancy between Merit and Annual Report? Not sure. Did see an increase in applicants (21 applicants last year) because change in timing to apply during the summer.
4. Online submission of PARA applications (Kristina DeVoe, PARA)
   1. At March Steering Committee meeting, discussion was brought up to transition PARA to online process, similar to Merit, which would help candidates going through both. Steering Committee was amenable to discussion.
   2. Kristina submitted proposed steps for moving to online submission process. Suggestions included: thinking about this as complimenting online Merit process, Library Administration to create Google Drive folders for those applying to contract renewal/regular appointment, folder would contain list of all documents needed, instructions on filenaming conventions and guidance on what to include, and how to organize content. Folders would be shared with candidates for them to upload copies of materials (rather than original documents). Supervisor would have access to these folders to upload recommendation letters for a period of time. PARA committee would then gain access during a period of time. Committee writes recommendations and submits that material in a separate process.
   3. Kristina is talking with Richie and Marianne later this week to hear more about their past experiences with this process.
   4. How do we make sure external peers know what to do? In the past, there was emphasis to have peer review letters signed. We could consider accepting electronic signatures.
   5. How would levels of access work? Library Admin would have view/edit access throughout entire process, Supervisor would have view/edit access for a period, employee submitting would have view/edit access for a period, Committee would have access when making their recommendations.
   6. Why would Library Admin have edit privileges? They would need to upload documentation, such as external peer reviews, but would not edit documents.
   7. Is there anything lost by moving to electronic processes? Does the physical enhance anything in any way? Nothing would really be lost. People could submit photographs in digital formats. In the last year, a number of candidates had list of URLs as supplements/appendices, which may help with readability and accessibility, and gives the candidate more flexibility in presenting their portfolio.
   8. Kristina will continue working on this through the summer with the goal of implementation for the next year’s PARA cycle.
5. Dean’s update (Joe Lucia)
   1. Just completed two days of OSHA training for those who will need access to Charles Library before full occupancy.
   2. Hired cohort of temporary workers who will be loading ASRS and work will begin 5/15. Orange bins in front of Paley will house books coming down from stacks.
   3. Organizational process has been more efficient than originally thought, but big challenge will be what it looks like in production level throughput in Charles.
   4. Current plan, subject to revision, is 12 hour days for load-in (6am-6pm). General pattern will be staffing load in the morning with temp workers, then afternoons will be temp workers plus library staff who have been trained (mostly from Access Services). By the end of next week, we’ll have better sense for if 12 hour work rate is enough to load ASRS by late July/early August. If not, will have to apply to state for a variance to have workers in building past 12 hour limit.
   5. John Oram and Justin Hill are managers for this and putting heavy emphasis on accuracy over speed. Inventory checking process built into working cycle.
   6. Waiting on final word on budget for next year. Looking at 2% reduction in library operating budget. Still unsure of what budget will look like when Charles Endowment comes online over the next few years, but will most likely help us.
   7. Will know more about technology budget for Charles throughout the summer.
   8. Enrollment levels and demographic challenges
      1. End of May 1, hit targets for number of students with deposits. Conversation about freshman class size going forward (class size has been as big as 5,500 in recent years). Thinking about strategic rollback to around 5,000 for sustainability. Facing substantial 2-3% reduction in high school graduates in primary markets.
   9. Fly in Four program has been very successful, which reduces headcount of paying undergrads.
   10. Are there plans for different types of recruitment given potential loss in the region? New Provosts are helping rethink this, especially for international recruitment. Seeing strong enrollment in graduate international enrollment, and decline in undergraduate international enrollment.
6. Summaries of annual reports from committees
   1. Continuing Education Committee (LaTanya Jenkins)
      1. Membership consisted of Lori Bradley, Richie Holland (Ex-oficio), Leanne Finnigan, Rachel Appel, Urooj Nizami, LaTanya Jenkins (Chair).
      2. Theme was Radical Compassion in Library Leadership. Invited diversity and inclusion committee to co-sponsor sessions.
      3. Organized 3 sessions in Fall 2018 semester (had 10-15 participants), 2 sessions in Spring 2019 semester (25-35 participants, does not include online participants).
      4. Fall 2018 sessions:
         1. Making Connections in Communicating Gender & Cultural Humility
         2. Building a Charles Library Sculpture-- A Leadership, Communication and Collaboration activity
         3. Transforming Conflict and Sharing Power
      5. Spring 2019 sessions:
         1. Accessibility & Ability
         2. Change Management
         3. Access Conference/Workshops
      6. Participants said they wanted more sessions on work/life balance, workers rights, facilitating efficient meetings. They also wanted more colleagues with different types of roles would attend workshops.
   2. Merit Committee
      1. Membership consisted of Matt Ducmanas (Chair), Rachel Appel, Sarah Jones, Matt Shoemaker, Gretchen Sneff, Emily Toner.
      2. Received 21 applications.
      3. 104 merit units were distributed by Provost.
      4. Committee proposed changes in Merit process to Steering Committee-- see above for full proposal.
   3. Selection and Appointment Committee
      1. Membership consisted of Matt Ducmanas (Chair), Erin Finnerty, Caitlin Shanley, Emily Toner.
      2. 3 searches this fiscal year:
         1. Head of Media, Arts, and Humanities for LRS: Tom Ipri began in September. Matt served on search committee.
         2. Education and Community Engagement Librarian for LRS: Vitalina Nova began in February. Caitlin served on search committee.
      3. Emily Toner will serve on search committee for Digital Scholarship Librarian next month.
   4. Promotion and Regular Appointment Committee
      1. Membership consisted of Rick Lezenby (Chair), Kristina DeVoe, Jill Luedke, Jackie Sipes.
      2. Reviewed 10 applications and made positive recommendations for all.
      3. Matt Ducmanas, Latanya Jenkins, Sarah Jones, Karen Kohn, Rebecca Lloyd, and Kim Tully received 2 year contract renewals. Leanne Finnigan, Erin Finnerty, Josue Hurtado, and Matt Shoemaker received regular appointment and promotion to L3 if they were not already.
      4. Rick proposed moving PARA process to all digital process. Kristina working on proposal for this-- see proposals above.
   5. Steering Committee
      1. Membership consisted of Andrea Goldstein (Chair), Stefanie Ramsay, Kim Tully, Katy Rawdon, Jasmine Clark, Brian Boling, Joe Lucia (ex oficio).
      2. First Friday lunch moved to Wednesdays.
      3. Brian, as Vice Chair/Chair-Elect, met with new members of AAL for orientation (Gabe Galson, Tom Ipri, Vitalina Nova, Julie Randolph).
      4. Met with Cynthia Schwarz to move AAL content from current website to Confluence page. Continuing process right now. Andrea began transferring content over but still available in both places.
      5. In reviewing committee proceeding documents, found inconsistencies in terminology and dates. Asked chairs/committee members to update documentation. Will be done by end of FY.
      6. Formed Merit Committee Task Force to address changes in Merit process that resulted in approved changes (see above).
      7. Addressed proposed changes to PARA processes (see above).
7. Slide show/Election results/Nominations and Elections Committee annual report summary (Karen Kohn, Kim Tully)
   1. Nominations and Elections membership consisted of Karen Kohn and Kim Tully.
   2. One special election last August to finish second year of Jim Bongiovanni’s role on PARA Committee. Jackie Sipes was elected to fill this role for one year.
   3. Elections for May GA were conducted online. Propose that electronic ballots replace all paper ballots. Run-off elections can be done alone after General Assembly if needed. Also suggest making it standard procedure to put out call for AAL members to nominate themselves for positions before committee begins selecting nominees.
   4. Election results
      1. Steering Committee Vice Chair/Chair-Elect: Leanne Finnigan
      2. Steering Committee Member-at-Large: Sarah Jones
      3. Representative Faculty Senate: Rebecca Lloyd
      4. Faculty Senate Library Committee: Emily Toner
      5. Continuing Education Committee: Jessica Lydon (one-year term), Vitalina Nova (two-year term)
      6. Nominations & Elections Committee: Lauri Fennell
      7. Selection & Appointment Committee: Stefanie Ramsay, Latanya Jenkins
      8. PARA: Carla Davis Cunningham, Josue Hurtado
8. Old Business
9. New Business

Adjourned 3:15pm.

AG 6/24/19

JL 8/20/19