



**Minutes of the University Libraries Assembly**  
<http://www.augusta.edu/library/about/library-assembly.php>  
**Wednesday, June 10, 2020, 1:00 – 2:00 p.m., Virtual Meeting**

Call to Order: 1:04 p.m.

**Present:** Bandy, Bustos, Davis, Davies, Fredsell, Gaines, Gallay, Gomez, Johnson, Kouame, Kubicki, Morgan, Shipman, Smith, Verburg, Weeks

**Absent:** Ballance

1. Approval of Minutes (M. Johnson)
  - a. First: F. Verburg; Second: A. Gomez
2. OLD Business
  - a. Faculty Workload Task Force (P. Shipman)
    - i. The taskforce steering committee is writing a draft version of a final report for the Provost over the next month.
3. NEW Business
  - a. Director's Update (K. Davies)
    - i. Re-opening Plans
      1. June remains the same as previously scheduled
      2. Starting July 1 Kathy will be in the building daily
      3. Transition from July 1 to July 31 for all employees to return
      4. Fall Semester starts on August 3
      5. After July 31, employees needing to remain teleworking must submit for approval
      6. Kathy has asked Facilities to assess the building for precautions, such as tables, computer areas, etc. before allowing the building to open for others
      7. Centralized requests to Facilities for cleaning supplies

University Libraries

- a. What will the University supply as far as cleaning supplies as opposed to what the Libraries will need to supply? – Kathy will ask Leadership
    - b. Who does what as far as cleaning? What will the Libraries’ responsibilities be as far as Facilities?
  - 8. Curbside service in July for patrons
    - a. Includes Stacks and GIL-Express materials
    - b. Form to fill out requests will be available (Ali and Emma Kate)
      - i. Ali and Emma Kate are also working on a LibGuide for Access Services across both campuses
  - 9. University will have a website for re-opening plans
  - 10. Provost will hold Town Hall (e-mail sent 06/10/2020)
  - ii. Furloughs have been authorized but not yet implemented
    - 1. Half days or full days permitted
    - 2. Suggested one day per pay period
  - iii. No further information on budget
    - 1. Submitted plans for a maximum of 20 percent cut
      - a. Proposed to cut travel, supplies, and not fill open positions at this time
    - 2. GALILEO is also cutting 14 percent – eliminating ProQuest eBooks Collection
  - iv. IT space in Greenblatt?
    - 1. IT is moving out, but no word on how that space will be occupied in the future
  - v. Grant Funding for the Libraries
    - 1. CARES ACT – Melissa and Sandra
    - 2. NNLM RDM – Jennifer and Lachelle
  - vi. Dean of Libraries position – no progress
- b. University Senate Update (P. Shipman/G. Kouame)
    - i. See Appendix I for meeting notes
    - ii. WebEx recording of May meeting is available on the Senate website
      - 1. Dr. Coule’s presentation on COVID-19 may be of interest

- iii. Search for new Provost timeline is aggressive
  - 1. Provost Caughman will remain until the end of August
  - 2. No official announcement on an interim Provost

c. University Committee Updates

- i. Athletics – no report (R. Bustos)
- ii. BAITUR – no report (R. Bustos)
- iii. Curriculum (T. Weeks)
  - 1. Approved a change to a statistics class from 4 CH to 3 CH
- iv. Faculty Development – no report (S. Bandy)
  - v. Faculty Rights and Responsibilities – no report (F. Verburg/N. Reese)
  - vi. Governance and Communication – no report (J. Kubicki)
- vii. Grievance Committee (M. Johnson)
  - 1. Previous chair (Almira Vazdarjanova) has stepped down because she is now the VP for the Faculty Senate
  - 2. Melissa is now Chair of Committee
  - 3. One grievance is currently in progress
- viii. Promotion and Tenure (G. Kouame)
  - 1. Delay of portfolio submission with no penalty due to COVID-19
    - a. Accommodations made for course evaluations
  - 2. Dr. Browder and Committee will review and streamline procedures
- ix. Student Affairs – no report (T. Weeks)

4. Announcements

- a. Congratulations to Gail Kouame for Outstanding Faculty Award
- b. Congratulations to Fay Verburg (25 years), Peter Shipman (20 years), Renee Sharrock (15 years), and Marianne Brown (20 years) for their years of service
- c. Interim Deans Announced
  - i. Pamplin College – Kim Davies
  - ii. The Graduate School – Jennifer Sullivan

- d. GALILEO new interface go live date is July 21
  - i. June 18 is a webinar on the changes

Next Libraries Assembly meeting: TBD

Adjournment

## Appendix I

Augusta University Faculty Senate Meeting 5/4/20  
Notes provided by P. Shipman

Dr. P. Coule

- COVID update

President Keel

- Fall Term – goal is to teach in-person. All plans to open will be submitted to USG by 5/25. Three options to plan:
  - In-person class with social distancing
  - Online classes – continuation of what we have now and for summer term
  - Flexible plan – open in Fall as in-person, but have plan in place to go online if interrupted by a second COVID wave
- BUDGET –
  - All state agencies to reduce budget by 14 percent, to take effect FY21 (July 1, 2020)
  - General Assembly must approve budget, but not in session until June, so budget reduction is not firm at this time (just a forecast).
  - Be open to possibility of furloughs or layoffs, but not known at this time

Provost Caughman

- Staying until Aug 2020 [firm].
- Reiterate all fall opening plans must be approved by USG
- Planning spring virtual commencement for undergraduates
- Enrollment for fall and summer are fairly strong, cautiously optimistic
- Academic calendar for fall term adjusted for Masters, and approved; fall commencement date unchanged

AP Faculty Affairs Browder

- Changes in P&T calendar because of COVID disruption. See your chair.
- No change to annual evaluation
- Course evaluations for spring term are optional for faculty to include in annual evaluations and P&T portfolios
- New faculty orientation is tentatively scheduled for 8/4, 8/5 but details not set
- Faculty workload task force will finish soon
- Faculty awards (Bell, Wallace) will be announced in August because of Spring Faculty Assembly cancellation

VP Instruction Kellehear

- **Actively investigating contracting a new search firm for the Dean of Libraries search. Wide dissatisfaction with the quality of candidates put forward by the present search firm.**
- Instruction support for faculty is available for online learning.

Senate Chair Scott

- Working groups convened for fall reopening plans to be submitted to USG by 5/15. *If library faculty have questions about any aspect of fall reopening, first contact*

*Shipman or Kouame as your AU Faculty Senators for answers. If Gail or Peter cannot answer a question, they will ask the AUFS Executive Committee for an answer.*

- **Augusta University Senate onboarding is tentatively scheduled for Aug 6, 2019.**  
This event is for any faculty member elected to Senate committees and Senators.

Senate Vice-Chair Basciano

- Provost search committee timeline
  - Feb 26 – charge to committee
  - June 17 – virtual meeting of search committee
  - Aug 10 – select 8-10 candidates for initial review
  - ~Sep 15 – candidates sit for airport interviews
  - ~late Sep – candidate campus visits
  - Negotiation process and naming of new provost by late 2020
  - Keel interjection – an interim provost will be named, but no announcement at this time
- Senate bylaws review (three changes all endorsed by the Executive Committee)
  - Change to Grievance Committee (break off HR responsibilities of the committee)
  - Change to AUFS Governance
  - Change to AUFS structure (major) – to take affect with FY22
  - All three changes to be voted on by Senators by email

Senator Turner

- Concerned about the Pamplin dean search and the Dean of Libraries searches
- Mentioned her withdrawal from AUFS after 14 years of continuous service

Senate Secretary Walton

- College elections for Senate committees and Senators are incomplete for two colleges
- The website for AUFS will be updated in June for the FY21 Senate.

New business

Scott – Reduction in Force policy is up for usual review; no major changes are expected.

Reminder: all policies go to a policy board and the AUFS only “endorses” but does not “approve” policies.

Committee reports