

Minutes of the meeting of department heads, April 16, 2003

Present: Harold Billings, John Tongate, Molly White, Jim Dougherty, Anita Farber, Drew Racine, Carole Cable, Peggy Mueller, Dennis Dillon, Damon Jaggars, Laura Schwartz (*for Marcia Parsons*), Ernestine Potter, Curtis Ohlendorf, Mark McFarland, Nancy Elder, Susan Ardis, Suzanne McAnna, Robin Fradenburgh, Ann Hartness, Emilie Algenio, Jean Hamrick, Stephen Littrell, Carol Johnson, Janine Henri, Bob Stewart, Jo Anne Hawkins, Robert Foster (*recording secretary*)

Absent: Sue Phillips, Kay Sewell, Marcia Parsons, David Flaxbart, Dennis Trombatore

There will be a ceremony held in the Rare Books Room of the Benson Latin American Collection on Monday, April 21, at 4 P.M., to decorate Ann Hartness as Commander of the National Order of the Southern Cross, the highest distinction accorded a non-Brazilian. The Brazilian ambassador, H.E. Rubens Antonio Barbosa, will bestow the decoration on behalf of the Brazilian government. A reception will follow.

Noting that the current Session of the Texas Legislature is debating the state's budget for the next biennium, Mr. Billings commented that the University could well have its budget reduced by \$20M from the level for the current year, and that the Library is continuing to look for means to reduce its budget for next year by \$1,065,900, with the likelihood that some \$1M of this must come from personnel reductions. Since resignations and retirements are not producing the usual attrition in our staff, the library is effectively faced with the likelihood of layoffs.

Mr. Billings said that he is sorry about the looming possibility for layoffs, but our organization must carry on its business within the monies available to perform our jobs—the priorities of them being mission-critical and performance based.

Department heads were advised by Carol Johnson to consider how new technologies might help get a unit's work done, to look for possible redundancies, and to look for changeable routines and achievable efficiencies. She remarked that department heads must really look at their areas of responsibility to make recommendations that best serve their work duties and staff under the reduced budget restraints. Mr. Billings cautioned that if department heads were not capable of such planning, their own effectiveness was under question.

Alma Rodriguez will be informing department heads about employees who need routine evaluations, as the classified staff evaluation process is being begun now. The Professional Personnel Committee has finished examining the professional annual evaluations, and forwarded their recommendations to Mr. Billings. Mr. Billings expressed his appreciation to the committee for their work, but said that he is not in a position to make recommendations for reappointments until budget planning by the University is complete.

Mr. Billings said that he expects his successor to be named within the month.

It has been recommended that the Balcones Library Service Center close permanently on June 30. An external book return will be located outside the Library Storage Facility at PRC for return of library materials.

The annual report issue of the library's *Newsletter* will go to the printer later today.

Mr. Billings noted that the annual ARL statistics have appeared online, and the library again appears to be drifting down statistically compared to its peers. The published version of the statistics will be available later this year.

Nancy Elder thanked the PCL Reference Department for its help in maintaining evening hours for the Life Science Library.

The next scheduled meeting of department heads is on April 30.

—Robert L. Foster