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Faculty Senate Executive Committee
22 September 2003
3:00 - 4:30 p.m.
Champ Hall Conference Room

AGENDA PACKET

3:00 Call to Order
[Approval of minutes of 18 August 2003](#)

Announcements - FSEC Lunch with the President will be on
Thursday, the 25th of September.

3:05 Information Items for Consent Agenda
[EPC Business](#) Joyce Kinkead
[Faculty Evaluation Committee Report](#) Ruth Struyk
[Bookstore Committee Report](#) David Hansen
[Libraries Advisory Council Report](#) Linda Wolcott

3:30 Key Issues & Action Items
[University Dashboard](#) H. Craig Petersen
[Emergency Preparedness/GIS Project](#) Eric Hansen
[Ombudspersons Proposal](#) Christine Hult

4:10 University Business Administration

4:30 Adjournment

Faculty Senate Executive Committee Meeting Minutes for August 18th, 2003

Attendance:

Senators:	Kevin Kesler (0930)	Chris Coray (2861)	Janis Boettinger (4026)
	Kevin Doyle (4025)	Dean Miner (801-370-8469)	Bruce Miller (2232)
	Carol Kochan (2676)	Tom Kent (1189)	Marv Halling (3179)
	Dale Blahna (2544)	Ed Heath (3306)	
Presenters:	Joyce Kinkead (1706)	David Cowley (1141)	Clark England (1810)
Administration:	Stan Albrecht (1167)	Kermit Hall (1157)	
Excused:	Vance Grange (2702)		

Call to Order

Kevin Kesler called the meeting to order at 3:04 pm.

Minutes:

Carol Kochan moved to accept the minutes of April 14th. The motion, seconded by Dean Miner, was passed.

Committee Reports:

UPRPC/Space Management Report

Dave Cowley presented the highlights of the UPRPC Committee meetings, who deal with major physical changes on USU campus. He reviewed the Capital Improvement list which was approved for funding in the legislative session of 2003, and the Capital Development list, which will come forward in the legislative session of 2004. He then explained some of the challenges the Space Management Committee is dealing with, one of which is the relocation of the faculty and staff from the library and neighboring computer center. Bruce Miller moved to place the UPRPC/Space Management Report to the Consent Agenda. The motion, seconded by Carol Kochan, was passed.

EPC Business

Joyce Kinhead presented the two agenda items for EPC Business conducted at the end of the previous school year. She also reviewed the proceedings of the Academic Standards Subcommittee. Janis Boettinger moved to place EPC Business on the Consent Agenda. Then motion, seconded by Dale Blahna, was passed.

EPC Annual Report

Joyce Kinhead then presented the EPC Annual Report. She briefly introduced and explained the EPC organization. A few of the proceedings of last years EPC meetings were covered, including the Engineering programs suspension, the moratorium, academic standards, and student probation and suspension policies. The Curriculum Subcommittee is in the process of creating a curriculum handbook. Janis Boettinger moved to place EPC Annual Report on the Consent Agenda. Discussion continued on whether parts of the report should actually be presented in the Senate Meeting. Janis amended her motion to place a part of the report, in the Announcements segment. The motion, seconded by Carol Kochan, was passed.

Graduate Council Report

Tom Kent presented the Graduate Council report. He reviewed some of the initiatives of the Graduate School, such as doctoral enrollment enhancing recruitment efforts on the doctorate level, and not cutting student aid. He discussed the ongoing problem with stipends, and one consideration is to try to help with tuition remission on the masters level. One major concern is our low position in relation to peer institutions. Dale Blahna moved to place the Graduate Council Report on the Consent Agenda. After some discussion the motion was amended to include a brief report on the Graduate Program to be presented after Joyce Kinhead's report on the Undergraduate Program. The motion, seconded by Janis Boettinger, was passed.

Key Issues and Action Items:

Hiring Policy

Clark England discussed the recent changes to the Hiring Policy, the process of making changes and how the changes will effect the hiring procedure. One change will be instead of using an advertising request to open a position, there will be a formal request to open a position. The AAEO office is recommending a new form that must be approved by the Provost Office called the request to extend a preliminary offer. Open positions that are academically funded must also be approved by the Provost. Bruce Miller moved to place the Hiring Policy Changes on the Agenda as an Action Item. The motion, seconded by Dale Blahna, was passed. Sue Guenter-Schlesinger will present in Faculty Senate.

Faculty Senate Policy Changes

Janis Boettinger reviewed the changes that need to take place in the policy manual regarding the Faculty Senate Executive Committee membership. It was decided that action on these changes had already been made, but not that they had not reached the policy manual. Reviewing last years minutes will reveal

when action last happened, so it was decided that a review of last years minutes, followed with a renewed push of the changes through the proper channels to see the changes through to completion would need to take place.

Honorary Degrees and Awards Resolution

Marv Halling explained that there are still two positions open on the Honorary Degrees and Awards Committee. This committee is not simply assigned members, they are nominated by the senate, narrowed down by a vote by the senate, then forwarded to the President for final selection. It was decided that an email nomination would take place before the senate meeting on September 8th, at which time, a vote for the three selected nominees would be forwarded to the President.

Term Appointments

Kevin Kesler reviewed the issue with the non-renewal of term appointments for temporary faculty. Some faculty are hired to work on a specific project for a year, but based on the code they are entitled to work an additional year, even though funding may no longer exist for their position. Bruce Miller explained the difference between Term and Temporary, and that the problem maybe resolved by changing those effected from Term to Temporary. Kevin suggested creating an ad hoc committee to make final recommendations in policy changes regarding term vs. temporary appointments to be send to the Executive Committee. Janis Boettinger moved to create an ad hoc committee to look at the term vs. temporary appointment, and the need for change. The motion, seconded by Carol Kochan, was passed.

Banner Committee

Kevin Kesler then talked about the need for three or four faculty members that need to serve on the Banner Committee. He then took suggestions. Tom Kent explained that a proposal exists among the department heads regarding these changes. The majority of the Executive Committee was not aware of this proposal, and Chris Coray proposed that any changes made in the Department Heads meeting, needs to be revealed to the faculty as soon as possible. Carol Kochan seconded, and the motion passed.

University Business

President Kermit Hall gave the current University Business. Items covered include the budget proposal, and the aim of administration to generate salary increases. Administration is also working with ASUSU on tuition issues, financial dealings with the Library, and athletic issues. The search for the Vice President for Administrative Services is underway. Joyce Kinkead reported on the incoming student body, particularly the 2600 Freshmen. She also discussed the results of the purge. Stan Albrecht then discussed the newly hired faculty, and their upcoming orientation. Also, he discussed the plans for hiring several more from Tier II tuition funds. Administration is planning on implementing changes in the Department Head system, and working on the course fee issue. As a final note, President Hall stressed the importance to understand that the students are critical to USU's future. We need to keep delivering to their needs.

Adjourn:

Dean Miner moved to adjourn, which was seconded by Tom Kent. The meeting adjourned at 4:56 pm.

Introduction: Educational Policies Committee

Report for Faculty Senate 9/22/03

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Duke DiStefano-ASUSU Pres., Todd Crawl-Natural Resources, Karla Petty,-ASUSU Acad VP, Richard Cutler-Science, Jan Roush-HASS, Stephanie Kukic-GSS, Scott Hunsaker-Education, David Olsen-Business, David Luthy-DEED chair, Weldon Sleight-Extension, Cheryl Walters-Library, Jeffrey Walters- ASC Chair, Paul Wheeler-Engineering

Meeting Dates:

September 8, 2003, October 2, 2003, November 6, 2003, December 4, 2003, January 8, 2004, February 5, 2004, March 4, 2003, April 1, 2004.

Facts & Discussion:

- [2004-2005 deadlines for Curriculum changes](#)

Curriculum Subcommittee

In September meetings, the Curriculum Subcommittee approved the following program changes:

- Proposal to combine two existing specializations within the Master's Degree in English was approved.
[Specialization 1](#) [Specialization 2](#)

Recommendations

EPC recommends approval of above changes by Faculty Senate.

Faculty Evaluation Committee

To: Faculty Senate Executive Committee

From: Ruth Struyk, Chair

Date: September 22, 2003

Re: FEC Annual Report

Committee Membership:

The committee shall consist of one faculty representative from each College, one faculty representative from Extension and the Library, two student officers from the ASUSU, and one student officer from the GSS.

Ruth Struyk, Chair, Education

Noel Carmack, Libraries

Gaylen Chandler, Business

Dan Drost, Agriculture

Peter Galderisi, HASS

Rick Heflebower, Extension

Stephanie Kukic, GSS

Jim Long, Natural Resources

Jennifer Minchey, ASUSU Education Senator

Justin Rees, ASUSU Business Senator

Steve Skinner, ASUSU Science Senator

Gary Stewardson, Engineering

Kathryn Turner, Science

Mission:

The FEC shall (1) assess methods for evaluating faculty performance; (2) recommend improvements in methods of evaluation; (3) recommend methods of faculty development; and (4) decide university

awards for Teacher and Advisor of the Year.

Issues:

Faculty Course Evaluations

At the last meeting of the committee in April, the committee began undertaking the charge to evaluate the current evaluation form, discuss what other similar institutions use for faculty evaluations, how the evaluations are used, and exploring whether evaluations can be conducted on-line.

UTAH STATE UNIVERSITY BOOKSTORE COMPACT PLAN ANNUAL PROGRESS REPORT FY 2002-03

September 12, 2003

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I. VISION STATEMENT

Our vision is to be an active team member in contributing to the success of the academic, research, and community life of the University. We are committed to the highest level of benefit at the least cost. Our customers mean everything to us!

II. MISSION STATEMENT

The Bookstore's primary objective is to support students, faculty, staff, and visitors by providing high quality products and exemplary services.

The Bookstore Serves:

- **STUDENTS** by providing easy access to text, reference, trade books, and other educational materials.
- **FACULTY** by ensuring course materials are identified, ordered, and received on time.
- **STAFF** by providing supplies.
- **VISITORS** by providing Aggie-related merchandise.

The aforementioned will be accomplished by:

- Merchandise being
 - high value.
 - available.
 - attractively displayed.
 - well organized.
- Associates who

- are informed and well trained.
- serve customers.
- are recognized.
- are treated with dignity.

The Bookstore operates at world-class status. We communicate, educate, set goals, and link rewards to specific performance accomplishments. We plan, align strategic initiatives with appropriate desired results, allocate resources to pre-established highest leverage opportunities, and establish clear, measurable milestones. We invite feedback to improve understanding and are committed to continued improvement.

III. DIRECTOR'S ANALYSIS

Stressful times

What do successful companies do during stressful economic times? They work harder to meet customer needs, manage costs, while continuing to invest in their business and their people for the future. They balance short-term challenges without deviating from long-term plans. Utah State University Bookstore made remarkable progress in all these areas during fiscal year 2002-03.

A summary of the economic environment impacting the store follows:

- A state and national recession. The retail industry struggled generally but bookstore industry sales declined in 2002. Christmas sales were disappointing and the highly advertised Harry Potter sales event and associated product sales failed to lift the industry out of its sales slump. Our store, being tied so tightly to the publishing industry, mirrored the industry sales trend.
- Institutional Budget Reductions. The university's budget has been reduced \$14.3 million¹. Two consecutive years have passed with no salary increases for university employees. Benefit costs continue their double-digit increases. These conditions severely reduced employees' disposable incomes and campus department expenditures at the store.
- The impacts of House Bill 331 effected USU particularly hard, reducing out-of-state freshman enrollments by 25% from 2001². Transfer student enrollments were down by 24%³. Freshman students typically spend more at our store than seniors or graduate students.
- Tuition costs at USU increased 30% over the past two years⁴.
- Closure of our south store for renovation and consolidating products and staff into the north store.

The net effect of these conditions resulted in sales being 7% lower than our projections but 1.3% higher than the prior year⁵. Achieving any sales increase under these tough operating conditions was possible only by staying focused on our strategic plan and values while altering short-term strategies.

Gross profit before operating expenses increased 10.6% over FY2002. This is a significant accomplishment given that sales increased only 1.3%. Exceptional inventory cost controls and reliance on improved margins through supply channel relationships held prices down while bolstering profits. The store incurred a one-time expense of \$100,000 due to the south store remodel; otherwise expenses were flat as compared to the prior year.

We moved forward with Phase II of our remodel which was renovation of the south store. There had been discussions in Administrative Services and the management of the Taggart Student Center about postponing phase II for another year out of sensitivity for the devastating impact budget reductions and no salary increase had for employees and campus departments. However, given that the planning and funding were ready, President Hall asked that we move forward due to the improvements in student services the new facility would provide. The project began May 12, 2003 with completion expected July 31, 2003. As with the north store remodel the project was funded entirely from store

profits.

Much of the year was spent improving operating procedures within the School and Office Supplies department with the consolidation of Central Stores. We also adjusted to the newly remodeled north store changing procedures to take advantage of the design features of the new facility.

Staying focused in 2003

While market and campus economic conditions may continue to work against us in the coming year, we plan to continue investing in our core business by increasing the products we have to sell, and selling them to more students.

We will be rebuilding our academic look in our general book (non-textbook) department, improve our visual merchandising, adding textbook reservations, and adjusting internal processes to take advantage of the design and productivity of our new stores.

We will continue our award winning faculty adoption program, our faculty and student surveys to guide our marketing efforts and work more closely with our supply channel partners to keep merchandise cost pressures low and pass savings on to our customers.

David Hansen
Director

IV. INITIATIVES SUPPORTING UNIVERSITY GOALS

A. Curriculum-related materials will be available at the lowest possible cost for use three weeks before the start of classes.



Activities and Outcomes:

- Five Star Textbook promotion continued through the fourth quarter. Faculty were sent reminder notices with Skor candy bars via campus mail to faculty one week before Fall Semester 2003 adoptions were due (April 15 is the due date). The candy bars in the envelope get their attention, so they are more inclined to open them and read the accompanying reminder. We have received positive responses from faculty. This promotion continues our award winning adoption program recognized by CHEMA as a best practice for higher education.
- We began reporting Academic Publishing data along with textbook data. By aligning the adoption dates and work processes with Textbooks, faculty have one deadline to remember for course materials.

B. Improve the Bookstore's course materials market share by providing a satisfactory solution for every customer



Activities and Outcomes:

- Seven \$500 Textbooks Scholarship recipients for 2003 were selected from a stack of applicants-

one scholarship is awarded to a student from each college. We have been invited to attend several of the award banquets that the colleges hold. The recipients have been very gracious and appreciative.

- Textbooks participated in the Open Houses for incoming freshman again this year. Bookstore bags and materials regarding purchasing and selling back textbooks were given to students as we visited with them and their parents. One, \$100 Textbook Scholarship was awarded to a student from each Open House.
- New local competition started business in April 2003. A private textbook company from Idaho setup for our Spring Term buyback. Their intent is to sell used and new textbooks for a three-week period during Fall Semester 2003 rush.
- Performed an SWOT analysis on the potential impact to inventories, market share and customer patronage with a new competitor in the local market. We choose not to make any changes to our textbook marketing strategy for Fall Term. This was confirmed with our college store consultant who is very familiar with our operation and the local market.
- Received more specific instructions from USU legal council on how to respond to freedom of information requests from competitors for textbook lists. As a result, we provide unworked copies of faculty adoptions for .10 per copy. This is a standard response followed by other leading college stores when competitors request textbook adoption information.

C. Be an informed source and an active influence to facilitate campus-wide understanding of copyright issues.

Activities and Outcomes:

- Faculty have increased their use of the library's digital reserve causing a decrease in sales and increasing the university's exposure due to requirements of The Digital Millennium Copyright Act. The provost responded to this concern by establishing a strategic copyright committee to address the larger issues of copyright for USU. The committee will review current copyright use practices on campus and make recommendations to the provost during the fall of 2003.
- Finished testing software purchased to automate the request, tracking, sales and royalties on copyrighted works used in the classroom. This system has replaced the many filing systems and cumbersome work processes associated with manual tracking of citation usage.
- The copyright manager terminated. We are in the process of seeking a replacement while maintaining services.
- The director and Course Materials Manager continued to meet with the Strategic Copyright Committee. This group is exploring options on how to better educate and serve faculty in light of The Digital Millennium Copyright Act and changes in technology. The committee's goal is to formulate a recommendation to the Provost.

D. Completely renovate the Bookstore facility by summer of 2003.

Activities and Outcomes:

- A 717,328.85 construction budget was approved March 13, 2003 for remodel of the south store. Cooperation from Paul Sampson, the University Inn, Facilities Design and Construction, Taggart Student Center facility personnel, and Raymond Construction made planning and budgeting of this next phase possible. The project begins May 12, 2003 and will be completed August 3, 2003. The project includes contractor incentives for early completion.
- Remodel project highlights include gutting the south store, a six foot setback across the store's hallway frontage to widen the hallway, pouring new footings along the exterior south wall so it aligns with the buildings façade, replacing all interior furnishings, fixtures, lighting and upgrading the HVAC with current technology.
- The south store inventories and staff were consolidated into the north store. Employees arose to the challenge of working as a team to create a pleasant shopping environment for customers in

half the normal retail space.

Phase I and II remodel projects serve our vision of sharing campus values to all who come to USU to visit or study by providing a modern, comfortable store for shopping. We believe our store facilities, products and customer service are a window to the Utah State University community through which first impressions are made. Academic themes were integrated into the design while reflecting the seasons of campus life and operational flexibility. Cross merchandising, improved visual merchandising, increased lighting and reduced offsite storage were retail principles emphasized by the new design.

V. INITIATIVES ARISING FROM UNIT PERFORMANCE ASPIRATIONS

A. Continue to improve customer service.



Activities and Outcomes:

- The Bookstore continues to be viewed as a friendly and informative place to browse and shop whether in-store or online.
- During the fourth quarter, we completed a SWOT analysis of our General Book department. This included researching pricing strategies of local bookstores for general books and arranging for a mentor for our new General Book manager. Industry sales of General Books continue to decline. However, we believe there are sales opportunities to be gleaned from campus customers.
- Reorganization of the Marketing Communications department had a detrimental impact on the store's marketing efforts this past year. We executed fewer projects to inform students about the value of our products and services. In the absence of these programs, students' dissatisfaction with prices increased. We expect to be more vigilant during 2003-04 in executing marketing plans that reach students and educate them regarding the value of our products and services.
- Initiated our annual student focus group survey. Three distinct groups of 20 students each will be interviewed by an independent moderator. Results indicate students' reactions to textbook prices have increased this past year as well as their use of the internet as an alternative source for textbooks. Freshman spend the most at the store; seniors and graduate students the least. Many students mentioned the improved facilities of the north store increased their shopping/browsing. All students said the improvement in reducing wait times for checkout as being a significant "noticeable" improvement in store services.
- Customer wait times averaged 6.5 minutes; an improvement over the 16 minute average last year. We used a full-time line monitor which improved our customer through-put.
- More efficient line queuing kept waiting customers out of the merchandise aisles so other customers can shop. There were noticeably more customers shopping in the School Supply department than last year.
- Adjusted backpack racks outside the store to improve entrance-exit customer traffic flow. We do not have an effective solution to manage backpacks dropped outside the store. Presently uniformed USU Police officers monitor the drop station shelves during the first week of school (our busy time.) We plan on adding 24 X 7 video surveillance for our backpack service for the fall of 2003.
- Employees greet customers as they enter the store. Cashiers have been trained to ask if customers found what they needed and are thanked as the transaction is completed.
- Improved visual merchandising and window displays of high margin product. This kept sales from declining during the current economic slump.

- Continued the use of a separate checkout for campus departments so these customers can get in and out during rush period.
- Our "Delivery on the Hour" service for campus departments was amended to use the delivery services of USU Central Distribution. The objective of this new codicil is to reduce the number of vehicles on campus and consolidate duplicate delivery efforts. This arrangement continued to work very effectively during the fourth quarter.
- Hired a concessions intern to handle all outside sales events. This greatly improved sales and product selection. The student intern was given the latitude over discount decisions, product display and setup. This increased sales over last year and improved our look, and established clear accountability concession sales performance. This program was so successful we will repeat it next year and add a merchandising intern once the south store reopens. Student interns provide a hands-on learning experience which supports the academic mission of the university.
- A compact for the Bookstore to assume the graduation regalia and distribution process was proposed to Assistant Provost Sydney Peterson. The codicil has been accepted and the store will be responsible for distributing graduation gowns in 2004.
- Our "Little Aggies" activities met our objective of attracting parents and children into the store on Saturdays. We will continue this project when school begins in the fall.

B. Achieve a minimum annual contribution of 13% of annual sales.



Activities and Outcomes:

- During our consultant meeting in March, gross margin variances in Gifts and Clothing were identified as being too low. A plan has been developed to re-educate staff on the correct recording of markdowns, discounts and write-offs. The plan will be implemented during the first quarter of 2003-2004.
- Shipping and Receiving tracked through-put of inbound freight. The objective is to monitor and correct for any problems that delay getting merchandise to the selling floor. Data indicates Shipping and Receiving staff are able to move 96% of all inbound freight through the receiving process and onto the sales floor the same day it arrives.
- Cashiers continued a program of monitoring and reporting cash over/shorts. The program displays the over/shorts by cashier for every business day in the month. Incentives are offered for those cashiers with no over/shorts for a month. This has substantially reduced losses associated with cash management.

C. Continue to improve inventory management



Activities and Outcomes:

- The year ended with a giant jump in total used books sold. This year ended with 39%. Our goal is 40%. Last fiscal year ended with 33%. This has been a five year effort to increase the numbers of used books to meet student demand.
- The economic situation of the state and nation along with campus budget restrictions resulted in flat sales and higher inventories. Although sales increased just 1.7% over last year, our gross margin on sales increased 10.6% over FY2002. Much of this increase is directly attributed to more sales of used books which carry a higher initial margin. But it also includes improved sales of school and office supplies which benefited from the remodel by being better displayed and easier to shop during rush.
- Computer Solutions finalized the liquidation of inventory for the I.T. department. Through this

effort, we were able to reduce the loss I.T. had invested in inventories during the time Computer Solutions reported to them. Kim Marshall was pleased with the result.

- Continued to manage textbooks overstock. Reports are reviewed monthly to manage inventory for potential write-off to preserve margin dollars. A textbook clerk was hired this past year to focus exclusively on reducing costs associated with inbound freight damages as well as expediting returns to publishers.
- Gifts and Clothing was the only store department to exceed their sales budget. Aggressively pursuing outside sales, renewing codicils with campus departments and a mindset of Lori Cano to build sales made this accomplishment possible.

D. Reduce the labor ratio to 11% or less of gross sales by 2003.



Activities and Outcomes:

- Improvements were made to our labor rate over last year through tighter controls on hourly employee schedules, better employee training and weekly labor reports managers use to adjust labor to actual sales.
- Along with our consultants, we will review the labor impacts created by consolidating Computer Solutions and Central Stores into the Bookstore. Adjustments, if any to the labor goal, will occur in the first quarter of 2003-04.
- Employee cross-training was utilized so cashiering duties during class breaks were shared between Textbooks and School Supplies eliminating two cashier positions.
- A full-time contract position was eliminated in School Supplies when an employee was transferred to fill a vacant position in General Books. A delivery person was also dropped when a compact was established with Central Distribution to do campus deliveries.
- Student Leads received leadership training to provide them with new skills based upon principle-based leadership concepts. Student leads provide departmental management when the manager is not onsite or attending meetings.
- Senior staff participated in three onsite training sessions on team building and conflict management. The objective of these sessions has been to improve communication and organizational culture development.

E. Continue to utilize technology to improve the Bookstore processes.

Activities and Outcomes:

- A new Internet bankcard authorization program was installed this year. It reduced bankcard authorization wait times from 16 seconds to less than two seconds. This further reduced wait times for the most popular payment method chosen by our students. It replaced a telephone dial-up line that was very slow.
- A codicil for the Bookstore to develop and maintain the Extension Service Bulletin room was accepted by Vice President Jack Payne. The end objective will result in the Bookstore owning the inventory and providing document/product delivery to customers. Project completion: October 2003.

Staff Accomplishments

We continue to stress the importance of staff education and industry participation. It is important to our vision, mission and values that our employees mirror the educational values of USU by providing industry-specific educational opportunities and promote excellence in retailing.

- Lori Cano, Gifts and Clothing manager, participated on the marketing committee of the National

Association of College Stores to rewrite the association's college store marking kit used by over 5,000 industry members.

- Trish Blair, Computer Solutions manager, attended CCRA conference in Anaheim, CA. Held at the Disneyland Hotel. She is a committee member of "Vendors in Partnership".
- David Rhodes, School and Office Supplies manager, attended the Independent College Bookstore Association (ICBA) and vendor produced electronics show. Recognized by ICBA for three years service on association Supply Evaluation Team.
- Susan Miller, Curriculum Materials Manager,
- Kevin Kerr, Associate Director, attended the annual Large (college) Stores Group meeting where he presented our "Little Aggies" Saturday program with participants. This event was subsequently featured by the National Association of College Stores as a creative promotional event.
- Moved the Student Book Exchange web site to ASUSU after existing server failed.

¹ *Update March 17, 2003*, President's Budget Update web page.

² *Impacts of HB 331 on Utah State University*, President's Budget Update web page.

³ Ibid

⁴ *Budget Hearings On Campus*, a report from President Hall to PEA and CEA employees, President's Web Page.

⁵ *June 2003 Auxiliary Variance Report*, p1.

⁶ Average of actual timed measurements averaged over Fall and Spring Terms.

⁷ Calculated from Auxiliary Variance Report, June 2003 final.

⁸ RMSA report, dated June 30, 2003.

⁹ Calculated from Auxiliary Variance Report, June 2003 final.

Library Advisory Council

FY 02/03 Annual Report

October 6, 2003

The University Libraries Advisory Council advises the Vice-Provost for University Libraries and Instructional Support in (1) meeting the learning, instruction, and research needs of students, faculty and staff; (2) formulating library policies in relation to circulation, services, and the collection development of resources for instruction and research; and (3) interpreting the needs and policies of the libraries to the University. The Council membership will consist of nine faculty members, one from each College and Extension with one undergraduate and graduate student appointed by the Provost. Faculty members will serve three-year terms and are renewable once. The Vice-Provost for University Libraries and Instructional Support serves as an ex-officio, non-voting member. The chair will be elected from the Council membership on an annual basis.

Members:

Doran Baker, Engineering (03)

Lisa Berreau, Science (04)

Carl Cheney, Education (05)

Ed Stafford, Business (05)

Gary Straquadine, Agriculture (04)

Nancy Warren, HASS (03)

Rich Etchberger, Extension (04)
Robert Franckowiak, ASUSU GSS
Jeffrey Leek, ASUSU

Natural Resources - vacant
Linda Wolcott, ex-officio

The Council was constituted in January 2003 and held its first meeting on February 24, 2003. The Council met monthly through April. At its initial meeting, the Council was oriented to its membership, charge, and role to the development of the University Libraries. The subsequent meetings addressed various issues facing the Libraries, such as: Merrill Library Replacement Project, Performance Dashboard, Compact Plan, and potential budget shortfalls.

2002/03 Action Items:

1. Circulation grace period being removed and extending the undergraduate check out period to three weeks instead of current two week. Council approved change with the new policy going into effect Fall semester 2003.
2. Email notices for overdue library materials. Council members discussed this issue as a means to expedite material return. The Library reported that the current release of it's automated system did not allow for email notices. This item was tabled until FY 03/04 because email notification was to be an enhancement for the new release of the automated system that was expected in summer 2003.

2003/04 Agenda Items:

1. Elect a chair for the Library Advisory Council.
2. Fill vacant Council positions which are: HASS, Natural Resources and student representatives.
3. Address email notification for Library overdue materials.
4. Fund raising and endowments.
5. 2003/04 Compact Plan
6. Marketing plan and resources.
7. Information literacy and instruction

The University Dashboard can be better seen and printed
by linking directly to it's .pdf version [here](#).



Introduction

It is important to keep USU faculty, students and staff safe while at the university, be it in classrooms, labs, offices or housing units. To ensure personal safety, it is critical that preparations for emergencies are made. The Environmental Health & Safety Office (EH&S) began working in the early 1990's to assimilate information specific to each building to provide for better emergency response. Information gathered included building floor plans, building personnel contacts, utility shutoffs and specific hazardous chemical, biological and radiological materials classes found in each room. This massive amount of data has been compiled in binders entitled "Emergency Response Information" (ERI books). It is critical for Logan City Fire Department, USU Police Department, Facilities personnel, the EH&S office and other responders to be able to access this information quickly during an emergency for the safety of everyone involved.

Facts & Discussion

USU depends on the Logan City Fire Department for emergency response, particularly for fires and hazardous materials incidents. Logan has recognized a need internally for emergency planning and has responded by collecting city-related information and placing it in a geographic information systems database, using ArcGIS software. This program provides quick retrieval of needed information and easy updating when changes to building space occur. To keep the Fire Department responding to USU emergencies, we must provide the information they need to respond quickly and safely.

Due to the continual changes in personnel and building functions, a significant ongoing effort is required to compile and keep the emergency response information current. The resources necessary to complete and maintain all the ERI books have not been available, some information is not current and incorrect. Additionally, the format is antiquated. Electronic means are now available to access the data much more quickly.

Solution

To provide accurate, easily accessible information to emergency responders, the EH&S Office has recommended that a person be hired full-time to develop an ArcGIS database and compile the needed accurate information into that database for the university. The need for this position is also a direct result of OSHA, EPA and National Fire Protection regulations relating to emergency response. EH&S currently has a part-time temporary employee working on this project who has experience with GIS. If extended to a full time position, it is anticipated this individual will be able to structure a database compatible with Logan City so they can utilize the system in preparing for and responding to emergencies at USU.

This is a large project requiring on-going commitment to be successful. Up to 12 years may be required to complete and maintain current information for just each USU building on or near campus (over 200 buildings). Taking such a long time to cover every building is not ideal, but is realistic if given the amount of resources being requested.

Recommendation

The project benefits everyone associated with the university. However, in the past, the costs have been borne strictly by the Vice President for Research office through the activities of EH&S. Because of its broad scope, support from the Faculty Senate, Provosts office, Facilities and others whom the project benefits, is sought. A letter of support for this project is requested.

INTEROFFICE MEMORANDUM

TO: FACULTY SENATE EXECUTIVE COMMITTEE

FROM: NSF ADVANCE-US TEAM; CHRISTINE HULT, CO-PI

SUBJECT: OMBUDSPERSON AND FACULTY CODE DISCUSSION

DATE: 9/3/2003

CC: NSF TEAM

DISCUSSION OF OMBUDSPERSONS AND CODE

In doing our research for the NSF-Advance-US grant regarding the advancement of women faculty in the sciences and engineering, it has come to our attention that there is considerable un-evenness in the tenure and promotion process in these colleges-according to the faculty women that we interviewed. A few colleges have already instituted the use of ombudspersons to ensure fairness in P & T meetings. Other colleges have not as yet done so. The presence of an impartial observer assures candidates that they are treated equitably, a goal that the NSF-Advance grant endorses. The Faculty Senate considered and rejected a proposal a few years ago to extend ombudspersons to all colleges. We wanted to discuss this issue with the Faculty Senate Executive Committee to get your sense of whether or not we should try to bring this issue to Senate again this year.

A related issue has to do with an item of Code that specifies how soon a faculty member must bring a request of spousal accommodation to the attention of the Provost. Current Code stipulates within two years. We wanted to discuss with the Faculty Senate Executive Committee whether or not this is a realistic time limit, and whether or not such a time limit could potentially be a problem, especially for women faculty whom we are trying to retain at Utah State.



Responsibilities of Ombudspersons

It is preferable for the ombudsperson not to be a member of the same department as the candidate, but it is not required. At informal meetings requested by the candidate, no ombudsperson is required unless the candidate so asks. The rank of the ombudsperson is not important. What is important is that the ombudsperson ensure due process as defined by the Code.

1. At the beginning of a meeting, the ombudsperson should ask if everyone has read the file; if not, dismiss the meeting. (The ombudsperson does not have to review the file.) Ascertain that there is a current role statement.
2. The ombudsperson is not to comment on the contents of the candidate's file.
3. The ombudsperson is responsible for making sure that the rights of the candidate and the

University are protected and that due process is followed. Questions of a personal nature are inappropriate. Assure that the interests of the candidate as well as the University are fairly represented.

4. The ombudsperson may question any procedures that are out of the ordinary. In general, a typical procedure for the committee is:
 - a. to meet first without the candidate to discuss procedure and any concerns,
 - b. to ask the candidate in to make a statement about progress toward tenure and/or promotion and answer questions,
 - c. to discuss without the candidate present what the evaluation will be for this annual review, and
 - d. to ask the candidate to return for a summation to share that evaluation with her/him.
5. The level of documentation required for ombudspersons may be no more than "I certify that due process was followed." The primary duty of the ombudsperson is to listen and to take notes about any concerns.
6. Any irregularities should be described in a memo. The ombudsperson should report any irregularities to the department head and the dean. In particular, if there is a difference between the interpretation of a candidate's role by the department head and the committee, the ombudsperson may intercede and also write a memo to the dean. (The department head should talk to the dean and perhaps the chair of the committee.)

Discussion should include the candidate's role statement and how he/she has been meeting role statement assignments during the past year. Focus on the substance of the file is the committee's duty while focus on process is the responsibility of the ombudsperson. If there are concerns about what is or is not in the file, the ombudsperson may identify but not interpret. If a second meeting is required to complete the committee's business, then it is preferable to have the same ombudsperson.