

GELMAN NEWS

Human Resources Team Update

by **Andrea Stewart**
Administration

This article summarizes the information shared at the Staff Management Group (SMG) Meeting on January 27, 2000. Please see the article, "Transforming The Gelman Library System's Human Resources Function" in the January 18, 2000 edition of RT for background information.

Training

Ingrid, Shafi and Allegra attended TRS (time reporting system) training. We met with University representatives of Payroll and Human Resources Offices to discuss policies and expectations. Additional meetings are planned with Employee Relations and the Records and Data management Offices.

Team Meetings

Key members of the new HR team (Ingrid, Shafi, Emma, Nia and Andrea) have been meeting on a regular basis to discuss procedures and policies related to payroll, hiring, and vacancy and postings, recruitments and hiring. Nia's participation on these internal meetings is important as we discuss human resources topics and explore improving our processes.

Enhancements

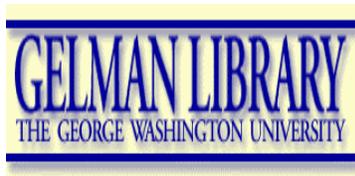
Alicia is working with the team on a number of issues, including the development of an information management system. Our first objective is to develop a vacancy tracking database and make it available to staff. Emma will manage this tracking system and will be your first point of contact for many functions (e.g., vacancy posting).

Meetings for Payroll Monitors and Department Heads

Ingrid announced that with this last pay period, payroll has been successful transitioned to the Business Services "branch" of the HR team. All payroll questions for **current** employees should be directed to Ingrid. Changes to the internal process will be made to reduce the need for supplemental checks. Other issues will be discussed at two meetings this week. Payroll monitors and department heads should sign up for one of these meetings: **Wednesday, Feb. 2, 2-3 p.m. or Thursday, Feb. 3, 10-11 a.m. Both meetings will be held in Room 202.** If you cannot attend either meeting, please send an e-mail message to Ingrid.

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Appointments to the Human Resources Advisory Committee

Two appointments have been made: Alicia Miller and Marifran Bustion. Additional appointments will be made and the Committee will convene by the end of February.

Next steps

- The team will continue to discuss HR topics and team members' roles and responsibilities. Position descriptions are being rewritten to reflect changes and additions. Based on the changes we make, I will revise the position description for the Manager of Personnel (and Payroll) and post the vacancy.
- Beginning February 2, I will be working in Charlene's office approximately 12 hours per week. I will post my weekly schedule in the RT calendar. If you would like to make an appointment, please call Nia at x4-1346. If there are issues that you need to discuss outside these hours, please call me at x4-8276, or send e-mail. You may also check my electronic calendar.

Final Thoughts

Please be assured that your employee file and payroll information is being kept confidential. Only those members of the team who have a need to handle the files will do so. We ask for your patience as we form this new team and believe that the enhancements we make will be worth the wait. Watch the RT for regular HR Team Updates. However, if you have any questions, please feel free to contact us. Key contacts and their back-ups (where appropriate) are as follows:

Payroll	Ingrid & Shafi (Nia is back-up)
Hiring/Terminations	Nia & Andrea (Emma is back-up)
Compensation	Andrea
Performance Appraisals	
Notification	Nia
Employee Relations	Andrea

Gelman Leaders in the Year 2000 Awards Ceremony Omission

by **Allegra Johnson**

Business Office

One more honoree for *Gelman Leaders in the Year 2000 Awards* is **Juanita Lyle** ("Grand Model") for her many skills in providing an electronic reserve collection that supports the curricular requirements of students.

Here is what Barbra Tschida had to say about her nomination:

Part of our mission is to "enable GW faculty and students, regardless of location to meet their curricular, research and information needs."

This year, in an effort to provide "4/7" access to Course Reserves readings, the Circulation Reserve Unit successfully introduced an Electronic Reserves option for faculty and students.

The implementation of this new service would not have happened without Juanita Lyle.

If there is a textbook on the “Application of Workplace Values,” Juanita’s efforts should be included as a case study because this year, she demonstrated:

Quality and Excellence

Juanita, Mrs. Lai, and Aaron Gholson provide an electronic reserve collection that supports the curricular requirements of students.

Juanita also prepared information for the Gelman website, in order to provide users easy access to information about reserve services.

Teaching

Juanita consistently explains the benefits of e-reserves to faculty members. Many times this includes encouraging them to start using Prometheus.

Creativity and Innovation

Juanita provided the Prometheus development team with the design elements necessary to make electronic reserves fully functional. One value-added feature is the automatic notification faculty receive as soon as their document has been posted on e-reserves.

Leadership

Juanita consistently encourages the professional growth and development of people who work with her in the reserve unit, because she knows the value of bringing out the individual strength of team members.

Respect

Juanita considered the needs of faculty, students and staff before submitting e-reserve design ideas to the Prometheus developers.

Integrity

Knowing that Electronic Reserves is in high demand, Juanita often works 10 or 12-hour days to meet faculty expectations on turn around time.

CONFERENCE

ALA Midwinter 2000 Report from Andrea Stewart

by **Teena Bedola**

Administration

Andrea’s ALA Midwinter 2000 Report from San Antonio, Texas is attached as **Attachment A**.

Exhibit Opening on *Africana Women at the Dawn of the New Millennium*

by **Francine Henderson**

Special Collections

The Special Collections Department is happy to announce the exhibit opening of ***Africana Women at the Dawn of the New Millennium***. (See **Attachment B**) The exhibit highlights the accomplishments of Africana women in the Americas during the last 100 years.



Workstation Tip of the Week

February 2, 2000

by **Alicia Miller**

Management Information Systems

This week's guest columnist is **Teena Bedola** of *Administration*

Here is a list containing the Word 2000 paragraph-formatting commands you can summon by holding down the Ctrl key and pressing a letter or number. No need to memorize this list.

Key Combo	Do This
Ctrl + E	Centers paragraphs
Ctrl + J	Fully justifies paragraphs
Ctrl + L	Left aligns (flush left)
Ctrl + R	Right aligns (flush right)
Ctrl + M	Indents text
Ctrl + Shift + M	Unindents text
Ctrl + T	Makes a hanging indent
Ctrl + Shift + T	Unhangs the indent
Ctrl + 1	Single-spaces lines
Ctrl + 2	Double-spaces lines
Ctrl + 3	Makes 1/12-space lines

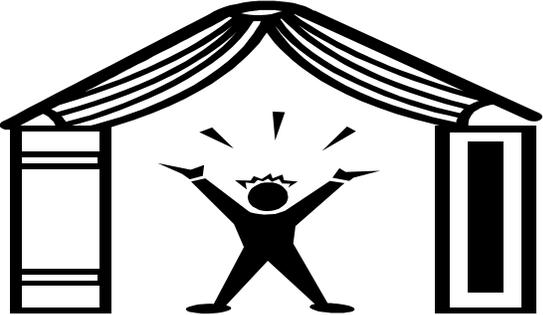
HUMAN RESOURCES

Vacancy Listing

Please see **Attachment C** for Gelman's Vacancy listing.

THIS WEEK IN LITERARY HISTORY

January 30, 1815	The Library of Congress re-established with the acquisition of Thomas Jefferson's 6,457-volume personal library – the Library had been destroyed in the war of 1812
January 30, 1956	In response to a <i>Newsweek</i> reporter asking Robert Frost about writing free verse, Robert Frost replies, "I'd just as soon play tennis with the net down."
January 31, 1905	John O'Hara born in Pottsville, Pa.
January 31, 1923	Norman Mailer born in Long Branch, N.J.
February 1, 1851	Mary Wollstonecraft Shelley dies at age 53 in Bournemouth
February 1, 1902	Langston Hughes born in Joplin, Mo.
February 2, 1882	James Joyce born in Dublin
February 3, 1874	Gertrude Stein born in Allegheny, Pa.
February 3, 1907	James A. Michener born in New York City
February 3, 1931	The Arkansas state legislature passes a motion to pray for H.L. Mencken's soul after he calls Arkansas the "apex of moronia"
February 4, 1921	Betty Friedan born in Peoria, Ill.
February 5, 1881	Thomas Carlyle dies in London. He once said that, "A well-written life is almost as rare as a well-spent one."



BOOK QUOTE

“I had a large vocabulary and had been reading constantly since childhood, I had taken words and the art of arranging them.”

-- Maya Angelou --

A Reader Contributes...

“The World is full of willing people, some willing to work, the others willing to let them.”

--Robert Frost --

<u>GELMAN CALENDAR OF EVENTS</u>		
EVENT	EVENT	EVENT
Andrea’s Schedule in Charlene’s Office	Exhibit Opening <i>Africana Women at the Dawn of the New Millennium</i>	SMG
<u>DATE</u> February 2 – 4, 2000	<u>DATE</u> January 31 Thru May 1, 2000	<u>DATE</u> February 24, 2000
<u>PLACE</u> Room 205	<u>PLACE</u> Room 207	<u>PLACE</u> Room 202
<u>TIME</u> Wed., Feb. 2 3-5 p.m. Thurs., Feb. 3 11 a.m. – 2 p.m. Fri., Feb. 4 10 a.m. – 2.p.m.	<u>TIME</u> Noon – 5 p.m. and by appointment	<u>TIME</u> 2:00 p.m. - 4:00 p.m.

Advice from Einstein...

**“If A equals success, then the
formula is:**

$$A = X + Y + Z$$

**X is work. Y is play.
Z is to keep your mouth shut.”**

*Destiny is not a matter
of Chance,
It is a matter of Choice;
It is not a thing to be
Waited for, it is a
Thing to be achieved*

*William Jennings Bryan
in a speech in
Washington, DC
February 22, 1899*

RENAISSANCE TIMES

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