GELMAN NEWS

Transforming The Gelman Library System's Human Resources Function

by **Andrea W. Stewart**
Administration

Introduction

Effective **January 1, 2000,** the staff in Human Resources, Administrative Services Unit and Business Services began the process of forming a Human Resources Team. The 1999-2000 Strategic Plan Goal II, ***Become a Learning Organization***, sets the stage for this process. We have an opportunity to apply the principles of a Learning Organization by transforming the Human Resources function of The Gelman Library System. Shelley Phipps, AUL, University of Arizona, writes, "An organization in transformation is in the process of becoming and fulfilling its potential; it is changing from what it has been to what it must be, given the forces within and the forces without" (Phipps, p. 19). The process of transformation is essentially a learning process. We intend to apply this process to Human Resources.

Objective

We will form an effective and responsive Gelman Library System Human Resources team with staff currently assigned to the Human Resources Unit, Administrative Services Unit and Business Services. Ingrid Eusebe, Emma Mosby, Charlene Yates and I will lead the team. The creation of a Human Resources Advisory Committee and the addition of a Human Resources Training Specialist (when funding is identified) will enhance this team. We will continue to develop a more independent "partnership" with the University's Office of Human Resources.

Process

Building on the information we learned in a December workshop led by Maureen Sullivan, we will examine more closely Peter Senge's five disciplines: systems thinking, personal mastery, mental models, building shared vision, and team learning. Applying these disciplines, we will view the human resources function from a new perspective, explore ideas, and develop action plans. Discussions with other Gelman Library System staff, University Human Resources and the Payroll Department staff will inform the process.
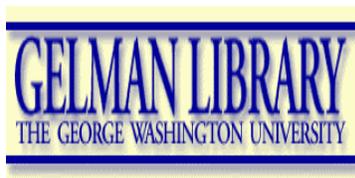
Expected Outcomes (Short and long-term)

- The Payroll function is transferring to the Business Services branch of the team. The UA Payroll Module will be supervised within this branch. *As of January 11, 2000, training on the TRS and Payroll functions was nearly completed.*

- Human Resources Team members from the current units will be cross-trained and available to staff in the Gelman, Eckles, and Virginia Campus Libraries. Using a team approach, response time will improve and the knowledge base will expand. *Ingrid, Andrea, Emma and Shafi have met with Charlene and Nia to discuss the payroll and hiring process. Additional meetings are being scheduled.*

- The Human Resources Advisory Committee will be appointed in February. They will guide and support the HR Team in all appropriate activities. *Alicia Miller has accepted the first appointment to this Committee. Additional appointments will be made in late January and early February.*

- An effective information management system, complementing the UA Payroll Module, will provide database tracking capability for HR activities: orientation, training, scheduling performance appraisals, and recruitment and hiring. Pertinent information will be available to Library staff. *Discussions with Alicia Miller will begin in late January. We have selected the recruitment and hiring activity as our first project.*

- An HR library of books, videos, and web training sites will be created. *The team will begin planning in early February.*

- When we are able to add a Training Specialist to the team, he/she will design and implement a robust orientation, training and development program.

Update planned for January 27 Staff Management Group Meeting

Members of the HR team will attend the January 27 SMG meeting and update SMG members on the transfer of the Payroll function and outline some enhancements. We look forward to your questions, and thank you in advance for your patience.

References

Phipps, Shelley E. (1993). Transforming Libraries into Learning Organizations--The Challenge for Leadership. *The Journal of Library Administration*, 18 (3/4), 19-37. Senge, Peter M. (1990). *The Fifth Discipline: The Art and Practice of the Learning Organization.* New York: Doubleday Books.

LIBRARIANS WORKING AT ALA THIS WEEK

by **Emma Mosby**

Administration

Librarians working at the American Library Mid-Winter Conference in San Antonio this week are:

Debbie Bezanson, Marifran Bustion, Gale Etschmaier, Carolyn Frenger, Janice Houck, Caroline Long, Mary Faith Pankin, Jean Pec, Judy Solberg, Andrea Stewart, Beth Weston and Cathy Zeljak. Hotel and telephone information for each will be at the front desk in ASU.

Hallelujah! I think I fixed it!!!

by **Blaine D'Amico**

Gelman Information Technology Center

As you are all painfully aware, we have been experiencing a progressively worsening network problem. It started during the fall semester with the NAL loading slowly once in a while, worsened to all the time (with many users misperceiving their stations as frozen) and finally over the past two – three weeks the staff server (gelman-ludlum) has been locking up once a day.

I have been unwilling to start the next semester in this unreliable state so the Gelman Information Technology Center has been working very hard to resolve this problem. On Sunday, January 16, 2000, at 8:00 a.m., I hit upon a potential resolution, implemented it and tested it.

I believe that I have isolated and resolved the problems. Logins should be **reliable and relatively quick**. If you left your computer on, you may need to perform a clean shutdown and restart. If you have to perform more than one shutdown and restart or you have any problem logging in after a clean shutdown/restart, please contact the helpdesk.

Thank you for your patience during the ordeal.

Annual Staff Recognition Awards Ceremony

by **Allegra Johnson**

SAC Chairperson

The Annual Staff Recognition Awards Ceremony is set for Friday, January 21, 2000 from 3:00 – 5:00 p.m. It will be held at the Wyndham-Bristol Hotel, located at 2430 Pennsylvania Avenue, N.W., Washington, DC in the Potomac Room. We hope everyone will join us in recognizing the outstanding performance by Gelman's employees.

Vacancy Listing

The current Vacancy Listing will be available in the Gelman Human Resources Office, room 205.

CAMPUS NEWS

Mount Vernon Campus' Newsletter

by **Natasha Skowronski**

Administration

Mount Vernon Campus introduced the first issue of their newsletter in December. For those who missed a copy, please see **Attachment A**.

Student Employee of the Year Nomination Form

by **Teena Bedola**

Administration

Please see **Attachment B** for the Student Employee of the Year Nomination Form. Please submit the form to the Student Employment Office by January 31, 2000. The nominee will be selected by February 14, 2000, and will be eligible for the regional competition.

Mileage Reimbursement Rate for 2000

by **Emma Mosby**
Administration

Effective January 1, 2000, the new rate for mileage reimbursement for use of personal vehicles for business purposes is 32.5 cents-per-mile.

Please contact Nancy M. Haaga, the Director of Auxiliary and Institutional Services at 4-6400 with any questions.

> "*Education is not preparation for life; education is life itself.*"
>
> --**Attributed to John Dewey** --

Workstation Tip of the Week
January 18, 2000

by **Alicia Miller**

Management Information Systems

From a user who reads GWIS2 mail in her GroupWise mailbox: *Is there some way to change how often that darned routine to update my mailbox runs? I don't need to have my Internet mail brought into my GroupWise more than 3 or 4 times a day. As it is, that stupid routine runs many times an hour and every time it runs I am unable to work on anything I was doing on my PC.*

Solution: From your main mailbox screen, click on:

   Accounts/Account Options/General options.

On the General Options screen you have two options:

1. De-select both update check boxes and manually update your mailbox by clicking Accounts/Send Retrieve whenever you feel like it.

2. Select the first check box and type in the number of minutes you want to elapse between updates. My mailbox is updated every 4 hours (240 minutes).

THIS WEEK IN LITERARY HISTORY

|	
January 16, 1599	**Edmund Spenser** dies in Westminster
January 17, 1706	**Benjamin Franklin** born in Boston
January 17, 1860	**Anton Chekhov** born in Taganrog, Russia
January 18, 1689	**Charles de Montesquieu** born near Bordeaux
January 18, 1882	**Alan Alexander Milne** (*Winnie the Pooh*) born in St. John's Wood, London
January 19, 1809	**Edgar Allan Poe** born in Boston, to itinerant actor parents
January 20, 1961	**Robert Frost** recites his poem "The Gift Outright" at President **John F. Kennedy's** inauguration
January 21, 1789	**William Hill Brown's** novel *The Power of Sympathy, or the Triumph of Nature*, the first American novel, published anonymously in Boston
January 22, 1788	**George Gordon**, **Lord Byron**, born in London
January 22, 1849	**August Strindberg** born in Stockholm
January 22, 1925	**D.H. Lawrence** writes: "Whoever reads me will be in the thick of the scrimmage, and if he doesn't like it – if he wants a safe seat in the audience – let him read somebody else."

SOUND FAMILIAR?

"SOUND FAMILIAR??? WHOSE JOB IS IT?"

This is a story about four people named: EVERYBODY, SOMEBODY, ANYBODY and NOBODY. There was an important job to be done and EVERYBODY was asked to do it. EVERYBODY was sure SOMEBODY would do it. ANYBODY could have done it, but NOBODY did it. SOMEBODY got angry about that because it was EVERYBODY'S job. EVERYBODY thought ANYBODY could do it, but NOBODY realized that EVERYBODY wouldn't do it. It ended up that EVERYBODY blamed SOMEBODY when NOBODY did what ANYBODY could have done.

(Unknown Author)

ADVICE FROM EINSTEIN

"I never think of the future. It comes soon enough."
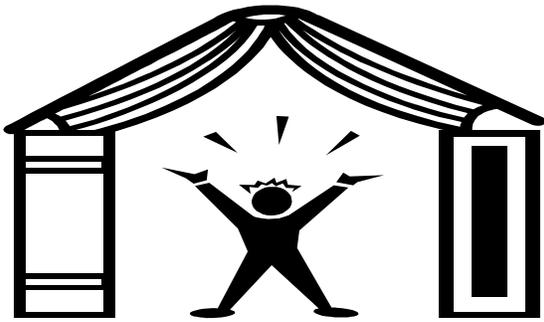
BOOK QUOTE

"I find television very educational. Every time someone turns it on, I go to the other room and read a book."

-- Groucho Marx --
(1875-1977)