

## Notes for all-staff meeting, October 27, 2015

### General comments:

- This is the start of my 12<sup>th</sup> week on the job.
- Reminder — nothing is normal and universally understood. All behavior is learned. Anyone who has travelled or lived in a foreign country knows that what one culture understands and accepts as normal, is actually learned behavior. The same is true of organizations. The FAU Libraries **have a culture and I am learning the culture. Please don't assume that I automatically know how things have been done for the past 30 years. We all have to cut each other some slack**
- Have been reviewing committee structures and will be making some changes.
- Want to strengthen opportunities for everyone to have input — staff and AMP meetings planned as I already have options for librarians
- Want to strengthen opportunities for meaningful sharing of information and discussion
- Have continued one-on-one meetings — please contact Christie to **schedule yours if you haven't already done so**
- Have started to have some group meetings with different departments
- Also continuing to meet with other campus groups, departments, and individuals
- Meeting with donor groups
- Gave presentation last week to BOG review team to continue to keep Wimberly Library on the list of building projects that would be eligible for state funding

## External review

- Purpose:
  - Like a program review for a College or an academic department
  - As new Dean, I wanted to take advantage of being new to get some outside experts to help us focus in on some of our areas and issues
- Outcomes:
  - Preliminary draft recommendations will be discussed with me before they leave
  - Written report will be delivered within 60 days
- Areas of focus:
  - Organizational and management structure, including staffing
  - Space re-design and implications for service
  - Special Collections
  - Reference and instructional services with a special focus on student success and retention
  - Community engagement and fundraising
  - *No one should feel that their area is less important. It is simply not possible to have all areas looked at in short period of time.*
- Scheduling and participation
  - Only two days — tight scheduling
  - Trying to be inclusive but not possible to give every individual equal access
  - Trying to have meetings that are a reasonable size so useful conversations can take place
  - Trying to provide options for remote participation
  - No groupings are ever perfect

- Written survey form will also be available to allow everyone a chance to contribute to the discussion, even if distance or other factors impede their ability to participate effectively
- Admin Office participation has been limited to only specified meetings
- Systems and Communications, Cultural Affairs and Donor Relations have been helping with logistics, as has Lauri Grant and Beth Lynch
- Using your time with the Review Team effectively
  - Arrive and leave on time — come up to 5<sup>th</sup> floor five minutes before your scheduled meeting time and wait in the outer area. Wait for people to leave
  - The Review Team has not discussed with me the approach they will be taking with each group. I assume they will have prepared questions based on background materials I have provided them
  - Background materials include budget, organizational structure, annual dept reports, committee charges, special reports and assessment materials, general background info, and more
  - Do not dwell on the past. If you spend your time explaining history, **you will have wasted your own and your group' s limited time.** If they have questions, they will ask for more information
  - Do not monopolize the conversation — allow multiple voices to be heard.
  - Remember that written survey form will be an option if your issues have not been addressed
  - Think about the top issues you would like the Review Team to understand before they leave — focus on the five areas they have been asked to focus on
- Questions?