

# OSUL Staff Advisory Council (SAC): Annual Report FY2012

---

## 1. Membership

- Kathy DeGray - Circulation, Science and Engineering Library (through June 2013)
- Kevlin Haire - University Archives (through June 2012)
- Tonya Maniaci - Interlibrary Services (through June 2012)
- Brian Miller- Interlibrary Services (through June 2012)
- Diana Ramey - Teaching and Learning (through June 2013)
- Schelby, Russell - Web Implementation Team (through June 2013)
- Cheryl Stojak - Serials, Electronic Resources, and Rights Management (through June 2012)

## 2. Officers and *ex officio*

- Chair: Russell Schelby
- Vice-Chair: Diana Ramey
- Recorder: Kevlin Haire
- Human Resources Rep (*ex officio*): Greg Newman

## 3. Activities

- Implemented a new wiki page for SAC members to share documents and track projects.
- Revised and implemented a simplified Director's Award nomination form that is available online. Reviewed nominations for the 2011 Director's Award and made recommendations to the Libraries Director.
- Helped organize, publicize, and gather topics for the quarterly Libraries General Meetings.
- Provided feedback to Libraries Administration and Human Resources on a variety of topics, including:
  - Performance Review Process
  - Proposed Student Employee Recognition Program
  - New Employee Orientation program
- Initiated a pilot project called "Featured" in which individual staff members are the focus of a Q&A in *NewsNotes*. The purpose is to help staff get to know each other better. The pilot project began in February. As of June 1, six staff members had been featured.
- Proposed and won approval for increasing faculty and staff Spot Bonus awards from \$200 to \$300. Created a web form for nominations for the program; included a list of winners on the web page; and designed a regular promotional element in *NewsNotes* to publicize it.
- Initiated in March 2012 a new "Kudos" program in which a web form was created for people to express appreciation for something a Libraries employee did for them. As of June 1, 18 "Kudos" had been logged.
- Suggested to Libraries Administration a more structured program for Kent State University library science master's students who perform their practicums at OSU Libraries.
- Reviewed Culture Pulse Survey to discover actionable items. Began work on a new staff survey.
- Held an election in May 2012 for four seats on SAC and one amendment to the SAC Constitution.