IN MEMORY

Jan Altenbernd


Jan's position at the Art and Architecture Library brought her in contact with students, faculty and staff from across the University. She was dedicated to insuring the people who approached her were welcomed and that when they left they not had the information they wanted and but they felt good about the interaction. Her work with student assistants in the Library was such that many kept in touch with her long after they had graduated. She also developed friendships with many of the staff and faculty with whom she worked. Her dedication to KU Libraries led her to involvement in many committees, activities and planning programs.

One colleague described Jan as "...energetic and one who gave her all. When someone asked Jan to bake cookies, she didn't just bake cookies, she created these wonderful, beautiful cookies." Jan's devotion to her family, her friends and to KU will be missed.

Sharon Bullard

PERSONNEL ANNOUNCEMENTS

Appointments, Resignations and Retirements:

Kristin Wilson resigned from her position in Access Services June 16th.

Sue Hewitt retired June 18, 2004, after 31 years with KU Libraries. Sue began her career at KU Libraries in 1973 in the Current Copy Section. Sue
plans to garden and to do other things she likes to do when she wants to do them.

**Reception:**
There will be a reception on July 21 to honor Scott Walter, the incoming Assistant Dean, from 2:30-4:00 in Watson 502 A-B. Scott will begin work at KU Libraries on July 19th.

Sharon Bullard

**PeopleAdmin**
Beginning May 24th, the University of Kansas began using electronic recruiting software called PeopleAdmin. The software allows departments across campus to electronically submit requests to hire students, classified staff and unclassified staff, except faculty. It also allows applicants to apply directly online and search committees to access applications online. As a result of the new software, paper applications will no longer be accepted for positions falling into these three categories, but applicants must apply electronically. Because everything is now electronic, positions are posted in calendar days rather than working days.

Since implementation, the numbers of applicants for student positions and the number of applicants completing the Affirmative Action report forms have increased. Although some early problems developed during the learning curve, it appears that the software will make the recruitment process move faster and the tracking of open positions much easier and more accurate.

**Vacancy Notices**
Please search https://jobs.ku.edu for all postings for student and staff positions. This change is due to the short term around in postings.

Sharon Bullard

**Classified Conference**

**Executive Board Election Results:**
Thanks to everyone who voted! We had an about a 50% return of ballots and the results are as follows:
Chairperson - Mike Rusche
Vice-Chairperson - Laura Horne
Secretary - Angie Rathmel
Group 1 Representative - Monica Claassen-Wilson
Group 2 Representative - Kevin Fussell
Group 3 Representative - Denise Swartz
Group 4 Representative - Robert Szabo
Grievance Committee - Kurt Blythe, Rebecca Claassen, Brenda Owens, Jo Nell Proctor, and Julie Warrick
University Committee on Libraries - Mary Ann Baker
The FYI is published electronically every month for the KU Libraries at http://www2.lib.ku.edu/FYI. Articles for the next issue of FYI may be submitted to Rita Wilson, rcwilson@ku.edu or Rm. 502, Watson Library.

An Equal opportunity/Affirmative Action Employer.

last updated:
url: http://www2.lib.ku.edu
IN MEMORY

Mary Miller
July 1979-July 2004
Mary Miller, KU Libraries staff member, died Wednesday, July 28, 2004. She joined the Library in July 1979 in Special Collections after graduating from KU with a degree in French. During her tenure with KU Libraries, Mary worked in Special Collections, Cataloging, Administration and Reference.

Mary quickly developed a love for library work and gave every facet of her jobs her all. She is remembered by staff, friends and neighbors as hard working, gentle and willing to help and to give of her time. Mary was so good at what she did, but kept a low profile.

In addition to working in the Library, Mary was very active in the community. She was involved with the Centennial Neighborhood Association and had been the editor for the association’s newsletter. Mary loved to sing and was active with the Lawrence Children’s Choir. She volunteered at Veritas Christian School. She was an absolute delight to work with and a wonderful person to know. All who knew her will miss her.

Sharon Bullard

PERSONNEL ANNOUNCEMENTS

Appointment, Resignations and Retirement:

Nishon Hawkins began August 2, 2004 in Interlibrary Loan.


Steve Shartran retired effective August 2, 2004, after 31 years with KU Libraries.

Sharon Bullard
For all of you are hiring classified staff: With the PeopleAdmin system we no longer have to write long elaborate justifications for interviewing some and eliminating others. An explanation is required only when the requirements were met, but the person was not interviewed.

Options to choose from are:

- Interviewing
- Did not meet required qualifications
- Declined interview
- Application withdrawn
- Meets required qualifications, but not interviewed
  - Less relative experience
  - Less relative education
  - Less relative knowledge
  - Less relative skills
  - Did not meet some of the preferred qualifications
  - Did not meet any of the preferred qualifications
  - References unsatisfactory
  - Weak communication skills
  - Other
  (please explain)

Once the interviews have occurred, the options are:

- Recommended for hire
- Recommended for hire - alternate
- Do not hire
  - Less relative experience
  - Less relative education
  - Less relative knowledge
  - Less relative skills
  - Weak communication skills
  - Other (please explain)

Sharon Bullard

The FYI is published electronically every month for the KU Libraries at http://www2.lib.ku.edu/FYI. Articles for the next issue of FYI may be submitted to Rita Wilson, rcowilson@ku.edu or Rm. 502, Watson Library.

An Equal opportunity/Affirmative Action Employer.

last updated:
url: http://www2.lib.ku.edu
PERSONNEL ANNOUNCEMENTS

APPOINTMENTS:
Emerson Crabill began August 9 in Watson Access Services.

Greg Albrecht began August 10 in Anschutz Access Services.

Heather Howard began September 13 in Art and Architecture.

Sheila Orth began September 13 in Interlibrary Loan.

JOB ANNOUNCEMENTS:
Posting will appear soon for a Technology Coordinator for KU Libraries. This is an unclassified professional staff position and will be charged with providing information and instructional services in KU Libraries, including but not limited to investigating and reporting problems affecting public work stations and equipment used in library classrooms. See http://jobs.ku.edu for additional information. Expectations are that the position will be posted by Monday, September 20.

The Slavic Librarian position has been re-evaluated and re-written and will be advertised soon.

Contact Sharon Bullard at 864-8922 or sbullard@ku.edu, if you have questions about either position.

Sharon Bullard

CCEB VACANCY

The Classified Conference Executive Board announced the immediate resignation of the current Chair, Mike Rusche, on August 11, 2004. Mike made this decision
due to his work load increasing substantially.

According to the Code of the Classified Conference, the Vice-chair of CCEB immediately becomes the Chair, and a special election is held for the vacant position. Therefore, Laura Home has become the Chair of CCEB for the fiscal year 2005, effective immediately.

CCEB representatives have sent out the request asking for volunteers to run for the Vice-chair position. If you are interested in running for Vice-Chairperson, or would like more information about the Vice-Chair's duties, please speak with your group representative or one of the officers.

CCEB's next regular meeting is scheduled for Tuesday, September 21, 1:00-2:30 pm, in the Art Library, Room 104. All Classified Staff are welcome to attend.

Laura Home

APPOINTMENT

I have accepted a two-year appointment to the Technology and Access Committee for LITA (Library and Information Technology Association), a division of ALA.

Deb Ludwig

TELEPHONE DIRECTORY

I have just completed updating the 'ole faithful' Staff Directory (U-drive/Telephone Directory) and am requesting that you take a look and alert me if your entry needs any changes. The Web Staff Directory is also updated with the same basic information.

Rita Wilson

The FYI is published electronically every month for the KU Libraries at http://www2.lib.ku.edu/FYI. Articles for the next issue of FYI may be submitted to Rita Wilson, r wilson@ku.edu or Rm. 502, Watson Library.

An Equal opportunity/Affirmative Action Employer.

last updated:
url: http://www2.lib.ku.edu

9/20/2004
PERSONNEL ANNOUNCEMENTS

JOB POSTINGS:

Two classified positions in cataloging are being readied for posting. Information will be forwarded when dates are available.

Head, Copy Cataloging, Unclassified, Will be posted within the week.

Academic and Digital Applications, Librarian, Open until filled.

Contact Sharon Bullard at 864-8922 or sbullard@ku.edu, if you have questions about any listings.

Sharon Bullard

CONGRATULATIONS!!

Adonia David was named the winner of the KU Unclassified Employee of the Month Award. Adonia was honored for the outstanding work she does in the Conservation Lab and the many contributions she has made to the unit.

Stella Bentley

STUDENT TIMECLOCKs ARE COMING!

Over the past two years we have been evaluating time and attendance systems that would allow us to automate the scheduling, tracking and reporting of time and attendance for student employees in the Libraries. The decision was made to purchase the Stromberg time and attendance system. (Note: There are NO plans at the present, or for the foreseeable future, of using this system for classified or
We are currently in the process of installation and testing. In a nutshell, all student employees will clock-in and clock-out on the system, either via a biometric time clock (Watson and Anschutz) or a dedicated computer terminal (all other locations). Supervisors will be able to create work schedules, review and correct (if needed) student punches, and electronically approve their employee's time, all via a web form. Paper timesheets will no longer be maintained, signed, submitted or keyed into the payroll system for student employees.

Beginning November 21st, we will start a test period where both the current paper timesheets and the automated system will be used by select departments only. We will have all departments use the new system AND keep using their old system for one full pay period before going completely to the new system. Our current implementation schedule (contingent upon successful testing) plans for having all departments converted to the system beginning on February 13th. All student supervisors will receive training, probably around mid-December.

A change such as this will be somewhat uncomfortable for all, initially. We will keep you all posted on the progress we are making toward implementation.

Thanks!

Shannon Royer

**INTERVIEWS**

KU Libraries are in the process of hiring for approximately ten positions. This means that The Libraries will have at least 20 invited guests visiting our campus and our libraries and meeting with many of you in a variety of venues. When our guests arrive, please remember that you are part of a process, whether you are on a search committee or not.

Make every effort to make our guests feel welcome, observe a few points of courtesy and remember any questions asked of the candidates are a part of the interview process.

Questions that lack relevancy to a person's ability to do the job should NOT be asked. Questions or comments that should be avoided include:

- Inquiries regarding race, color, nationality or religion
- Asking a person's maiden name (may indicate national origin or religion)
- Asking whether a person is married or has other "arrangements"
- Asking about pregnancies (past, present or future) or children
- Inquires about the spouse's occupation or whether s/he may be transferred
- Making allusions to or asking about age
- Inquiries as to what religion a person professes
- Questions about a persons health or about an impairment of any kind (mental or physical)
• Inquiries about memberships (may reflect a person's religion, national origin, gender, discrimination)
• Other areas of potential risk that should be avoided
  o Childcare
  o Sexual preference
  o Arrest record
  o Type of military discharge
  o Willingness to work weekends (unless this is part of the job requirement)
  o Any information from a minority or female that you wouldn't routinely ask a white or male applicant

Areas that may be discussed can include questions about a person's experience relating to the position, educational experience, and knowledge of the subject area. If the position relates to teaching or research, questions about his/her teaching abilities and experience and/or research experience are appropriate.

Complete information regarding interview protocol can be found on the University HR website at <http://www.ku.edu/~equalop/recruitment/interviews.shtml> and <http://www.ku.edu/~equalop/recruitment/appendixG.shtml>.

When an interviewee is here, remember the candidates are interviewing us as much as we are interviewing them

Sharon Bullard

The FYI is published electronically every month for the KU Libraries at http://www2.lib.ku.edu/FYI. Articles for the next issue of FYI may be submitted to Rita Wilson, rwilson@ku.edu or Rm. 502, Watson Library.

An Equal opportunity/Affirmative Action Employer.

last updated:
url: http://www2.lib.ku.edu

11/8/2004
Neeley, Kathleen L

From: Wilson, Rita [owner-KULIB-L@listproc.cc.ku.edu] on behalf of Wilson, Rita
Sent: Friday, December 03, 2004 1:34 PM
To: kulib-l
Subject: FYI December 04

FYI
The University of Kansas Libraries

PERSONNEL ANNOUNCEMENTS

RETIREMENT:

JOB POSTINGS:
Human Resources Librarian, Open until filled.

Two Librarian positions are being readied for posting:
Head, Special Collections/Archives Processing;
and Biological Sciences Librarian

Contact Sharon Bullard at 864-8922 or sbullard@ku.edu, if you have questions
about any listings.

Sharon Bullard

RETIREMENT PARTY

Please join us at an open house for Susan Elkins on Wednesday, December 15
from 1:30pm-3:30pm in Anschutz Library. Susan has announced her retirement
effective January 5, 2005, after 31 years of service to the University of Kansas (the
last 14 years of which were with KU Info).

Please stop by and wish Susan well as she embarks on a new and exciting phase
of her life! Refreshments will be served.

John Stratton, Kathy Graves and Nikhat Ghouse

ANNUAL HOLIDAY PARTY

12/14/2004
The annual holiday party will be held in Spencer Research Library lounge, 3rd floor (main area), on Friday, December 10th, from 3-4:30pm. All retirees and library student assistants are welcome.

Please bring a food contribution and festive mood. Music and drinks will be provided.

Channette Kirby

CLASSIFIED PERSONNEL NEWS

CCEB SPECIAL ELECTION:
The results for the CCEB Vice-chair special election have been tallied. Monica Claassen-Wilson has been elected the Vice-chair for FY2005.

CCEB would like to thank Monica for volunteering to run, as well as congratulate her on her success.

Thank you all for your time and participation in the election.

CLASSIFIED EMPLOYEE PROPOSAL UPDATE:
The proposal that would alter the classified employee system at Kansas University appears to have the blessing of the Kansas Board of Regents. On Wednesday, the Board of Regents discussed a proposal that would allow classified employees at state universities to be exempt from the state's civil service system.

A year ago the Regents decided they wanted more information about the proposal, and delayed action until the coming legislative session. This time, there was little discussion about the proposal. Regents are recommending the plan be pursued in the Legislature this session. The legislation Regents will pursue will simply allow universities to create their own employee systems. Universities may opt to stay with the civil service system.

KU's classified employees voted last year to pursue the new system, which employee leaders say would allow for larger pay increases and university officials say would give them more flexibility in establishing job descriptions and pay ranges. There are about 1,400 classified employees at KU, involving about 300 different job descriptions.

KU officials have said that the system they would implement would be similar to civil service, and employees would remain in the state's retirement and benefits programs. The job market is more competitive in Lawrence than other areas where state universities are located. The increased competition makes better pay and more flexible job descriptions necessary. KU made a similar case in the 1980s, when the Legislature voted to allow some KU Medical Center employees to opt out of the civil service system.

Battle lines were being drawn. Andy Sanchez, executive director of the Kansas Association of Public Employees, said his group would oppose the legislation. He
said he worried the job security offered by civil service wouldn't exist under a different system. "I don't know that everything has been exhausted to get the employees more money," he said. "Why do we have to scrap the system and start over? Why does it have to be that to get more money, you have to lose your civil service rights?"

A group of KU employees calling themselves the Pro-Civil Service Coalition also has said it would oppose the change in the Legislature.

David Shulenburger, KU's provost and executive vice chancellor, admitted the change might be a tough sell in the Legislature. But, he said, "We'd like the opportunity to give it a try. We don't find this (civil service) a workable system, and our employees don't find it a workable system," he said.

CCEB, Laura Horne, FY05 Chair