



New Mexico State University Library

Social Activities Committee Annual Report

July 1, 2005– June 30, 2006

Executive Committee

Chairperson	-	Kirsten Clark
Secretary	-	Linda Baldwin
Treasurer/Historian/Building Coor.-	-	Maura Kenny
Party/Event Coordinator	-	(vacant)

Social Activities Committee:

The Social Activities Committee (SAC) organizes and promotes social activities for library personnel. SAC also sends flowers and cards to NMSU Library employees and their families on special occasions, celebrates birthdays each month with donuts and fruit, and coordinates community services initiatives on behalf of the library.

Social Activities Executive Committee:

The Social Activities Executive Committee consists of seven members: two faculty/professional members and five classified staff members. Each member serves a two-year term. Once again, we were unable to fill all the vacancies in the Committee. This year, the Committee consisted of two faculty members and one staff member.

Social Activities Membership:

During the 2005-2004 term, the Committee continued to encourage membership and participation in the Social Activities Committee and its sponsored activities. Dues were \$12.00 per year, to be paid to the Treasurer. Dues are pro-rated for a new employee. Dues are spent in various ways in order to meet our purpose of providing support and encouragement to the library staff and faculty.

48 of the 72 library personnel joined SAC this year.

Activities/Functions:

Task Force on the Future Direction of the Social Activities Committee (SAC)

Following on a trend that started last year, the SAC Executive Committee has been unable to recruit volunteers to have a full committee. Because of this low interest in serving, the Executive Committee asked Dean Titus to establish a task force to looking in the future of the Social Activities Committee. Representatives from each department participated and included Yolanda Chacon-Valle, DJ Chavez, Kirsten Clark (chair), Alice Granado, Maura Kenny, Connie Loyd, Deborah Parker, Irene Shown, and Jo Anne Vincenti. See Appendix A for the Task Force on the Future Direction of the Social Activities Committee (SAC) Final Report (May 4, 2006).

Flower and/or Card Acknowledgments

One very important way in which SAC encourages library personnel is through the sending of flowers or a card at appropriate times. These times include both times of sorrow and of celebration. Flowers or cards are sent to all library personnel, as needed,

not just those who are members of SAC. A large portion of SAC's membership dues is used for this purpose. It is a very meaningful and well-appreciated service to all library personnel.

5 cards and 5 bouquets or plants were sent to library personnel.

Social Functions

Because of the size of the Executive Committee, parties were severely limited. We only had one party this year. A Welcome Back party was held on September 28, 2005. 68 staff attended.

Monthly Birthday Donuts/Fruit

A very popular SAC event is the provision of donuts and fruit on the first working day of each month. Library personnel with birthdays during that month are recognized in an e-mail to all staff and on the birthday boards located in each library's staff lounge.

Membership in SAC entitles a person to one free donut or piece of fruit each month. Non-members, and SAC members taking an additional item, are asked to pay \$.50 per item.

Appendix A:
Task Force on the Future Direction of the Social Activities
Committee (SAC)
Final Report (May 4, 2006)

Over the past three months, the Task Force on the Future Direction of the Social Activities Committee (SAC) has met to discuss and make recommendations based on the charges outlined by Dean Titus in her memo of November 2, 2005. These three charges and our subsequent recommendations are outlined below.

- 1. To make recommendations on ways to organizationally restructure SAC to increase participation and representation from all departments in the library. Specifically, the Task Force is charged to look at the membership structure for the SAC Executive Committee.**

The current make-up of the SAC Executive Committee is based on job position (2 faculty, 5 non-faculty). The Task Force recommends that this be changed to Executive Committee membership based on departments with the following breakdown.

Access Services:	2 members on the Executive Committee
Technical Services:	2
Reference & Research Services:	2
Systems:	1
Administration:	1
Archives & Special Collections:	1

The rationale for this breakdown is that Access Services and Technical Services have the greatest number of staff and should therefore have more representation on the Executive Committee. Executive Committee members should not pay dues while serving on the committee.

It should be the duty of each representative to:

- Generate ideas related to SAC events,
- Publicize SAC events to their department, and
- Solicit help from department employees for SAC events.

- 2. To make recommendations on what activities should be sponsored and supported by the Social Activities Committee in the future.**

Based on the Task Force Survey and discussion among the Task Force members, the following activities are listed as a basic "blueprint" for a typical SAC year.

Social Activities

- Holiday party (December)
- One big event each semester for all staff, including students (Fall and Spring). (Some ideas include an evening event, ice cream social, theme parties, potlucks, continental breakfasts)
- Take new library staff to lunch (Several SAC members take a new employee to lunch where the new staff member's meal will be paid for by SAC. This would be an opportunity to get them interested in the committee.)

Acknowledgements

- Birthdays
 - On the first of each month birthday treats will be available in the breakrooms of each library and a general happy birthday email will be sent to all staff.
 - Birthdays will be recognized on an individual basis by SAC members receiving a birthday card on the actual date.
- Staff events
 - Flowers/plants and Get well Cards will be sent, as per current SAC policy.
- Good news
 - Good news items will be continued with a new mechanism for soliciting items such as a web form to fill out.
- Fundraisers
 - If the SAC bank account balance approaches two months operating expenses, fundraisers should be done to supplement the income from SAC dues. (Ideas include books sales, bake sales, ice cream socials, popcorn on Fridays.)
- Community Service
 - For each major social event, the Executive Committee will collect for a local charity or organization. (Soup Kitchen, Habitat for Humanity, Animal Shelter, Positive Strokes, etc.)
 - Donations will be totally voluntary and will not be linked to participation in an event.

3. To develop a statement as to the purpose and objectives of the Social Activities Committee.

In the February SAC survey, participants were asked to develop their own mission statement for SAC. The Task Force received twenty-one ideas and combined them into the following mission statement to describe the purpose and objectives of SAC.

The mission of the Social Activities Committee is to promote unity among all library staff by acknowledging life events, and developing and promoting social gatherings.

The Task Force feels that, above all, the Social Activities Committee is by and for the many wonderful staff here at the libraries and SAC should be for everyone.

Additional comments

While not part of the initial charge, the Task Force asked questions on the SAC survey regarding what has hindered SAC in the past and what improvements should be made. The items below were mentioned several times (over 50% of the responses) so the Task Force wanted to include these comments in our report.

Funding and Library Administration

The survey sent out to SAC members in February showed considerable anxiety over the perceived management of SAC by library administration. Some specific comments include "controls placed on SAC by administration," "lack of support from supervisors and administration," "administration [does not] support activities during the workday," "an administration that clearly values outside opinion more than their employees." While one can read into this that staff is just "blaming" someone for things it sees as a "problem" with SAC, these are actual concerns coming directly from staff.

In past years, \$600 has been available from Library Administration for use by the SAC Executive Committee. The SAC Executive Committee needs to make sure staff realizes that money is coming from Library Administration. However, with the rising costs of food related to parties/events (which this money supports), this money does not go far. The Task Force would like to see this amount be increased to offset rising food costs.

Supervisory Pressures

Again based on survey comments, there continues to be the feeling that some supervisors do not want staff to be a part of the SAC Executive Committee or volunteer/participate in SAC events.

General Negativity

Several staff members commented on the overall negativity in the library. While there is little SAC can do as a social committee to make people change their attitude, this came up several times as a hindrance to participation in SAC activities. Comments discussed the "poisonous atmosphere in the library" and "not just lack of appreciation, but active negativity and complaints." For SAC to be truly successful, actions should be taken to remedy the negative atmosphere.

Proposed Timeline for Future Social Activities Committee Election and Activities

As of May 16, 2006, the current Social Activities Committee Executive Committee will have two members, Kirsten Clark and Linda Shadd. Kirsten will take over Treasurer duties and Linda will continue to do the cards/flowers for staff personal events. To help with donuts through the summer months, DJ Chavez and Irene Shown have graciously offered to cover the months of June and July.

June

- Birthday Donuts (DJ)

July

- Birthday Donuts (Irene)

August

- Birthday Donuts (Kirsten)
- Nominations for new SAC Executive Committee members (Kirsten and Linda will facilitate.)
 - o Nominations will be collected during the month of August based on the new guidelines, if approved by the Dean.
 - o If more nominations for a particular department are received than there are spots for, a ballot will be sent to members of that department to vote on their representative(s).

September

- Birthday Donuts (Kirsten)
- New SAC Executive Committee will take office September 11th.
- Dues will be collected for the October 2006/September 2007 year.
- Below are some suggestions for initial agenda items.
 - o Redo the Social Activities Committee handbook to show changes in structure and decision-making policies.
 - o Develop a website to highlight SAC events and detail the committee's policies and procedures. This should include an email form for comments/ideas/complaints and a mechanism to acknowledge and deal with comments, such as a FAQ.

Financial Report:

Balance Brought Forward (2004/2005)		\$572.00
Deposits:	Membership Dues	\$504.00
	Donuts/Petty Cash Deposits	161.71
Expenses:	Donuts	\$326.94
	Flowers/Plants	\$181.80
	Welcome Back Party	\$336.10
	Dishsoap	\$6.00
	Carryover checks*	\$38.10
Remaining Balance (2004/2005)		\$348.77

* Two carryover checks were not factored into the previous year's balance.