

Operation Plan: The Abbey Committee

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Abstract

I decided to focus my operation plan on the establishment of the Abbey Committee and the staff employment for the upcoming Abbey Archives of Saint Andrew's Abbey. I am taking the role of head of the human resources department. Included in this document is an introduction of what I have been assigned. This is followed by a bullet point layout of several topics. These topics are: Abbey Archives Committee, Abbey Archives Deadlines, Employee's Responsibilities and Gross Costs, and Workplace Resources. Without further ado, I present you with the Abbey Archives of Saint Andrew's Abbey's operation plan.

Operation Plan: The Abbey Committee

As a human resource specialist temporarily employed by the Abbey, my team and I are responsible for setting up the staffing for the Abbey's new interest in the recordkeeping profession. I have noticed heavy vulnerabilities in the department that need to be covered. After weeks of meeting with the Abbey, they have decided to employ a staff to patch the weaknesses in their departments. While the Abbey stills want to take donations from sponsors, our team realized that most of the staff put into place will start with wages that are slightly above the California minimum wage (GovDocs, 2017). The effectiveness of the staff will determine whether we keep this plan or not.

Unfortunately, this wage is also lower than the average wages of the archivists throughout the country (Bureau of Labor Statistics, 08).

One of the Abbey's objectives is to set up a committee that meets on a bi-weekly basis about the Abbey's ambitions (goals and objectives). Once the Abbey Archive volunteers are recruited, we want to recommend switching the committee members monthly and post a leader of the committee that will lead the discussion based on the current state of the Abbey's goals and objectives. The purpose of cycling volunteers/employees is to ensure that everyone in the archive is participating in the growth and development of the archives. By having these members constantly cycling

through the process, they will be updated and understand what they can do to improve the mission.

1. The Abbey Archives Committee

- One archivist will be assigned as a leader to conduct every one of the meetings.
- That leader is responsible for keeping up to date on all archival practices.
- Estimated cost of committee leader is approximately \$15 an hour.
- The leader will conduct meetings on a bi-weekly basis (two weeks a month approximately).
- Committee discusses the plans of the St Abbey Archives
- Initial meetings will be with staff of the Abbey
- Volunteers and employees will switch between the committee meetings.
- Estimated gross of archive leader: \$15 an hour minimum for meetings.
- Debating whether to make wage \$15 and permanent based on revenue generated each month.
- Archivists will be paid \$12 an hour.

2. **The Abbey Archives Estimated Deadlines**

- December 7, 2018 - December 20, 2018
 - Committee will have its first meeting.
 - Discussion of the rules for the members within the committee.
 - Preparing the staff for upcoming developments of the St Abbey Archives.
- December 21, 2018
 - Preparation for Archive's next year of development.
 - Evaluate the workload in the upcoming year
 - Discuss appraisal techniques
 - Prioritize Abbey's preferred materials for display
- March 1, 2019
 - Recruiting of the volunteers begins.
 - Using word of mouth and print ads in community publications, search for interns interested in working with the Abbey.
 - Preferred three initial interns, may take more based on the needs of the Abbey.
 - Committee leader will work with human resources group to view the candidates.
- March 15, 2019
 - Hiring and onboarding of new employees (background checks, etc.).
 - Introductory meeting with the new interns
 - Meeting will explain the development of the Abbey Archives so far

- March 22, 2019
 - If interns are hired by March 15, 2019, issue the following steps.
 - Hold a meeting with the leader and the archivists about the following subjects:
 - Access policy for the visitors
 - Collection Development Policy
 - Donation policy.
 - If interns are not yet hired, follow March 15 section of the plan

3. **Employee responsibilities and gross cost calculations**

- Gross cost calculations
 - Each grossly cost varies based on the work done each day by the archivists
 - Committee meetings with interns cost between \$60 to \$120 based on 4 to 8-hour meetings (GovDocs, 2017).
 - Committee meetings with archivists cost between \$108-\$216 based on 4 to 8-hour meetings (GovDocs, 2017).
- Tasks and responsibilities
 - Archivists and interns split responsibilities on daily tasks on the Abbey Archives.
 - Pending a request with the Abbey to pay interns to substitute archivists based on emergencies.
 - When the committee leader is not researching content for the objectives, he is managing the floor of the Abbey Archives.

4. **Workplace resources**

- Donations

- Our goal is to acquire as many donations as we can.
- The estimated amount of donations we want to acquire this year is \$400,000.
- The bare minimum to cover costs is \$300,000.
- Budget
 - The Abbey wants to follow a budget of \$300,000 this year
 - Budget for Archivist wages is \$74,880
 - Budget for committee leader is \$31,200
 - The remaining \$193,920 will be used to conserve and restore acquired materials.
 - The Abbey is currently debating the request for a budget increase in order to add to its collection.

References

Bureau of Labor Statistics. (08, September 9). Archivists. Retrieved from <https://www.bls.gov/oes/current/oes254011.htm>

GovDocs. (2017, February 9). California \$15 statewide minimum wage - GovDocs. Retrieved from <https://www.govdocs.com/california-15-statewide-minimum-wage/>

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