Management Team Meeting Minutes
February 7, 2012

Present: Culshaw, Majors, Austin, Montgomery, Wakimoto, Fong, Knievel, Larsen, Williams, Hayworth, Maness

Management Team reviewed actions taken in the last two weeks. The following items were approved by the group:

- Elimination of Departmental and Personal Bindery Policy (http://ucblibraries.colorado.edu/adminservices/manual/technical/BindingPolicy.htm)
- Norlin and Commons will be open regular hours on October 11, 2012 during an evening ESPN-televised football game; however, the research desk and branch libraries will close early.
- Creation of Wayfinding Taskforce (see attached for details)

The group discussed nomenclature issues related to the reorganization process. The Team feels that it is important to establish a consistent set of working titles for individuals leading the various levels of our new structure. Management Team will continue to discuss the organizational charts and titles at various levels with the goal of announcing these titles in our next minutes. In addition, the group will discuss the associated practicalities of name/title/departmental changes including webpages, directories, mail, and the like.

Management Team has reviewed the working groups put forward by the iTeam. Since the iTeam established a framework and there is significant work to do in order to transform these groups from concept to reality, we decided to focus on just two groups right now. The Team decided that the User Experience and Scholarly Communication working groups are our top priorities. Management Team will begin a close examination and will consult broadly within the Libraries in the coming weeks on both of these working groups. The spirit of the iTeam’s recommendations will drive this process, but the groups that we actually implement will likely appear very differently in terms of size, scope, and membership than the drafts that were published before the holidays. There will be much more on this topic from the Management Team in the coming weeks.

The group reviewed the Resource Description Organization Chart and related reorganization issues. The MT approved a change in name to Metadata Services Department. A proposal for several staff reallocations was presented and, with the Management Team’s endorsement, will be forwarded to ExCom for approval.

Jim discussed his plans for the Associate Dean search. He has asked John to chair the search. They are in the beginning stages of drafting elements of the job description, appointing the search committee, and preparing the required preliminary paperwork. The group discussed requirements for the position.

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