University Libraries Management Team Minutes
May 1, 2012
Present: Suzanne Larsen, Jack Maness, Jennifer Knievel, Gene Hayworth, Brice Austin, Yem Fong, Jina Wakimoto, Bruce Montgomery

Management team started the meeting with a review of their rules for quorum.

MT agreed to remove the East Entrance Policy from the Libraries’ A-Z Policy page via email.

ExCom has approved department names as follows:

- Libraries Information Technology
- Metadata Services
- Arts and Humanities
- Scholarly Resource Development
- Social Sciences
- Circulation
- Sciences
- Archives and Special Collections

“Department” is often not needed, especially internally
When the term “department” is required (i.e. business cards, signature, etc.), use “Department of…”

Samples:

Jack Maness
Director, Department of Sciences
University Libraries

Or

Jack Maness
Director, Sciences
University Libraries

Laurie Sampsel
Head, Waltz Music Library
Department of Arts and Humanities
University Libraries

Suzanne presented the student budget to MT. The group decided that money should continue to be allocated at the unit level. There will be a single discretionary fund for both Associate Deans. The group would like to see a new process for reallocating the funds. MT will develop a general set of priorities for the task force (as yet to be named) with the intention that in the future student workers can be utilized in strategic ways that may not have been considered before. Brice and Bruce will be spearheading this.

The Associate Dean search committee has been named:

Committee members are completing search training now, and will have their first meeting in May.
The Libraries is going to try to automate the majority of ARL data collection this year. Department directors will gather unit data and to provide it to Amy.

Jennifer presented proposed changes to the structure of Arts and Humanities. The group discussed her proposal.

Yem presented proposed changes to the structure of Scholarly Resource Development. The group discussed her proposal.

The Service Points Working Group had their first meeting last week.

Management Team approved the charge for the Scholarly Communication Working Group (attached).

Management Team is considering the group’s membership. If you have an interest in being part of this group, contact your department director.

Management team minutes are available online:
http://ucblibraries.colorado.edu/adminservices/management/index.htm

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Amy B. Arenson
Program Assistant
Administrative Services
University Libraries
184 UCB
1720 Pleasant Street
Boulder, CO 80309
Phone: (303) 492-6252
Email: amy.arenson@colorado.edu