University Libraries Management Team (MT)
June 4, 2013

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

In these minutes:
- Welcome to Leslie Reynolds!
- VPWG Drupal rollout update
- Campus accessibility study
- Week of Welcome update
- Email actions
- Brief updates
- Transition planning

The meeting began with a MT welcoming Leslie.

User Experience Working Group (UXWG) & Virtual Presence Working Group (VPWG) re: Drupal rollout
Representatives from Virtual Presence and User Experiences Working Groups gave a brief presentation on the upcoming Drupal rollout. The expertise from both working groups will be necessary for a successful transition. Please see attached [presentation](#) and [document](#) for more information.

The groups propose a joint VPWG and UXWG meeting (modeled after the Collections & Access meeting) to inform, solicit feedback, implement, and review website modifications.

The groups want to assure everyone that a live web page isn’t an endpoint—there will be opportunities for periodic iterative reviews.

We can make changes to the current website (content review) now and those changes can be cascaded into the revised website.

At this point in the project, the timeline is still in flux. Stay tuned for more information in the near future.

Is there a campus-wide Drupal timeline? The campus is looking for Drupal developers simultaneously, which is making hiring a Drupal programmer difficult at this time. Some units on campus are already fully Drupal at this time.

The working groups anticipate that the content audit portion of the process will involve interdepartmental and WG collaboration.

We need to keep in mind that our users will be primary in all decisions.

MT appreciates the thorough project planning, and acknowledges that this project is sorely needed (as evidenced by the LibQual survey results). Thank you to UXWG and VPWG!
Meeting campus standards and conforming to campus website standards is imperative to the successful completion of the website.

The plan is to incorporate information from past reports with this process, but there also needs to be a broad view of user needs as this project moves forward.

**Campus accessibility study**

MT, UXWG, and VPWG listened to a brief update from Esta Day about the Campus Accessibility Study. Please see the attached Executive Summary for further information.

Esta is our representative for the OIT and Office of Diversity, Equity, and Community Engagement Accessibility Study. The group is reviewing digital accessibility for our campus. The group’s goal was to provide plans for moving forward. Please note that the policy recommendations are not final at this time—the proposals are in a draft phase at this time and will likely undergo several revisions before they are finalized.

Is there funding to bring existing technology up to speed within six months? Esta is not sure where the funding stands, but the group is aware that funding is the biggest hurdle to this proposal. In addition to the cost of the position, there will be the cost of upgrading technology. Our plan should be to collaborate with the proposed officer. The Libraries can be a partner but we cannot take a leadership role in this. This has also been an issue with our peer institutions.

MT had an in depth conversation about the report and our obligations and plans in this regard.

**Week of Welcome**

Deborah Fink joined MT for a brief overview of the “Week of Welcome” and other campus events.

John, Jennifer, and Deborah had an email exchange regarding events that welcome students to our campus. MT had a brainstorming session in terms of what direction to head to go forward with this. Deborah provided a document that indicates various campus events that could provide an opportunity for us to conduct outreach with students—please see attachment for further information.

There was consensus of MT members that Deborah should be on the next Collections and Access meeting agenda (Thursday, June 13 in Norlin N410 at 10 am) to brainstorm the kind of presence we want at various events throughout the year as well as other logistical issues. All are invited to the meeting. Deborah will report back to MT in the upcoming months. Stay tuned for further information.

**E-mail actions**

MT received an E-text report from Caroline Sinkinson. If you would like to view the report, you can find it here:

https://docs.google.com/document/d/1ZYxAkW-33PBF4j-u4JMYH987QapoCgZ9xnN0ie9rlM/edit?usp=sharing

**Updates**

- Student budget model for FY14
• At the end of Fiscal Year (FY) 12, a MT subgroup put together a new model for distributing the student budget for FY 13 (the year that is about to close). MT reviewed the FY13 student budget. Departments should be credited for their work utilizing student assistants with work study funding.
• May and June are months with increased spending. Based on the numbers, we are on track with student budget for the rest of the FY.
• Allocations for departments for FY 14 will be the same as last year for planning purposes.

**Service Points Working Group (SPWG) proposal regarding photographer**
• SPWG proposed to bring in a campus photographer to take headshots of Libraries employees. ExCom has approved this proposal.

**MT facilitation plans**
• John will chair next MT meeting, and starting with the first MT meeting in July, Leslie will chair the meetings.

**Transition Planning Open Discussion**
The Management Team congratulated John on his newest professional adventure! John left the meeting at this point and the Dean led a discussion with MT about transition plans. There is nothing to report at this time.

**Upcoming meetings**
- June 18 (meet with SCWG re IR issues, brainstorm Program Review questions, brainstorm position wish list)
- July 2 (budget overview)

**Management team minutes are available online:** [http://ucblibraries.colorado.edu/adminservices/management/index.htm](http://ucblibraries.colorado.edu/adminservices/management/index.htm)