University Libraries Management Team
September 3, 2013

Present: Williams, Reynolds, Knievel, Austin, Maness, Fong, Hayworth, Majors, Montgomery, Moeller

In these minutes:
- Update from Council of Deans
- AD Position Description
- Libraries’ ADA contact
- New and Promoted Employee event
- Retreat planning
- Responsibilities and roles for department directors

Update from Council of Deans

Jim gave a brief update from the Council of Deans. Most of the meeting was focused on issues with international students that campus is facing. There have been issues with TOEFL exams and the honor code. RIOT (http://ucblibraries.colorado.edu/pwr/) will be implemented by the Campus Honor Code office to ensure that international students understand the honor code. This is a good opportunity for the Libraries to be involved in this issue. Stay tuned for more information.

An efficiency expert has been hired by the CFO. The Provost and CFO will hold 90 minute budget meetings with the Deans of the colleges about budget priorities. Campus is setting up its agenda to make another request for tuition increase. MT will have a discussion about the questions in advance of the meeting.

AD Position Description

Jennifer sent out a proposed position description for MT to comment on. She will incorporate the changes that MT suggested. MT approved this position description. The committee will move forward with the search.

Americans with Disabilities Act (ADA) contact for patrons

MT had a discussion about Libraries’ need to have a contact person for ADA patron needs. Some requests need to be taken care of quickly—some information is available on our website, but needs to be updated (http://ucblibraries.colorado.edu/about/disabilities.htm). MT will contact SPWG (Service Points Working Group) so they can discuss how this situation should be handled in the future. For the time being, Cheryl Koelling will remain as the Libraries’ contact. More information will be forthcoming.

New and Promoted Employee Event

Please join MT for the New and Promoted Employee event which will take place on Thursday, October 24 from 9-11 in the Center for British and Irish Studies.
Management Team Retreat

MT will have a ½ day retreat to discuss personnel vision of the Libraries for the next five years.

Responsibilities and roles for department directors

MT discussed the responsibilities and roles for department directors. Each department is different, and each will need to devise its own set of operating principles/assumptions. The discussion focused on how each department deals with issues such as authority, meetings, agendas, decision-making, and conflict resolution. The discussion also touched on the authority of working groups to make decisions that are within their purview. Stay tuned for more information.

Upcoming meetings
   September 17
   October 1

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

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