University Libraries Management Team
Agenda – June 17, 2014
Location: N210

Present: Reynolds, Maness, Moeller, Montgomery, Austin, Fong, Knievel, Hollis

1. **Student Advisory Board Proposal (SAB)** – Rebecca Kuglitsch, Jorge Lopez-McKnight, Grace Haynes
   (see attached for more information)

   The group presented a proposal to create a student advisory board. In the past experience of MT members, these types programs have been difficult to recruit and to retain. Many attempts have failed in different departments on campus and at other institutions.

   The goals of the SAB are to formalize communications with students and to make sure our services and policies meet the needs of our graduate and undergraduate students. The SAB would solicit student opinions in a way that is actionable. The group wants to create a forum that will let students know we are taking their input seriously. We want to be accountable and clear about what we can do and what we can’t do. SAB is looking at easily doable actions that meet student needs. It would be good to have information about student needs/wants to present to faculty when faculty desires conflict with student desires.

   This is important now because the group feels this is a way to develop personal relationships with students, which lends itself to advocacy for the Libraries throughout campus, and would also be a way to build community. Students could communicate positives and negatives. Nothing like this exists on campus at this time.

   The group is applying for the Libraries Fund for Innovation grant for startup funding. The funding would be used to provide incentives for students to attend the meetings. The first year would be considered a pilot phase. After the pilot phase adjustments could be made.

   Ideally, the group would consist of four students (2 graduate, 2 undergraduate) for each Libraries building. Realistically, the group is aiming for 7-10 students to attend the second meeting.

   MT looks forward to the application for the Libraries Innovation Fund.

2. **Recruitment Plan**

   Management Team discussed proposed faculty positions for the 2014-15 recruitment plan. MT provides input to ExCom regarding which positions to request for the plan. ExCom will likely request 5-6 searches for the next academic year. In addition, ExCom may request 2-3 new lines from the Provost. Stay tuned for more information in the near future.

3. **Updates and Announcements**

   The west doors are now on CCure. All employees can enter the building at 7:15 using BuffOne cards. If your BuffOne card does not work please put in a web helpdesk request. The doors will automatically open for the public at 7:45.
Email from Carl Stewart to all Libraries Faculty and Staff
Between 7 and 7:45AM, you can have a new experience at the Norlin West Door! You will find the door locked-- but if you swipe your BuffOne card at the card swipe on the right, a green light on the reader will flash, and you will have 20-30 seconds (plenty of time) to pull the door open. It will lock again.

Only Libraries’ Faculty and Staff have this privilege. At 7:45AM the doors open to the public.

Be sure to explain to anyone else who may try to come in with you that this is a “staff only” time for us to get the Library ready for opening—after 7AM the Commons should be open to students. Libraries Student assistants don’t have West door privilege. Be sure the door locks behind you.

Please see this short training video—best viewed with ITunes and with the volume up:

http://libnet.colorado.edu/admininfo/facilities/WestDoorSwipe.MOV

Leslie will send an update about the Associate Dean search soon. Stay tuned.

We expect to hear back from the Provost regarding faculty and university staff merit increases next week. Stay tuned.

Upcoming meetings

July 1 – Recruitment Plan (if necessary), Revisit renaissance plan (plan at least 60 minutes), SPWG charge discussion, Diversity TF

July 15 - Evaluation of pilot project to lend CDs to GWLA and Prospector Libraries, Proposal to investigate adoption of RFID or similar technology

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

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