University Libraries Management Team
April 7, 2015

Reynolds, Macklin (by phone), Fong, Hollis, Maness, Hayworth, Moeller, Montgomery, Austin, Knievel, Weiss

1. **Budget Requests for FY16 – guest Shelley Joy**
   - Shelley Joy visited MT to discuss a new pilot process for department directors to make budget requests. The new process is designed to make the budgeting process more transparent and to prevent funding “emergencies” throughout the year by planning ahead.
   - Department directors will make requests for ongoing funding through a new spreadsheet.
   - All budgeting requests must include concise business justifications (why is the request being made, how will it impact your department/the Libraries/the campus, what is the purpose of this request).
   - Working groups requesting funding should contact the department that is most closely related to the project. If it isn’t clear which department director to contact, please contact your MT liaison to request funding.
   - The goal is to look at budget requests in light of the strategic plan. These processes will happen concurrently.
   - Areas covered in the spreadsheet include but are not limited to
     - Ongoing faculty/staff position requests
     - Temporary faculty requests
     - Position reallocations
     - Student worker funding
     - Exhibits, receptions, events, seminars
     - Unusual IT needs,
     - Furniture, remodeling, etc.
     - Administrative travel and/or training costs
     - If you have questions about travel funding or would like to propose an event please meet with your department director. Please note: travel/conference/training funding is for faculty and staff.

2. **Website Content - guest Lauren Calkins**
   - Lauren Calkins and Debby Weiss led a discussion about the current state of the new website and ways to continue to move forward with the process.
   - VPWG needs more content as soon as possible. Website accessibility cannot be tested without more content.
   - MT members will review the list of content editors in their departments. It is possible the list should be updated/revised.

3. **Dean’s update – 10 minutes**
   *All who have supervisory responsibilities are encouraged to register for Managing the CU Boulder Way.*

**Upcoming meetings**
April 21 - differentiated roles held by faculty and staff, Internal Awards Process Creating a collaborative culture of grants-based research and projects, SPWG report on recommendations for library closing procedures/policies.

May 5 - mission and vision and value statements, Unit Head definitions

Future Meetings – strategic plan drafting, Gifts and Grants Discussion with Sponsored Programs Guest

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

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