University Libraries Management Team  
October 20, 2015  
N210

Present: Reynolds, Macklin, Fong, Moeller, Knievel, Weiss, Hayworth, Maness, Austin

MT would like to remind everyone that the New and Promoted Event is on October 28, 9-11AM in CBIS. We look forward to seeing you there!

1. Elements Rollout – Liz Tomich & Matt Ramey

   Liz Tomich and Matt Ramey from the Office of Faculty Affairs visited MT to present information about the rollout of the new Elements software. This project is the first step in creating a critical data hub for faculty to interact with scholarly data for campus reporting requirements such as the annual Faculty Report of Professional Activities (FRPA) for individuals as well as larger annual reporting for grants and other requirements while also collecting important campus-wide information to describe the contributions and scholarly impact of the Boulder campus faculty.

   You can find more information here: www.colorado.edu/fis/publicationdata

   In early November, Faculty Affairs will inform faculty how to add pending publications into Elements and import that data into FRPA. Faculty should look for an email with more information about the process in the coming weeks.

   Liz and Matt will attend the November 12 Collections and Access meeting to talk more about the software, give a demo, and answer questions. All are welcome!

   This project has been under way for over two years, and Elements already contains close to 60,000 claimed publications.

2. Strategic Planning final draft review (with Lauren Calkins)

   MT is close to finalizing the strategic plan, and ExCom will send out the document shortly.

   In lieu of a fall all-libraries meeting, ExCom will be joining your upcoming department meetings for more personal discussions about the plan. We’ll be asking one important question: Do you see yourself in this plan?

   Once ExCom has met with all departments, MT will review the plan, make necessary adjustments, and share the final version with you. MT will then begin working on the implementation plan for 2016-2018. Once the plan is finalized there will be an All Libraries Celebration event.

3. Temporary Librarians and Workload Distribution

   MT discussed Temporary Librarian workload distribution. Temporary Librarians have 100% Librarianship workloads. Temporary Librarian evaluations do not reflect research and/or service,
however, research and service are not discouraged, and local service is strongly encouraged. If you have questions please contact your department director.

4. **LibQUAL+**

We will run the LibQUAL+ survey in the spring. MT and Amy will work together to create the survey. Stay tuned for more information.

5. **VOIP Update**

The Libraries will move to Voice over IP (VOIP), our new phone service, within the next few months. As part of the process everyone will receive a new phone. Mike Johnston will work with Debby to create and implement a plan to deliver phones and move forward with the transition.

More details to follow.

6. **Innovation, Service, and Entrepreneurship Grant Timeline for FY16**

Beginning this fiscal year, the call for Innovation Grants will go out annually. Look for a call in November, due the first week of January. MT will review proposals in February and decide by Valentine’s Day. Best practice is to check in with affected department heads (e.g. LIT for technology-related grants) before submitting. More detail in a proposal is better than less, and please be sure to include a business justification in your proposal.

7. **Dean’s update – 10 minutes**

Leslie gave a brief update on the upcoming Republican debate on campus.

ExCom will have a mini-retreat this week to discuss the Libraries’ FY17 campus budget request. MT recommended budget items to include in the request.

**Upcoming meetings**

November 3 – Head shots, Strategic Planning Process Debrief with Susan Skjei, Commons 2.0

November 17 - Archivematica with Walker Sampson

Future Meetings – are we using PASCAL to its potential? Grants review team, invite Advancement, differentiated roles held by faculty and staff, Gifts and Grants Discussion with April from OCG and/or Sponsored Programs Administration

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