Communications Clearinghouse Meeting
September 7, 2012
Minutes

Present: Tess Gibson, Tim Nutt, Cheryl Conway, Deb Kulczak, Lora Lennertz Jetton, Beth Juhl, Jennifer Rae Hartman, Molly Boyd

After a review of the charge of the Communications Clearinghouse, the group discussed whether it needed to expand past “communications.” It was noted that the group shared the same charge as other groups. Juhl noted that the Clearinghouse was there to share what everyone was doing and discuss issues. Boyd remarked that the group could draft a new charge and submit to the Administration Group. Gibson and Nutt volunteered to discuss the matter with Dean Allen.

Further discussion centered around representatives from other committees. The Chair of the Staff Concerns Committee has not been appointed hence no representative was present for the initial meeting. Other groups might need to send representatives, such as Branch Libraries Group, Academic and Research Services, and the Law Library. Gibson stated that she would ask the Branch Libraries Group to select a representative for the Clearinghouse, while Nutt would ask Randy Thompson, Director of the Law Library, about their representative. It was also discussed as to whether faculty members not represented by other groups needed to hold membership on the Clearinghouse.

It was decided that the Clearinghouse would facilitate the library forum and ask folks to report on their various committees and strategic initiatives. A library-wide announcement should be sent out a week before to invite folks to report. The membership felt that the Clearinghouse needed to have minutes from the other groups in order to function efficiently. Juhl volunteered to facilitate the gathering of minutes from other groups. Boyd suggested that final reports instead of minutes from the strategic initiatives groups be solicited.

The group identified action items:

1. Ask employees to send news items to Tuesday Times to facilitate communication
2. Draft new charge
3. Identify people for a 2-minute report
4. Identify additional people for the group

Lennertz Jetton reported on grants that she has written for digitization of the Mary Parler collection. She has been working with Amy Allen, University Archivist, on gathering music concert recordings from the Music Department.
Hartman stated that Dean Allen asked Boyd, Hartman, Martha Guirl Phillips, and Sheri Gallaher to create a master calendar of events for budgetary purposes. They will be contacting department heads and directors.

The group agreed to hold monthly meetings on the fourth Friday at 10:00 am. If a representative was unable to attend, it was suggested that a delegate be sent.

Respectfully submitted,
Tim Nutt