University of Arkansas Libraries  
Cross-Training Task Force  
May 10, 2013  
Room 472B

Present: Phil Jones and Molly Moore (co-chairs), Cheryl Conway, Martha Guirl-Phillips, Lynaire Hartsell, Cedar Middleton, Jeff Banks (ex officio)

The group had met without Jones on Monday, April 29, 2013, to revise the outline of the program and reduce the number of forms to two.

Banks proposed that the forms be reduced to one form with two parts and offered specific suggestions for deleting elements on the forms. It was noted that because the sections would be completed at different times, it might be better to use a back-to-back form with two sections that could be treated as separate forms as necessary. Moore agreed to revise and bring to the group for comments via e-mail.

Jones raised several points about the outline and agreed to revise several passages based on the discussion. The group agreed to reword Level 3 in order to allow for extensive cross-training without mandating an exchange of employees. He will bring the revision to the group for comments via e-mail.

The task force will attempt to provide final versions in advance of the Administrative Group’s meeting on Thursday the 23rd and will meet only if necessary.

Jones took minutes.