University of Arkansas Libraries, Fayetteville, Arkansas
Classified and Non-Classified Staff Meeting
May 21, 2013

Judy Ganson conducted the meeting in the dean’s absence.

General update issues:

Room 486 has been named the Weare Conference Room in honor of generous donors, the Weares, who are retired schoolteachers and have supported the purchase of instruction materials for the libraries.

The Red, White, and True campaign is chaired by Tim Nutt again this year. We’d like to see an improvement in the percentage of donors. You don’t have to give much to be counted, and Tim has promised some dances and songs for certain percentages of participation. June 30 is the deadline.

The Office of Admissions is expecting an enrollment of 25,600 students this fall; the chancellor has set the enrollment goal/cap at 28,000.

The university has been seeing a sharp increase in spam, trolling, and phishing emails. The spikes indicated in the graph correspond with slow down times for our own emails as the servers bog down dealing with the spam emails. If you receive a suspected spam or phishing email, forward it to abuse@uark.edu, where IT Services keeps a log of senders to block.

Jason Dean is the new cataloger. Judy thanked all of those who participated in the job search process.

The search committee for the assistant head of Special Collections had forty-one applicants and will begin Skype interviews next week. David Boddie asked to be notified BEFORE a Skype meeting is scheduled so that he may set up the proper equipment.

The dossier for the candidate for Administrative Services is being collected and will be given to the Library Faculty Promotion II and Tenure Committees for their review to make sure the candidate will meet the requirements for appointment at the posted rank. The Promotion II Committee will vote on whether the candidate can be appointed as a full Librarian, and the Tenure Committee will vote on whether the candidate can be appointed with tenure.

The provost and the dean are discussing appointment dates for faculty. Currently we run searches and make appointments when we have openings; the provost would like those to be grouped according to the academic year, like the other faculty, with start dates falling between July 1 and October 31 of each calendar year. There are advantages and disadvantages of this system.
The Cross Training Committee sent their final report to the Admin Group for review. Those staff members who are interested in cross training opportunities should think about appropriate time frames and talk to their supervisors. The program should be launched soon.

The Board of Trustees meets this week. The University put in a request for a 3% increase in tuition, and a .5% increase going to the Libraries, for a total tuition increase of 3.5%. The proposal includes an additional .5% raise next year going to the Libraries for a total library fee of 1% of tuition. The request for a library fee was well received by the administration, and would help us to work toward the chancellor’s goal of being in the top 50% of academic libraries in the nation.

Sheri Gallaher noted that the Fine Arts Library security system has been bid and will be installed in 4-6 weeks. The number and plaque on the Weare Conference Room will be adjusted so that the room still has a number and can be found. The amplifier for the PA system in Mullins Library needs to be replaced. Odors from a tar kettle at Vol Walker will continue for a week or so. Clean Out Your Office Day will be on May 31, and Sheri encourages everyone to re-read the announcement for particulars, and don’t forget to take a before and after photo. The boxes and bins will be located in the Northwest hallway near Jennifer Rae’s office, and also in the branches. The contest will be judged by the Staff Concerns Committee.

The 40/50/100 digital collection has just been released and includes a YouTube version of the Compton film that was restored with the grant.

Equipment, software, and travel requests are due June 20, including ergonomic peripherals for keyboards and computers. This would include next year’s ALPS conference, which the dean has encouraged staff to attend.

The Windows upgrade is scheduled for late July /early August, to give time for everyone to work out the kinks in Sierra. If there are any issues with Sierra, or a need for training in any area, contact Systems.

If any questions arise, send them to Martha for next month’s agenda.