Human Resources Update
The Admin Group reviewed the report outlining the demographic of library employees. These statistics are compiled using race as self-reported on ISIS. Although the male / female percentage remains the same, ethnic diversity has increased over the past year, and is now on a par with percentages reported in 2006.

The Admin Group reviewed the draft of the job description for the Academic Services Director.

Jeff Banks will ask Tim Nutt to recommend someone from Special Collections to serve on the University Archivist job committee. Many Special Collections faculty and staff are already committed to other search committees or have just finished serving.

Library Film Festival in April
The Admin Group reviewed the Film Committee memo outlining this year’s theme and selected films. Film four has yet to be determined, due to a delay in getting film viewing rights from an international distributor.

Reports and Updates
The Admin Group discussed the question, “What improvements can we make to have the biggest impact on the university?” which is the discussion point for the chancellor’s retreat this year. Members of the Admin Group will prepare a cost estimate and impact report for each of the following topics: Achieving ARL status (Juana), building a Science Center (Carolyn), and creating a Digital Initiatives Center (Judy).

Judy reported that the Libraries are purchasing Stack Map, a software to locate stacks within the building. Stack Map integrates directly with the library catalog to provide maps and written directions to any item in library. Patrons can access Staff Map through any web-enabled mobile device.

The Libraries are also purchasing wireless door counters for Mullins Library and the branches.

Juana reported that the Libraries are undergoing a 30-day trial of a Knowledge Imaging Center (KIC) touchscreen scanner for students’ use. The environmentally friendly KIC scanner uses a V-cradle scanning bed to preserve the book’s binding and is excellent for older fragile books. The scanner is capable of scans up to 17 X 24 inches or as small as a postage stamp. The KIC scanner scans in color or black & white, and images can be can be saved to a USB flash drive in a multiple of formats, including searchable PDF, JPEG, TIFF, PNG, and MP3 audio files or sent to an email account. The scanner will be located immediately west of the oval kiosk near the circulation desk.
Juana is currently reviewing the budget with Chyrel Banks in preparation for the year’s end bookkeeping.

Dean Allen reported that Enrollment Services has admitted 9,000 students for fall and are predicting an enrollment of 25,000 for fall semester 2012.

The University is hosting a Distance Learning Symposium in Little Rock; the dean will attend. After additional details about the Symposium are released, additional personnel may also be asked to attend.

The University is exploring the possibility of increasing the time between classes to 15 minutes, to allow for more travel time.

Students will be transferred to Googlemail on April 15.

The University is upgrading Hotz Hall and other former dorms to generate 600 new beds. They will also utilize off campus housing again in the fall semester.

The Staff Picnic is set for May 17. The New Employees Staff Social is February 17.

Human Resources put up a list of merchants who will give UA employees discounts on their Website.

John Diamond will host an event to highlight the Dream Act on April 23.

The University will be switching to CourseLeaf, an academic catalog management system, as an improved online student scheduling software system.

Special Collections is working with Catherine Peterson and Crystal Bridges on a digital collaboration project.