University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, March 22, 2012
Present: Carolyn Allen, Judy Ganson, Juana Young, and Molly Boyd.

Organizational Structure Chart
The current draft represents an attempt to foster communication by adopting the Communications Clearing House idea for coordinators for each functional group. The draft will be reviewed at the next Library Council meeting, March 28.

Initiatives and Goals
The current version of the 2012 Library Initiatives and Goals document will be posted without assignments on the StaffWeb; a working copy that includes assignments will be posted on the library collaborative folder on the new Homer server.

Job Position Descriptions
The Admin Group reviewed the position descriptions for Head of Special Collections and University Archivist.

Reports and Updates
Judy Ganson reported that the Special Collections Department is working on an event called 40/60/100 that jointly celebrates the founding of the Buffalo National River, the founding of the Ozarks Society, and Neil Compton’s hundredth birthday. The event will also recognize the opening of the papers of the Ozarks Society. Special Collections is also identifying materials to use in an exhibit for the Compton Gardens. A location has yet to be determined.

Special Collections is also planning for the next issue of Arkansauce.

Special Collections is collaborating with the International Students and Scholars Office on a reception to celebrate the opening of the papers of the Foundation for the International Exchange of Students (FIES) and the papers of Marie Lavallard, who was a founder of FIES on April 18, 3:30 to 5:00 p.m. in Holcombe Hall. The Foundation for the International Exchange of Students was created in 1949 to support the expenses of international students attending the University of Arkansas. Over the years, nearly 600 international students have been awarded FIES scholarships. Marie Lavallard was a longtime employee of the University of Arkansas and was the editor for the Agricultural Experiment Station publications.