Human Resources Update
The Admin Group reviewed data and figures for materials and staffing needed to support new and expanding graduate programs.

Jeff Banks reviewed changes to the campus-wide background check policy for fiscal employees and how it may affect future job searches for individuals with those responsibilities.

First Year Experience Table Tent Request
The Admin Group reviewed and request from First Year Experience to place table tents on the study tables in Mullins to advertise Welcome Week. Instead of table tents, posters will be placed on the stairwell and elevator document slide bars in Mullins Library. The advertised registration period ends on March 26.

Desktop Delivery Naming Contest
The Admin Group selected “RazorRush Desktop Delivery Service” from the submissions by personnel. The service will be called RazorRush for short.

Personal Services Requests
The Admin Group reviewed the annual Personal Services Request form for the state and agreed to include requests for all personnel positions reviewed for the expansion of the graduate programs.

West Entry Bulletin Board
The Admin Group reviewed a request by Facilities to remove the bulletin board from the West entryway, as it is untended and an eyesore. A staff member from the Dean’s Office will be assigned to monitor the bulletin board and keep it neat, preferably on a daily basis.

Assignments for Initiatives and Goals
The Admin Group reviewed suggestions from the Public Services Group for assignments to the 2012 Initiatives and Goals. This document will be considered the final working version and will be posted on the StaffWeb.

Reports and Updates
Juana Young reported that she is working with Jimmy Ray Jackson on submitting information to the vendor for StackMap and that significant progress has been made toward getting this location software implemented.

On Monday, March 12, a four-week project will begin to remove and replace caulking in the pre-formed wall panels on the west façade of Mullins Library. Workmen will use ladders and lifts on the outer edges of the building and will also repair a crack in the soffit on the west side.

Judy Ganson reported that Martha Parker and Joshua Youngblood are working with staff at Crystal Bridges Museum on ideas for collaborative digital projects.
Jimmy Ray Jackson has collected information from Phil Jones and Lora Lennertz-Jetton about reorganizing the collection on the first floor, in preparation for submitting a budget request. The stacks on the first level will have to be rearranged due to access issues, but will still be able to house the selected collections in the remaining bays. If there is room remaining, staff may move the Oversized items to that level.

Special Collections is planning an event in May to commemorate the anniversary of the founding of the Ozarks Society and the National Scenic River designation of the Buffalo River. The event will also honor Dr. Neil Compton.

The Graduate School is sending over winners from a research poster contest to be hung along the west wall of the Walton Reading Room. Diane Cook is the contact person for the Graduate School.

Jeff Banks reported that the search committees for Head of Special Collections and University Archivist will meet next week for the first time. Also, two candidates for Geosciences librarian will be on campus for interviews next week. Roger Knoff will interview on Tuesday, March 13, and Kate Dougherty will interview on Friday, March 16.

The Diversity Committee is reworking the Web page. To date, they have added diversity titles to the rotator with links to Google books. They have also reviewed items from other Web sites for content and ways to improve their site.

The Diversity Research Award is a new program on campus. Cedric Kenner of the Multicultural Center will give a presentation about the program on March 15 at 2 p.m. We’d like to get faculty input and collaboration on nominating persons who are involved in research eligible for this recognition.

Martha Parker is making great progress toward her goals. She has applied to the Minnesota Institute for Early Career Librarians from Traditionally Underrepresented Groups and is working on a diversity research grant application.

Judy Ganson will be out of the office Monday, March 12 through Wednesday, March 14.