University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, May 10, 2012
Present: Carolyn Allen, Judy Ganson, Juana Young, Jeff Banks, Dani Porter-Lansky, and Molly Boyd.

Human Resources Updates
Tony Stankus will be asked to mentor Kate Dougherty. The applications for University Archivist are being reviewed by the committee, which has eliminated applicants that do not meet minimum requirements. The position is closed, with forty-four applications received. The search committee for Head of Special Collections sent out letters asking for recommendations or applications. This position is still open. Three candidates will conduct on campus interviews for Business Librarian; a recommendation by the committee will be expected by the end of May. A job description for the cataloging specialist position vacated by Elaine Dong is being written.

Juneteenth
The Diversity Committee is involved with planning this year’s community Juneteenth celebration, which will be held in Murphy Park in Springdale on June 9. The Committee will be using our exposure at this event to advertise what we have in the Libraries and to drive foot traffic into the Libraries. The planning for the event is in the early stages and may involve an exhibit or speaker. Cedric Kenner has left his position at the Multicultural Center for another job out of state.

Budget
The Admin Group prepared a budget request for the campus administration in December of 1,137 million, containing $750,000 materials increase and $465,000 one-time funds to cover costs such as the upgrade to Sierra. The administration did not grant these increases. This year’s budget is flat, with the exception of $100,000 materials one-time funds that were promised last year added in and the three percent merit pool funds for salaries. The upgrade to Sierra and the University Archivist position will have to be carved from the existing budget by cutting existing programs.

Graduate School Recruitment
The Graduate School is drafting a strategy to maintain growth in graduate student admissions consistent with growth in undergraduate students.

Chemistry / BioChemistry Space Increase
Luti Salisbury submitted draft plans with cost analyses for phase two of the Chemistry / Biochemistry Library study space expansion. Luti will need to verify the materials that she has identified as moving to storage with her colleagues, including Cataloging, before transfer. Will CHBC staff shift the materials, or will additional labor be needed? Will Circulation staff transfer the books to LISA, or will that involve additional labor costs? Any costs involving Facilities Management needs to be written into the estimate. Judy and Juana will work with Luti to finalize the details.

Digital Textbooks
President Bobbitt asked chancellors to look at use of digital textbooks in classrooms. The deans have been asked to identify which courses use digital materials; the Libraries are going to survey what digital materials can be used in courses and how. Libraries’ staff will work with the bookstore to insure there will be no copyright infringement.

English Proficiency Exam
The Global Bridge program at Auburn for non-speakers of English admits students on a provisional basis before they are required to pass the English-speaking proficiency exam. The university’s policy is being reviewed.