University of Arkansas Libraries, Fayetteville, Arkansas

Admin Group meeting
Thursday, November 8, 2012
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Judy Ganson, Dani Porter-Lansky, and Juana Young.

Personnel Updates
The Admin Group reviewed the posted positions and current vacancies and approved the posting of current vacant positions. The Director for Administrative Services position has been approved for posting by campus administration and Human Resources. Jeff Banks will send the job description of the Manuscripts and Rare Books Librarian position to the faculty for review.

The Faculty Department Heads Group reviewed the requested positions for 2014 and selected ten from those listed as most vital to library operations.

Academic Policy 1405.16G
In response to the new campus Academic Policy 1405.16G, “Policy on Pro-active Diverse Recruiting,” the Admin Group reviewed the checklist currently in use by the Human Resources office in the Libraries of procedures and responsibilities for writing job descriptions / posting for library faculty and non-classified positions. The Admin Group made suggestions for updates and additions to the list of places to advertise, which includes nearly thirty outlets. Jeff will forward this list to the Vice Provost for Diversity Affairs, as outlined in the new campus policy.

Film Festival Proposal
The Admin Group reviewed the proposal submitted by Lora Lennertz-Jetton, chair of the Film Series Committee, and approved the selection of films and purchase of copyright clearance necessary to show the films to the public. The film series will be titled “Fellini in February,” with a different Federico Fellini films showing each Tuesday evening in February. The schedule of screenings and film titles are:
February 5 “8 ½,” February 12 “Amarcord,” February 19 “Satyricon,” February 26 “La Dolce Vita.” The Performing Arts & Media Department currently has three of the four films in circulation; the fourth will be purchased for the collections.

Cross-Training Task Force Charge
The Admin Group reviewed the revised draft of the Cross-Training Task Force charge and approved the appointments of six members, which represents only a small number from those who volunteered to serve on a committee for this popular initiative. The group name “Task Force” indicates that the appointments will conclude when the group’s work is completed, as opposed to a standing committee with no termination date. The charge and new committee has been posted on the StaffWeb at:
http://libinfo.uark.edu/committees/committeedetails.asp?committeeID=100.

Reports and Updates
The Board of Trustees approved the Doctor of Nursing Practice degree, which has been sent to the Department of Education for final review and approval. The Board also approved a distance education program at the institutional level (the University of Arkansas system), with the creation of an online business degree not tied to any specific institution.

Foreign Travel Registry
All personnel engaged in foreign travel on university business are now required to register with the Graduate School / International Programs’ foreign travel office, so there will be one central location for all information on foreign travelers.

**Tibetan Program and Exhibit**
Geshe Dorjee has requested the Libraries participate in an exchange program with individuals from the Drepung Loseling Monastery library. In addition, he has proposed an exhibit of materials taken from a monastery in Tibet for the Walton Reading Room in May. He also has some Tibetan books, which the Libraries will accept for the collection, and Geshe will help provide translations for the cataloging.

**Associate Deans Meeting Update**
Juana Young reported the following from the most recent Associate Deans meeting: Spring enrollment is currently nearly 600 students more than last year. The University is currently negotiating online course approval for all states in which a person lives who wants to take a distance education course. The ADHE backed out of a reciprocity agreement with fifteen states, but despite that, the University is approved or exempt in thirty-four states. The Registrar proposed regularized hours for the summer schedule, that is, courses will begin and end in a schedule regularized across campus. The University is working on developing an interdisciplinary food justice master’s degree program, which will be the first of its kind in the United States. The Admin Group assigned a library faculty person to join in this program discussion.

**R25 Database**
Juana also reported on the Registrar’s initiative to replace the Facilities Management database of rooms on campus with R25. The current Facilities Management database lists all rooms, including offices, restrooms, and closets, but the new system would only list available rooms for classroom space. The Registrar’s goal is to be online with R25 in early spring. Juana and Lora Lennertz Jetton are scheduled to talk with the Registrar’s Office on Monday about their expectations for the library and for clarification on how we should proceed.

**Planned Giving Coordinator**
Dani Porter-Lansky reported that Joe Euculano is the new Development Office planned giving coordinator assigned to the Libraries.

**Employee Benefits Briefing**
Jeff Banks reported that Richard Ray will give a benefits briefing in Room 104 on Monday, November 12 at 3 p.m. Jeff also noted that all employees should look at individual providers in the database, and notify Mr. Ray if their previous provider is not there, so that the office may contact the health care provider directly to ask that they be included in the system. December 7 is the deadline for elective selections in individual health care policies.