Student Fee
Judy Ganson presented an estimate of future revenues generated by the student library fee, just approved by the Board of Trustees. 1% is deducted from the fees for the bad debt and chancellor’s scholarship funds. The dean requested that the amount owed on the storage facility LISA be found out, as that is a debt she would like to see retired. However, all of the funds generated by the student fees must be applied to student-related things. For instance, if money were put in the maintenance category, those funds would have to be expended for furniture or equipment for student use only. These funds cannot be used for library personnel.

Personnel Updates
The search committee for the Assistant Head of Special Collections is conducting Skype interviews with candidates. The English and Communication Library search committee will meet on Tuesday to review the position description. Jason Dean is the new cataloging librarian who will begin on June 3. The provost has requested that we conduct all searches for faculty so that appointments will fall between July 1 and October 31, which is the standard for other faculty on campus.

The Interlibrary Loan technician Marcus Romes is leaving for a position in Texas. The Admin Group approved the authorization to post this position listing as soon as possible. Angela Hackstadt has taken a position with the law library, so that position in Serials must be posted as well.

Cell Phone Policy
The university has presented a draft policy regarding university-purchased cell phones, in an effort to move away from purchasing cell phones for faculty and staff. When the policy has been finalized, we will post it on StaffWeb under the All Forms / All Policies page as a reminder.

Cross-Training Program
The Admin Group approved the Cross Training Program policy and form without amendment. Intersessions and summer may be a slower time and ideal for cross-training opportunities.

Academic Policy 1405.16F
Judy Ganson noted that we must have faculty generate reports on the use of their start up funds in order to comply with this university policy. The reports should include detailed budget reports. This policy should be attached to the new-hire packet and requirements discussed with new faculty.

Reports and Updates
The University redirected $5 million of the Walton Foundation endowment, that was generated from funds that had been set aside, to the World Trade Center to establish an annual budget.

Judy Ganson reported on costs associated with the ContentDM license, the expansion capabilities, and storage capacities. CUARL member libraries reported that their current ContentDM licenses were cancelled by the State Library, leaving them in danger of losing their built collections. Judy will inquire about the possibility of extending our license with ContentDM to CUARL member libraries.
Kallisto Vimr provided a tally of gift receipts for the Libraries, which are about half what they were last year at this time. That total was projected through the end of April with two more months left in the fiscal year. Molly Boyd will add a category of grant funds to the annual report, as the Development Office often does not include those funds in their gift totals, which results in them not being reported.

Lora Lennertz-Jetton is working with the instructional designers at the Global Campus, campus Blackboard administrators, and circulation staff on solidifying the process for inserting e-reserves into Blackboard courses. Their target date is to have this process ready for the beginning of the Fall 2013 semester. Some university libraries do not do e-reserves; faculty post their own documents on Blackboard. The university would need an $83,000 annual fee for copyright clearance to make this feasible; otherwise, any instructor who posted materials without copyright clearance puts the university at risk of liability. Lora is working with the instructional designers to develop instructional models for faculty. The University of Texas at Austin has a copyright lawyer on staff at the library; maybe we could invite her to come here and give a talk about what she does or check to see if she has publications that we might share. Currently, Lora is trying to raise awareness of copyright restrictions with faculty.

Lora will check on the status of R-25, and move forward with a test of LibCal, a software product by Springshare, the same company that makes LibGuides.

Jeff Banks attended this Academic Library Advancement and Development Network (ALADN) conference, which was informative, and he learned a lot about development issues. He also talked to people about our open development position and job searches they had conducted to contact potential candidates.

The University of Maryland announced it is closing and reorganizing the CIC, a copyright center through which individuals could take classes and get certified. Any subscriptions or membership fees will be refunded. Materials and training are no longer available.