University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, July 25, 2013
Present: Carolyn Allen, Molly Boyd, Lora Lennertz Jetton, and Judy Ganson.

The Admin Group assigned faculty mentors for Jason Dean and Amy Allen.

The Admin Group reviewed the information provided to Development for the national phone campaign.

The Admin Group appointed the following to the Staff Concerns Committee: Gale Golden, Kelvin Summerville, Rose Cody, and David Boddie.

The Admin Group approved the request to participate with UITS on a Windows 8 show & tell booth, which will be placed near the inside of the front entry, where the Vol Walker model was located. This will occur either September 30 or November 4, for one to three weeks.

The Admin Group reviewed the draft of the memorandum of understanding with Crystal Bridges describing the work we do with them.

The Admin Group selected a design for the two millionth volume commemorative booklet.

Judy Ganson presented the budget proposal for hourly wages, the travel requests, and the special events requests. This year, departments will be encouraged to employ work study students whenever possible rather than hourly staff. Travel funds are limited to transportation to the meeting, a four-night maximum stay at a hotel, and early bird registration fees. Where there are more than one request for a single meeting, Judy averaged the requests and awarded everyone the same funds for that meeting.