Space Needs Survey
The dean asked the directors to identify all space needs in their respective divisions for current and upcoming personnel. The Admin Group will discuss office allocations at the next Admin Group meeting. These will include the head of Scholarly Communications position and the IR assistant.

LifeCycle Nutrition Project
Tony Stankus is working on a LifeCycle nutrition project with Nursing. Kalli pitched the story to the Research Frontiers.

Current Campus Topics
Review Faculty Senate meeting minutes for topics currently being discussed on campus. Keeping up to date helps us to know in advance if some issue is going to impact our operations.

New Group Study Rooms
The 303 study rooms in Mullins Library are nearing completion. Marco has selected the security cameras, the computer installation will likely be completed by September 15, the carpet must be shampooed before furniture is moved in. The wiring is complete but the network connection has not yet been activated. There will be a wireless router in each room with a code to connect to that particular screen. Users can check out a wireless keyboard and mouse for the computer in the study rooms, but the touch screen can function without a keyboard and mouse.

Security Camera Upgrade in Mullins
With funds from the campus administration, the security cameras will be expanded in Mullins Library with a new server, 30 additional cameras, and new network switches on each floor.

New Daytime Custodial Staff
Marco de Prosperis reported that the two new custodial staff covering Monday -Friday in two shifts, the last ending at 11 p.m., have begun work in Mullins Library. The weekend position has yet to be filled.

Consultation Space
The Admin Group reviewed the latest proposal for consultation space furniture in the lobby area of Mullins Library. Marco will contact another vendor for more information and possibilities.

New Offsite Storage Facility
The construction of the new offsite storage facility has been approved by the Board of Trustees. Marco de Prosperis and Dean Allen will both serve on the building committee, which will be meeting in September and October. The plan is to have it complete in 20 months.
Third and Fourth Floor of Mullins Library Upgrades / Abatement
Asbestos abatement and air handling upgrades for the third and fourth floor of Mullins Library were also approved by the Board of Trustees. This work has not yet been scheduled.

Software for Room Checkout
Lora Lennertz reported the purchase of the DIBS software for study room checkouts. It will be implemented soon after it arrives.

Library Instruction Review
Lora is attending library instruction sessions throughout this semester.

Candidate Dossier Review
The Promotion and Tenure committee met to review the candidate dossier.

Content DM server Failure
There was a fatal server error this past week affecting ContentDM and our digital collections. All modifications made in the past week were lost, and after restoring from the last full backup, many files were discovered "corrupted," which will have to be re-uploaded.

IRB Protocols Review
Lora Lennertz will host a training session for library faculty on IRB and IRB protocols, and collecting data through Qualtrics. This will include information on how we can help faculty get the feedback and data they need while complying with research ethics standards.

Personnel Updates
Jeff Banks reported:

- A discriminatory harassment prevention training session will be held on Monday, September 21 from 3:30 to 4:30 p.m. in 104. Jeff will send out invitations to personnel based on their last training date.

- The Head of Physics Library search committee met on Tuesday, September 7, and discussed outreach initiatives.

- AMIGOS training on open source software tools for libraries and archives is scheduled for Thursday, September 17 in 472B. There are sessions throughout the day on specific topics. Individuals can contact Jeff to set up access from computers in their offices.

- The interview with the candidate for the Audio Visual archivist is scheduled for September 18.

- There are new requirements for the work environment and physical activities sections on position description. They are more comprehensive to meet ADA standards. We will rework these as positions come open rather than all at once.

- The Head of Technical Services position has been reposted.