University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, December 10, 2015
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco de Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Updates
- The recommendation to hire for the Cataloging Librarian position is awaiting review by OEC.
- The candidate for the Head of Technical Services will be on campus for an interview January 13.
- Classified evaluations are due.
- PeopleAdmin 7 will launch in January. Reviews in prior versions will not be transferred to the new platform.
- Campus wants to improve graduate student pay rates and move to a 12-month contract. This is a major recruitment issues, because the university falls well behind our peers.
- We currently employ 223 student workers, which only calculates out to 16 full time equivalent employees. Jeff will recheck these calculations to ensure that the FTE are correct, because the figure appears low.

ACRL Statistics
The ACRL Statistics are due each year on April 30. This year ACRL added new categories of statistics tracking on ebooks expenditures, institutional repository holdings, and digital collections holdings. Judy will assist Marco in collecting these numbers.

Financial Projection for End of Year
We currently have $100,000 to $150,000 of SID funds; the plan will be to spend to the end of the fiscal year and use any leftover funds for special projects or purchases. Some priorities are a new van for the library, a golf cart for campus deliveries, employee computers, one-time purchases from collections, the discovery layer (library directors will discuss staffing for the discovery layer at their meeting), and third floor group study rooms technology upgrade.

Updates and Reports
Lora Lennertz reported that the DIBS software will launch in January and the 303 study rooms will open then. The DIBS software will allow students to checkout or reserve any of the study rooms in Mullins Library.

Judy Ganson reported that in his weekly November 19 CIO discussion, Chris McCoy described the projects and goals to accomplish for the next three years. They include developing a strategic plan for the next three years and a governance process that allows quick tactical decisions while including campus stakeholders. Other specific initiatives currently in the works are:
- to develop a shared desk model across campus
- to create a single team to respond to technology-enabled classroom issues
- to develop a single virtual desktop infrastructure (VDI) as the designated solution for campus users
- to develop a single software repository and distribution service
• to develop a process/procedure for coordinating the purchase, distribution and support of software
• to define a process and procedures to coordinate technology purchases across campus to improve price points, reduce variety, and improve support
• to define a standard for the GACLs that provides common services
• to define a single widely adopted managed print solution across campus.

Additional broader categories include improving enterprise technologies such as telecommunications service, enterprise resource planning (ERP), email collaboration suite, virtualization, network, active directory, SharePoint, and Web Services, as well as planning for campus infrastructure improvements such as enterprise architecture, project management, high performance computing, and the campus data center, and security issues such as identity and access management (IAM), security incident and event monitoring (SIEM), and network security architecture.

Judy also reported the Institutional Repository is not yet ready to go live, as Cedar is still accumulating materials. We will link the site up to the web page with an "under construction" notice. The "Selected Works" component was added to the software. Chad Pollock of the Law Library and Cedar Middleton went through training and should meet monthly to keep updated and on track.

Lora reminded all that beginning December 19 the Student Union will be closed, including the computer lab. Student Tech Center items like the cameras will circulate from Mullins Library during the closure, and there will be an additional two GACL lab techs in Mullins Library. Lora will check with the Student Tech Center to make sure all of the checkout rules, procedures, and fines are consistent.

Lora reported that LibAnswers migrated the FAQ and chat software to a new upgrade, which allows any of the FAQs to be imported to a particular webpage for ease of updating.

Judy reported that we are turning on OAI to allow catalog metadata to be crawled by World Cat, etc.

Judy and Lora attended a meeting at RSSP to discuss assisting faculty with data management and scholarly publications. Workshops will be planned, in which librarians will be introduced to their faculty.

Lora attended a Google hangout with the University of Minnesota Open Education Network, in which they discussed promoting OA textbooks, and how to provide training to faculty and librarians.

Kalli will put out a Newswire about our recycling old microfiche.

Dean Allen noted that the guidelines for Telefees were revised to make mention of the Libraries twice: renovations of classrooms, labs, and library study rooms, and ILL services for teaching and lab support.
The campus is attempting to codify adjuncts and visiting professors standards across campus, and there is currently considerable variation. The Task Force will present a draft policy to the Faculty Senate in the spring.

The Global Campus is working with an outside firm to bring courses online.