

STEERING COMMITTEE

Minutes of the meeting: Aug 2, 2006

Present: D. Blecic, J. Canlas (recorder), M. Case, R. Daugherty, J. Dorsch, K. Ein, J. Fiscella, A. Ford, D. Enoch, S. Jacobson, J. Lambrecht (convener), F. Logan, Michelle Michael (guest), L. Naru, Jessica Olive (guest), V. Pifalo, E. Schellhause, C. Scherrer, J. Shuler

Minutes: Case submitting corrections to Canlas.

Library Key Messages

Case introduced Olive and Michael, guests from Development who have been working with the Library on developing key messages to assist in fundraising efforts and fulfill strategic plan goals. Key messages defined as brief “elevator speech” which articulates important concepts to various audiences. Michael explained document as internal cheat sheet, helping outline fundraising opportunities that fulfill any of five giving priorities: healthy society, Great Cities, student experience, creation and dissemination of knowledge, scholarship and fellowship. Committee discussed several Library concepts that meet giving priorities, e.g., library as destination and portal, contribution of faculty to discipline, as well as related examples, e.g., Learning Commons, resource-sharing. Committee encouraged to submit suggestions to Case or Naru.

Student Hours for FY2007 (Lambrecht)

No significant changes expected in student allocation. Departments with special needs requiring more hours should contact Administration by Aug. 14.

Web Server Update

Lambrecht announced that, in interest of saving time and money, transition to content management system has been postponed. Library trying to employ support of ACCC in making change. Case added that, in the meantime, Web Oversight Committee suggests current pages be adjusted to make future transition easier. WOC providing guidelines for implementing changes to departments.

LibQUAL

Lambrecht reminded Committee that, according to strategic plan, Library would do LibQUAL in 2006. A concern that Library does not have committee to deal with human services issues. Logan suspects that IRB approval required; plans to work with Peter Hepburn on issue with mid-October timeline. Case advised Logan to return to Committee with suggestions on who best to serve on working group, e.g., appropriate representation from departments.

Strategic Planning

Lambrecht informed Committee that work continues on devising implementation strategies.

Deadlines

Lambrecht noted the addition of the Policies Task Force and an evaluation of council system. Dorsch contacting Annie Armstrong regarding templates and guidelines group progress.

Announcements (Case)

Chancellor's Daily Briefing: Reminder to send important information regarding special events, major donations, problems, to Canlas with a copy to Case for submission.

Daley Evacuation: Reminder to Committee and their staffs that this is a critical safety practice, and that patrons should be appreciated for their participation as well.

Susan Jacobson: Case thanked Jacobson for her service as AUL for LHS, and for contributions to Steering and Senior Staff.

Other Items

Capital Campaign: Logan suggested a "thermometer" for capital campaign as informative and as a potential morale booster for staff. Naru informed Committee that Library started counting toward current campaign as of July 1, 2006. To date, Library close to \$3 million, mostly courtesy of Daley Forum. Case expressed interest in inviting Chuck van Hecke from Development to come talk about campaign. Scherrer suggested timing visit with presentation of final draft of key messages document.

Development: Naru informed Committee of Sept. 8, campaign volunteer forum, a "pep rally" for volunteer participation in capital campaign. President White to attend; students to perform and discuss the importance of scholarships in their education. Members of Library development board will attend and be in Library that afternoon to learn about projects to be pursued with help of campaign.

Chancellor visit: Case asked Committee to consider what appropriate group would be for Chancellor to address and how Library might structure meeting, perhaps schedule visit for fall.

Computers for Everyone: Schellhause inquired on progress. Lambrecht responded that, while list has been developed, budget issues have prevented further progress. He reminded Committee that tenure-track faculty are eligible for new computers every few years from ACCC.