



June 26, 2013 Ferris Library Advisory Council Meeting Agenda

Chairperson: Scott Garrison

Present: Scott Garrison, Leah Monger, Rick Bearden, Josie VanAvery, Randall Schroeder, Melinda Isler, Lyle Mourer, David Scott, Kristy Motz.

Topics

FLAC Meeting Frequency

Scott suggested that the FLAC Council should meet twice a month and most of the group concurred. It was agreed to meet the first and third Wednesday of each month at 2:00 pm, starting August 2013.

Lyle suggested that if any council members cannot attend the scheduled meeting, he/she should send a proxy representative.

Action: Josie will send out new meeting notices to the FLAC Council requesting to meet not only the third Wednesday of each month but also the first Wednesday effective August 2013.

Web Site Development Update-Rick

Rick and the other council members discussed the progress and specific bullet points of the draft stating FLITE's Website Usability Team Charge and the Tech Team Charge.

Questions regarding the draft of the Usability Team Charge were as follows:

- Scott's Question was in regards to the Usability Team Charge and that our Total Quality Management (TQM) goal is to be a continuous improvement model
- Another of Scott's questions was in regards to the Composition paragraph – The usability team member should be addressed as FLITE personnel rather than FLITE staff members
- Suggestions made for the term served was for one semester rather than a 4 month term.
- Additional questions surfaced regarding how many consecutive terms would be allowed, two or three?

Questions regarding the draft of the Tech Team Charge were as follows:

- Scott inquired as to how many of FLITE personnel have the skills to be a member of the Tech team.
- Rick noted that there were at least three plus the new digital associate.

- Leah suggested that more collaboration should be identified between the two teams and also noted that consistency needs to be followed with both of the titles.
- Leah also inquired as to whether the tech and usability teams will meet together at any time.

Rick noted that they will be sharing data with the tech teams and therefore will be in contact on a regular basis with them.

Scott emphasized the need to know the next step.

Rick noted that he will refine the charges, send them out to the council and then include them at the July All FLITE meeting.

Scott noted that he would like it finalized by July 31.

Action: Rick will send out another draft to FLAC.

Interim responsibilities after Randall leaves

Scott discussed possibilities during the Interim time-frame after Randall leaves FLITE. Those possibilities are as follows:

- Dave** Circ – Scheduling – Lyle
 Authority/Building – Lyle/Lingfei – Dave – Scott
 Policy – Lingfei/Lyle – Scott G./FLAC
- Kristy** Teaching & Learning – Kristy
- Lyle** Research/Computer Support
 Scheduling – Lyle
 Tech IT Liason – Rod /Bill – (Rod/Leah)
 Analytic/Modality – Stacy
- Mari/Stacy** Marketing/Prom – Mari
- Scott** Leave Request/Admin Task – (Concur, evaluations, etc.)
 Coordination of Dept. Mtgs, RIS (eg: discovery, check bugs)
 Coordination of evaluations conferring with members of the team
- Leah** eHSARF
- Lyle** Time-off requests for Faculty
- Dave** Time-off requests for CT Staff

Action: Josie will request Randall to be removed from the time off approval calendar and Lyle Mourer shall be added as an approver.

Scott noted that there needs to be a meeting with the IDLS department, Emily and Dave to discuss the changes. July 10 in room 133 was suggested.

Action: Josie will also schedule a meeting for the IDLS

Other Business/Roundtable

No other business discussed.

On deck for future meetings:

- * moving forward on reconfiguring and filling Chris Jacobs' former position
- * assessment of last year's reorganization. What has gone well? What needs to be revisited? What remains unfinished?
- * managing building partner relationships
- * cafe logistics

Meeting adjourned at 3:12

Next Meeting
July 17, 2013, 2:00-3:00 p.m.