

Present: Carol Hixson, Gary Austin, Marcela Estevez, Virginia Champion (scribe), Deb Henry, Tina Neville, Tony Stamatoplos, James Schnur, Berrie Watson. Regrets, Kaya van Beynen, David Brodosi, Patricia Pettijohn

Guest: Chitra Iyer, J. D., New Regional Associate Vice Chancellor for Administration

Call to order at 2PM

Dean Hixson introduced the new RAVA and explained who the group is and the purpose of the meeting.

Guest: Ms. Iyer spoke to the group about her background and stated that she is happy to be working here at USF St. Petersburg. The Dean asked if Ms. Iyer could explain what her responsibilities are. They include HR oversight, managing implementation of the strategic plan, and for administration of the Office of the Regional Chancellor, particularly the current processes and structure. She expects that second role to be continually evolving since the plan is newly released. She wanted staff to know that she welcomes feedback. Ms. Iyer also informed the team that HR has recently lost two of the staff and they have posted the jobs.

Library staff at the meeting introduced themselves and explained their various positions.

There followed a general team discussion with Ms. Iyer about the strategic plan process, communication on campus between departments, and the Library.

Library staff discussed the importance of the Digital Archive for documenting and securing the record of campus growth, particularly during this new stage of development. Library faculty hope that it will become routine for all campus departments to contribute their documents in order to maintain the USFSP historical record as accurately as possible, and the documents will be valuable and available for the next SACS accreditation visits. Ms. Iyer was asked if she would consider encouraging campus departments to deposit their various papers in the Digital Archive. Library staff indicated that they are willing to work with other areas to preserve any records that the departments want or need to keep.

Dean Hixson added that the Archive also showcases the intellect output of our faculty and students. She explained that currently about 1/3 of the archive content is Institutional memory. This illustrates that the Library and the Archive managers take the responsibility of keeping complete records very seriously. She also explained that the archive has the capability for restricted access. If some documents need to remain non-public, viewing of those various items can be limited by the programming.

The next discussion touched on the impact that limited infrastructure can have on services. The Leadership team expressed concerns about the growth of student body possibly outpacing faculty and support staff increases. Increases that are needed in order to continue providing a quality education and services.

Announcements

Dean Hixson: Administrative approval was granted for the Visiting Librarian position. Camielle Swenson has been offered the position. She will resign her Library Assistant position and begin working as a librarian on September 12th. She will continue for the next few weeks to assist Access Services by staffing the Service Desk during a short transitional period. Access Services will begin the processes for filling the assistant position.

Another permanent librarian position has been authorized. Paperwork for that position is in process.

Marcela: Collections and Tech Services has hired Natalie Paulson for their open Library specialist position. She previously worked in Utah and Cambodia, and will begin soon.

Berrie: Library IT has hired Mark Couch as a Systems Analyst with some responsibility for support of DL and the Instructional Designers. Mark's work history includes FSU.

Old Business

Team members were reminded to review the list of library guidelines needing updating and to continue working through the list.

New Business

There was a general discussion about offices and spaces available for the new librarians. For the present, Gary will move into the Schaleman Room on the second floor, since it will require the least amount of modification. Other areas would require major design work and installation or renovation. Camielle will move into Gary's old office on the first floor. This will provide easy access to her supervisor, Kaya, during her professional transition.

Meeting was adjourned at approximately 3:20pm.