



Governance/Policy Advisory Committee Fall Meeting Minutes November 16, 2017

Voting Members Present:

Sunem Beaton-Garcia, BC Dean, Libraries and Academic Success Centers
Rolando Garcia, BC South Campus President
Carol Hixson, FAU Dean of University Libraries
Sherrie Sacharow, BC Associate Professor, Reading & Communication
Patricia Willems, FAU Associate Professor, Education

Guests:

Rich Ackerman, BC Associate Dean, Technical Services
Gloria Arcia, BC Dean, Business Affairs, South Campus
Elena Lazovskaia-Hall, BC Faculty Librarian
Gayla Jauch, BC Executive Assistant
Farley Leiriao, FAU Director, Business and Financial/Auxiliary Services

Sunem Beaton-Garcia called the meeting to order at 10:02am.

INTRODUCTIONS

Sunem asked the group to introduce themselves and tell their role at their respective institutions as we have a couple of new committee members due to the restructure of the GPAC.

She listed the items provided within each committee member's folder that would be reviewed at today's meeting.

APPROVAL OF MINUTES

Sunem asked everyone to review the minutes from the spring meeting held on April 19, 2017, which were also sent electronically in advance. The group approved them with the addition of Sherrie Sacharow and Rolando Garcia as attendees of the spring meeting.

OLD BUSINESS

Overview of the budget:

Sunem reviewed the University/College Library budget for 2017-2018 as well as our current spending to date. She pointed out that we have approximately \$150k in fees for the architect who will work on renovations for the UCL. Those renovations will be discussed later during this meeting.

Carol Hixson asked that we distribute the budget files in advance in the future so they can be reviewed prior to the meeting and Sunem said we will make sure to do so going forward.

NEW BUSINESS

Vacancy report:

We were happy to promote one of our library assistants into an open position in Technical Services where she is doing well in her new role. Her former library assistant / evening shift position is now open.

We also have a full time temporary librarian position open. That position was formerly Suzette Spencer's who is now our Interim Associate Dean of Public Services. We are unable to fill that as a permanent position and it is challenging to find someone willing to accept a temporary position. We are hoping to give a graduate student with library science background the opportunity to fill that position. The position will be available for approximately one year.

Rolando Garcia explained the college-wide openings which could affect Sunem's position in the future as she is currently our *Interim* Dean. The person previously in the role of UCL Dean is currently Interim Education Pathway Dean. Once the college permanently fills the position of Education Pathway Dean, we will have a better idea of how we can then permanently fill the Dean, Libraries and Academic Success Centers position.

Collection Development report:

Rich Ackerman reviewed the current budget breakdown. Carol asked the timing by which we hope to encumber the remaining funds and Rich said the goal is to do so by February.

Rich also briefly discussed Sierra, the new integrated library system and our upcoming transition. For the new members of GPAC, Sunem explained that Sierra will be our new library system in which all library financials, catalog and circulation transactions will reside. The transition is statewide and all 40 colleges and universities in the State of Florida are participating. By January, we should know if the move to Sierra will go live in July 2018 or be delayed to a later date. Rich explained we are unique in the state as the only joint use library undergoing this transition. He also noted that for FAU patrons, they will still need to physically come to the UCL one time to register in our new system, then they will have access to our electronic resources.

Sunem and Rich touted the fact that we are one of the only colleges statewide who have asked for proxy server information which will let us track student use and therefore enable us to tie library student use to student success rates.

Revision of bylaws:

We reviewed the proposed by-law revisions and discussed whether we'd like to rotate the chair of the GPAC between BC and FAU as was done in the past. The group decided to have Sunem, in her role as Dean, Libraries and Academic Success Centers, chair the meetings going forward which will include scheduling meetings and coordinating the meeting agendas.

Term limits for the GPAC faculty members elected by the Library Advisory Committee (LAC) were discussed. Sherrie Sacharow suggested a 3-year term since there is a learning curve. Patricia Willems suggested 2 years in the event people have professional commitments which will limit their time. The group compromised on 2-year minimum with the option to continue for a third year. The plan would be to elect their GPAC replacement during their third year, and to start transitioning their replacement to GPAC by having them shadow them during the last year of their term.

We need to establish a chair of the LAC and we will ask that group to do so at their spring meeting. According to the MOU, Sunem as Dean, Libraries and Academic Success Centers, is the Executive Secretary to the LAC. She asked if that makes sense given the role of the LAC is to advise the GPAC, of which she is a voting member. The group decided that Sunem, or her designee, should remain Executive Secretary to the LAC, but not a member.

If future revisions are needed to the bylaws, they will be discussed and approved by the GPAC during a regular meeting. However, if an issue arises needing a great amount of discussion, the GPAC will setup a bylaws sub-committee on an ad hoc basis.

UCL first floor renovations:

Rolando discussed changes to the first floor of the UCL. With our budget, we have 4 areas we will be able to renovate and they will be done in phases due to budget constraints. Sunem passed around floor plans to show those proposed changes. She also showed some carpet samples which tied in FAU colors. The plans include expanding the FAU lab downstairs. It will be moved from its current location into the adjacent larger space. The new space will have room for up to 25 computers. The current FAU lab will become a print shop for all students. We are still discussing whether this will be a self-service print shop or will be manned by an employee. We are creating two instruction rooms in the back of the library. We'll add more spaces where furniture can be rearranged as needed for better collaboration among students. Since we must go through a vendor bid process to get this work done, this will take some time.

A multimedia lab will be created where existing reference materials are currently located and it can be used by both schools.

We are hiring a position who can assist students with tech support, printing, etc. to free up librarians to work on research with students. We are also planning to designate space where an individual can practice presentations or speeches alone since our study rooms can only be booked by 2 or more students.

We've also been working to co-branding the UCL with FAU on floor mats, garbage cans, and possibly other items. Farley Leiriao mentioned over the next 2 years, you'll see more co-branding on Central Campus between FAU and BC as well as at our Downtown Campuses. At Central, they'll co-brand signs along campus walkways and on umbrellas.

Rolando also reviewed plans for a Genius Lounge on the first floor. This would be a lounge where students and faculty can stop in to see IT staff for technical assistance.

Sherrie expressed concern for the loss of silent study areas and well as the need for healthier food options at Dunkin Donuts. Rolando and Sunem assured her both areas of concern have been discussed and we're considering alternatives.

“Genocides of the 20th Century” exhibit:

Sunem noted that the UCL is hosting, in conjunction with FAU, the “Genocides of the 20th Century” exhibit during spring term, which will be on display from January through April 2018. Rolando said we’re hoping to get faculty involved to use the exhibit as a teaching tool. Both FAU and BC marketing groups will be advertising the event.

Distribution of the 2016-2017 annual report:

Sunem discussed the new annual report. She asked that the group please let her know if they have suggestions for improving the report next year.

OTHER BUSINESS

New Library Advisory Committee (LAC):

Sunem asked the LAC members present at today’s meeting to discuss any items they’d like to bring to the GPAC. They noted that the first LAC meeting was mainly a “get to know you” session and a tour of the library was provided by Sunem for those new to the UCL. Patricia said it was a very positive meeting in terms of collaboration discussions between FAU and BC and it conveyed opportunities for the group to spread the word to their faculty and staff about the UCL’s resources. She expressed there is a learning curve for her to get to know about our library, but it was a very informational meeting. Rolando suggested we may want to consider onboarding events for people who are new to serving on our library committees.

Sunem mentioned the LAC group discussed the desire for more faculty collaboration and suggested hosting a reception for BC and FAU faculty. Rolando noted that’s something we could host on Central Campus at the UCL.

Fall student data:

Rolando provided Broward College’s fall student data for Central Campus – 19,247 unduplicated enrollment at Central Campus accounting for 53,530 duplicated enrollment.

CLOSING COMMENTS AND ADJOURNMENT

Sunem will provide updates by e-mail on the “Genocides of the 20th Century” exhibit and our first-floor renovations as more information becomes available.

Having no other business to discuss, the meeting was adjourned at 11:34am.