

**University/College Library  
Governance Policy Advisory Committee  
Minutes**

April 3, 2007

Present: Phyllis Bebko, Silvia Cordova, Sean McNulty, Bill Miller, Leah Plocharczyk, Joyce Walsh-Portillo, Chris Roddy, Dianne Ruggiero, Miguel Menendez.

The meeting was called to order by Chair Dianne Ruggiero at 2:30 p.m. Chair Ruggiero asked those present to introduce themselves. The agenda was approved as presented.

The minutes of the meeting of November 1, 2006 were approved. The minutes of the meeting held on December 13, 2005 were corrected to reflect the fact that the Turkish Mugla House was not among the items given to BCC as a result of the South Florida Museum of Natural History bankruptcy court proceedings. That item is now in the custody of Florida Atlantic University.

#### Budget 2007-2008 Presentation

Copies of the proposed budget for the new fiscal year were distributed. The budget came as a recommendation from the Budget Committee. Questions were raised regarding the new general ledger codes being used to track capital expenditures, the integration of the added building hours into the departmental categories, and the optimum number of staff needed to support the reference department. It was moved and seconded to defer approval of the budget until after the Dean's Report.

#### Dean's Report

##### Fourth Floor Progress

Dean Menendez reported on the progress made toward the completion of the Special Collections / Archives and Holcombe Institute on the fourth floor of the library. This generated a discussion about the purpose and mission of the Institute. A request was made by Phyllis Bebko to have an official report on the Institute from the College for the next meeting.

##### Physical Plant Improvements

Planned renovations were reported, such as the replacement of carpeting in room 164 and the stairwell. The periodicals counter will be removed and the area converted to accommodate additional seating for studying.

##### Open Positions

Three positions were reported open at the time; two in reference and one administrative assistant which will provide support to the associate deans. Joyce Walsh-Portillo asked about the way in which reference was staffed. A discussion followed about the number of faculty librarians who serve on the desk, scheduling and staffing patterns, and the core responsibilities of the reference librarians.

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Budget 2007-2008

Following the Dean's the report, a motion was made and passed to approve and recommend the proposed budget for the new fiscal year.

Security Concerns

Due to a complaint filed with BCC Campus Safety, Davie Police and FAU Public Safety by an FAU student, Florida Atlantic University is going to include incidents that take place in the University College Library under their Cleary Act report.

There being no other business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Miguel Menendez  
University / College Library Dean

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