

**University/College Library
Governance Policy Advisory Committee
Minutes
April 8, 2013
Conference Room 315**

Present: Michelle Apps, Phyllis Bebko, Brian Bencoter, Bonnie deGiallondardo, Grushenska Elusta, Jacqueline Henning, Scott Miller, William Miller, Roy Pocknee, George Young.
Guest: Jessica Lopez

Roy Pocknee called the meeting to order at 2:05 p.m. in 17-315. Introductions were made around the table. Phyllis introduced Jessica Lopez who will be assuming the FAU administrative duties on GPAC starting in July 2013.

A motion to adopt the agenda was made, seconded and passed.

A motion was made, seconded and passed to approve the minutes of the November 2, 2012 meeting.

Old Business

Dean's Search – Roy reported that the position for Dean of the U/CL, LRC and Campus Tech which had been posted on October 26, 2012 as "open until filled" had been taken down due to a poor pool of applicants. Roy reported that perhaps the job description could be modified and/or the salary adjusted to reflect the responsibilities of this position. In the meantime, Campus President Mercedes Quiroga had decided to bring in a new interim dean since Jackie has been interim for almost 18 months and there is a two year limit to interim appointments. The new interim Dean will begin June 1. Roy shared the email announcement that Dr. Quiroga had sent to the campus:

"Alice Murillo, will be joining Broward College this June, from her current position as Dean of the Library and Learning Resources at City College in San Francisco. Dr. Murillo has led an accomplished career in Higher Education over the past thirty years. She is a graduate of the University of Florida, where she earned a Master of Arts in Teaching and also Florida State University where she earned a Ph.D. in Research Design and Statistics. During her time at California community colleges, Dr. Murillo served as Dean of Science, Math and Engineering, Vice President of Instruction, Vice President of Academic Affairs, and Vice Chancellor of Academic Affairs. In addition, Dr. Murillo serves on the Community College Consortium for Immigrant Education Blue Ribbon Committee and the North California American Council of Women."

Dean's Report

Facilities

- Coffee Shop – Dunkin Donuts opened its full food franchise in December in the renovated area in the southwest corner of the first floor. Apparently business is brisk. Rubbish collection had to be increased due to the larger amount of business and trash. With the emergency door located in that area, there have been several times when the alarm has been activated. Deliveries of supplies and food occur twice weekly through that door. Jackie and the FSI director on campus along with John Thornton have been working through the issues as they arise. It's an awkward fit: a library service and food service, but both sides are adjusting.
- Elevator (back) – repair was started in January and has hit several delays along the way. Completion of the project is expected within the next few weeks.
- Entry doors – architectural drawings were recently received for the replacement of the front entry doors to make them more ADA-friendly. The doors are technically compliant with the ADA code, but students have reported difficulties in getting through the doors which have a middle bar creating a narrow opening. Library reserve funds will pay for the replacement. Facilities is getting a cost for the project.
- Circulation work area – workspace cubicles for the staff at circulation are on order. That area is especially impacted by the noise coming from Room 164, a favorite gathering place for the College Academy students. The cubicles will provide a better work environment for the circulation staff.
- Urinals – the waterless urinal replacement project is almost complete. Final walk-through is awaiting the installation of shelves at each urinal.
- FAU wireless – Jackie and the IT units of BC and FAU met to discuss access for students and staff from both the College and University. Agreement was reached that once the wireless upgrade in the building is done students from either institution will be able to logon and authenticate based on their own school's schema – seamlessly.

Staffing Report

- Simone Williams – now full-time as the Online librarian (funded by BC Virtual Campus and BC International Education)
- Natalie Dinkins – Circulation Supervisor (formerly a circulation assistant)
- Brian Mena – Library assistant, circulation
- Jordan Jones – Technical Services assistant
- Joan Gillespie – retired after 25 years
- Gladys Lopez – Library associate (acquisitions/accounting)
- Sunem Beaton-Garcia – out on maternity leave

Policy

- Intruder procedure – The building staff had come up with a procedure for any future events to be sure staff was in a safe place and felt secure since the library had been the site of two such incidents in the fall.
- Electronic cigarettes – Due to several patrons using electronic cigarettes in the building and citing the fact that they were not “smoking”, the building use policy was amended to read: “Smoking of any type of cigarette including electronic or any use of tobacco products is prohibited within the facility.”

New Business

Budget 2013-14

Jackie distributed copies of the proposed budget request. The total request represents no increase in funding: a slight increase in personnel costs resulting in a slight decrease in the materials budget. The budget working group did recommend that should Broward College approve a pay raise for its staff, the necessary additional salary funds for 2013-14 will come from Library Reserve funds. Going forward the increased salaries would be part of the regular funding request.

By-laws review

Due to the changes in titles and the re-structuring of FAU Broward, the Committee agreed to review the by-laws and send any suggested changes or amendments to Roy Pocknee by May 1, 2013.

Books from BCL, FAU Fort Lauderdale

Phyllis commended everyone who helped or received the 26 boxes of books which were part of the FAU materials collections that had been in the downtown BCL Main Library. These titles, mostly in the arts field, were all post 2006 publications deemed useful to the programs that have relocated from FAU Fort Lauderdale to the FAU Davie campus.

On a personal note, Jackie thanked Phyllis for her generous stewardship of the joint-use University/College Library over the years. Her support and vision of how a partnership works was appreciated as was her “history” of how things were worked out for joint use. Phyllis will be retiring from FAU at the end of August 2013.

Jessica Lopez will thus chair GPAC as of July 2013 in her new position as Director of Academic and Enrollment Management Services on the FAU, Davie campus.

Hearing no further business, Roy Pocknee adjourned the meeting 2:55 p.m.

Respectfully submitted,

Jacqueline Henning
Executive Secretary