



**University/College Library Governance/Policy Advisory Committee
Spring Meeting Minutes
April 19, 2017**

Present at meeting:

Voting Members	Non-Voting Members	Guests
Don Adams	Sunem Beaton-Garcia	Rich Ackerman
Miguel Hernandez	Genevieve Chung	Michelle Apps
Carol Hixson (by phone)	Shireen Lalla	Rolando Garcia
Elena Lazovskaia-Hall	Leon Williams	Gayla Jauch
Sherrie Sacharow		Nelly Polanco
		Jan Rothhaar
		Jannell Gourzong

GPAC Chair Miguel Hernandez called the meeting to order at 2:03pm.

Introduction of new GPAC Members

Miguel introduced our newest committee members Shireen Lalla (FAU Library Representative) and Leon Williams (BC PTS Library Staff). Shireen has been a frequent guest at previous GPAC meetings and Miguel noted he is happy to have her as an official committee member. He also asked other committee members and guests present to introduce themselves.

Approval of Minutes

Miguel asked everyone to take a few moments to review the minutes from the November 22, 2016 meeting, if they hadn't already done so. After giving the group some time to review, he asked if there was a motion to approve the minutes; however, Associate Dean for Technical Services Rich Ackerman pointed out we were short a quorum to make a motion and vote as we only had four voting members present at this meeting.

Update: As of April 24, the minutes were approved by all 8 voting members via e-mail.

Old Business

Late items policy/procedures for FAU patrons of the UCL:

Sunem Beaton-Garcia noted we still need the name of the person who can assist with this policy/procedure on the FAU side. Carol Hixson pointed out that this was discussed in our last GPAC meeting and Steven Matthew is their contact. However, Miguel realized he was supposed to have also shared the name of their Controller who will assist in this process and he had not yet done so. He will make sure he sends that name to Sunem.

Associate Dean for Public Services Suzette Spencer provided the following written update since she was unable to join this meeting in person: A Help Desk request was submitted to FLVC and it turns out the e-mail courtesy and lost status notifications were set up for all library borrowers. However, those borrowers will not receive notifications if an e-mail address isn't attached to the account. The UCL Circulation staff has been encouraged to ask for a valid FAU e-mail account when an FAU patron seeks borrowing privileges in order to remedy the problem. A separate request was also submitted to FLVC for e-mail loan and return receipts to have a crafted reminder message.

GPAC subcommittee updates:

By-Laws Committee - On April 12th, the By-laws Committee (Don Adams and Suzette Spencer) submitted proposed amendments and Miguel allowed time for discussion of those amendments during the meeting. Don confirmed the committee met a while ago (late February) to review by-laws and propose needed amendments. Sunem pointed out the amendments were primarily title changes mainly due to reporting structures changes with Broward College's new Pathways structure. The other change of note was to spell out that we need five voting members present to make a quorum. Don asked if upcoming changes between FAU and BC will affect the budget for the UCL and this GPAC committee and Miguel said to his knowledge it will not affect the UCL. Miguel said we would discuss that further later in this meeting. We were unable to vote on by-laws changes as we did not have a quorum.

Update: As of April 24, the By-laws amendments were approved by all 8 voting members via e-mail.

Library Advisory Committee – Sunem noted we did not yet get appointees to this group. She discussed plans for upcoming UCL First Floor renovations. She noted that she held multiple focus groups. Those groups included FAU administrators and students (FAU faculty were invited but none attended); Broward College students, faculty and staff; and UCL faculty and staff. She created a PowerPoint which lists recommendations and feedback from those focus groups. Sunem said that Associate Provost, FAU Broward Campuses Tony Abbate attended one of our focus group meetings and was aware of our planned changes.

New Business

Vacancies:

Sunem noted that we have a librarian position open and the search is underway to fill that position. Rich noted that we are down two Technical Services positions as one was repurposed and moved to the Reference Department and the other is on hold to be filled at this time.

Carol expressed concern about FAU funding UCL operating expenses based on the number of open positions and suggested a review of their funding may be needed. Sunem discussed Broward College budget changes due to funding from the state and the political landscape at the state government level. She noted the two open positions Rich discussed will likely be closed, but that she will be happy to get clarification from her boss, South Campus President Rolando Garcia. She also stressed that our UCL operating expenses not only include salaries, but things like air conditioning, electricity and other expenses that are needed to keep the building open and maintained.

Reserves policy:

Sunem briefly reviewed a proposed course reserve policy put together by Suzette since we don't have one in place. She said she will give the group the opportunity to review it and provide feedback.

Collection Development:

Rich said this is the time of year where we are waiting for the budget to finalize so we can plan collection development for the coming year. We are waiting to hear about funding from the state. We have a stable set of resources and things are status quo at this time. One milestone he noted was that, for the first time in our history, we had more e-books available this year than actual physical books. E-book usage has more than doubled with it being 2.5 times higher than print circulation.

Distribution of the UCL Building Calendar for 2017-2018:

Sunem pointed out that a copy of the UCL building calendar was included in each committee member's packet for their information. Exceptions to normal building hours are also listed on our website at <http://ucl.broward.edu/>.

Reference consolidation plan:

In an effort to minimize reference collections, we've asked our Collection Development team to weed our materials. We have communicated with our legal department, let faculty know and are looking at everything we need to in order to make sure we're handling the consolidation properly. Some items need to be relocated and some materials are being moved from reference collection into the circulating collection, but will be marked as non-circulating so students are unable to check those out. Carol commended us for our work on this project.

The Sierra Encore Duet state-wide implementation project was postponed for a year and will now launch in July 2018. Broward College will continue with face-to-face training next week and into early May. We are working on authentication and found out the University/College Library is the only joint-use library providing its partner with access to locally licensed electronic resources.

Other Business

Branding:

Miguel noted that in the past, FAU Davie administration had recommended to our former Central Campus President that they could replace old Broward College student picnic table umbrellas with FAU umbrellas so we had a mix of branding at the central area of both campuses. That idea never came to fruition. However, they are now working with Central Campus President Marie DeSanctis and she's open to these branding updates, so we should soon see those types of changes.

Collaboration:

The Broward College and FAU presidents recently met along with our recruitment, admissions and retention groups from both organizations. It was a great collaborative discussion and they will continue to meet and share what's going on in these areas on an ongoing basis.

MOU (Memorandum of Understanding) Discussions – Miguel noted that this is a major issue that is a high priority on both FAU and Broward College radars.

MBA Program Coming to FAU Davie Campus:

Miguel mentioned that FAU is bringing MBA programs to their Davie Campus. The timeframe for this to happen should be this fall (2017). FAU has an admissions team moving to their Davie Campus this summer.

Closing Comments and Adjournment

Miguel suggested we draft an e-mail to the GPAC attaching the proposed By-Laws amendments and the minutes from the November 22, 2016 meeting so the committee can vote to approve both. If no one has an objection to handling it in this way, he feels this would provide a quicker opportunity for a quorum vote and keep things moving along. The group had no objection.

Miguel asked if anyone had any other new business. As no one did, the meeting was adjourned at 2:47pm.