

**RUL CABINET**  
**University Librarian's Cabinet Meeting Minutes**  
**March 10, 2015**

**Present:** Agnew, Askew, Boyle, Cohn, Fredenburg, Glynn, Golden (VC), Izbicki, Just, Kuchi (DiPaolo, Guest)

**Minutes by:** Fultz

Agenda /Topic	Discussion/Issues	Decision/Action	By Whom/By When
<p><b>1) VP/UL Report</b> Boyle</p>	<p>Deans Council Updates:</p> <p>Dick Edwards has announced the creation of the Rutgers Leadership Academy on the New Brunswick campus. Brent Ruben, ODL Executive Director and distinguished professor of Communication, will serve as Director of the RLA, and Richard DeLisi, former dean of the Graduate School of Education and university professor, will serve as Co-Director. The Academy is a two-year program for mid-career faculty and staff in Rutgers-New Brunswick and Rutgers Biomedical and Health Sciences with an interest in a potential for expanded leadership. Cabinet will consider nominations from the Libraries to send to Edwards. Ruben and Delisi gave a presentation and distributed "Snapshots of Academic and Senior Administrator Leadership Programs at Committee on Institutional Cooperation (CIC) Universities."</p> <p>Rick Hearin, Executive Director of University Career Services, gave a general overview of his office and presented the results of a post-graduation survey from last year. Boyle has online access and will search for information relevant to the Libraries.</p> <p>Boyle discussed the detail of Cabinet and other minutes, and whether there might be a better way of doing them. Roberts is too short, and charted rather than narrative was suggested. Since other groups within the Libraries are considering how to handle minutes, Cabinet will review their recommendations before making any decisions.</p> <p>Boyle is scheduled to meet with Dick Edwards for a planning meeting on April 16; Boyle will be attending CNI the three days before, so we need to start planning. Mid-year reports and action plans are due to Boyle by April 1.</p> <p>Christine Wolff has a new position at Ithaka S+R; her last day</p>	<p>Informational</p>	<p>N/A</p>

	<p>at Rutgers is March 25.</p> <p>Glynn noted that the union executive committee will vote on the current contract negotiations proposal tomorrow.</p>		
<p><b>2) Charge to Collection Analysis Group - Izbicki</b></p>	<p>Izbicki reviewed the charge to the Collection Analysis Committee, which serves as the collection development steering committee for the Library Resources Council.</p>	<p>Approved by Cabinet with change to update the language in the first sentence from group to committee.</p>	<p>TI to make changes and add to LRC documentation on <a href="#">Staff Resources page</a></p>
<p><b>3) RCM Budget Meeting Update – Boyle, Fredenburg, DiPaolo</b></p>	<p>Cabinet was updated on the March 2 RCM meeting that Boyle, Fredenburg, and DiPaolo had with the RCM Steering Committee members. Material from the meeting was posted on the Cabinet Sakai site. Cabinet members were thanked for responding so quickly for the request for statistical information prior to the meeting. The RCM group wants to better understand the expenses that we are attributing directly to each university. They are interested in how much is “local” and how much is “central.” It’s more important than ever that all of the requests for financial information Cabinet members receive come through DiPaolo’s office so that we are unified in our responses.</p>	<p>Informational</p>	<p>AD to work with University budget office and CFOs of the 4 divisions.</p>
<p><b>4) Shared Governance - Boyle</b></p>	<p>A portion of the RCM Budget Meeting had to do with the “shared governance” question. The four universities want to be part of our planning processes. They are concerned about the operating budget and such topics as hours for each library, security, and how such things are determined. They want to know what they gain from centralized support, and locally there needs to be at least a standard level of service that is acceptable to everyone. Barbara Lee informed Boyle that she has been asked to investigate best practices about central and local operations with respect to libraries, and she has asked Rob Heffernan of Institutional Research to take part in the study. Heffernan sent Boyle a proposed list of questions that he will send to the AAU Data Exchange (AAUDE).</p>	<p>Cabinet decided that a subcommittee within Cabinet review the shared governance question and develop and present a plan within a week that will be used as the basis for a more constructive, targeted discussion.</p>	<p>The subcommittee will consist of Agnew, Askew, Just, and Cohn (chair). Fredenburg and Baker will prepare some general guidelines for the shared governance structures to be investigated and send to the subcommittee. Due 3/17/15.</p>

<p><b>5) Separation Checklist, Safety, Employee Engagement Updates –</b> Fredenburg</p>	<p>In consultation with Agnew and Facilities, the Employee Separation Checklist has been developed as a tool for supervisors/department heads to use when employees leave.</p>	<p>Approved with thanks.  Post on libraries staff web pages for reference.</p>	<p>Cabinet members to alert all supervisors.</p>
<p><b>6) Updated Media Team Charge (reports to USC) –</b> Just</p>	<p>The current media team has been focused on technological issues. Now that those issues have been settled we need to change the charge of the team to be more service focused. The proposed new charge reflects that change. We are suggesting the team change to something that looks at the broader issues related to collecting and delivering media to our faculty.</p>	<p>The team should report to USC and consult with LRC where collection issues come into play. Approved.</p>	<p>Just will inform USC, change the team membership, and move forward with the new focus.</p>
<p><b>7) New International Programs Task Force Charge (reports to USC) -</b> Just</p>	<p>The task force charge was developed by and will report to USC in response to an earlier Cabinet discussion. This group will do an inventory of what kinds of programs we are offering overseas, what type of support we should be providing, including asking them what they need; figure out how they are getting access to our resources; and develop a website that describes and delivers the services identified as critical to that user base. This might also be the time to review whether the things we are providing to international programs should be provided to all distant and online students.</p>	<p>Approved.</p>	<p>Just will ask for recommendations for membership.</p>
<p><b>8) Faculty Workload -</b> Boyle</p>	<p>Tabled to a future Cabinet meeting.</p>		
<p><b>9) Announcements –</b> All</p>	<p>Fredenburg – The Health and Safety Committee will be meeting on Wednesday at 11 a.m. Because of recent events, it is an important meeting. There will be domain reports. Petosa and Puglisi attended a workshop on active shooters and how to handle. Encourage your reps to attend.</p> <p>Golden: A new Rutgers 4-year degree program at Camden County College in Blackwood will begin in the fall; complete two years at county college and be automatically accepted at Rutgers and take classes in Blackwood.</p> <p>Askew: Registration and information has been posted for the May 18 and 19 Fundraising for Libraries: Bootcamp. Please spread the word. For more program details visit <a href="http://www.libraries.rutgers.edu/dana/events/library_fundraising">http://www.libraries.rutgers.edu/dana/events/library_fundraising</a>.</p>	<p>Informational</p>	<p>N/A</p>

	<p>Agnew: Working with Manish Parashar to try to get an NSF cyberinfrastructure grant to build a statewide collaborative network. NJEdge would be the host, and five universities would be involved; Agnew has been asked to write the service layer component of the grant.</p>		
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