

July 21, 2010 -- Meeting Minutes

Heather and Keel – Records Management

- Control what/how things come into archives
 - o Who has what and where
 - o What do each units have in individual areas
- Administration or individual offices keep documentation
- Eventually would like to have a database to upload things to a server
 - o Not available at this time
 - o Printed materials are preferred for now
- Barb has information on the Curriculum Library dating back 20+ years
- Don't want anything still being used
- Institutional Memory
 - o What happens when a person leaves/retires
 - o How will questions be answered
- Don't want single documents – need quantity
- Work on good file keeping habits
 - o Computer and paper
- Archives plans to keep in touch with units and group about this process
- Will be checking with Admin Office to see what's been kept in past years.

Service Models

- First reports are coming soon
- Final recommendations due by the end of the year
- Some change in resources

Budget

- Letter from Pres. Goldfarb was sent out
- No purchases from materials budget
- Fall semester material needs to be given to Lora

EPC

- Budget comments
- Employee of the month – would like the library to participate
- We will be having the welcoming tables again at the beginning of the fall semester

LEBCT

- Training exercise – Aug 10th
 - o Expected to be here
 - o T. J. will be sending out email by the end of next week with an explanation

- New documentation - Mid September

Documentation (Liz)

- Review policies and procedures
- Archives records management

New Room

- One-on-ones and LSS meetings will be held there
- T. J. will be having scheduled office hours there starting in Fall