Governance/Policy Advisory Committee
Fall Meeting Minutes
November 20, 2018

Voting Members Present:
Tony Abbate
Monique Blake
Rolando Garcia
Carol Hixson
Sherrie Sacharow

Guests:
Gloria Arcia
Genevieve Chung
Gayla Jauch
Farley Lieriao
Suzette Spencer

Dean Monique Blake called the meeting to order at 2:06pm.

WELCOME AND INTRODUCTIONS
Monique introduced herself to the group as the new Interim Dean, Libraries and Academic Success Centers. She reviewed recent leadership changes at the College including our new Broward College President Gregory Haile and the move of our former Central Campus President Marie DeSanctis into the newly reinstated College Provost position. With Marie DeSanctis’ move, Dr. Sunem Beaton-Garcia became Central Campus President which opened up the role that Monique is currently filling.

MINUTES AND BYLAWS
Monique asked the group to review and make a motion to approve the minutes from our spring April 18, 2018 meeting. The group voted to approve the minutes as presented.

Monique discussed that our current GPAC Bylaws, created in November 2017, outline a 2-year commitment for those on the Library Advisory Committee and that timeframe expires at the end of the spring term 2019. She asked if the group would like to discuss and revise the current bylaws as she has other questions regarding the wording of the bylaws.
The group agreed Monique should review the MOU and ensure the structure and details of the GPAC and LAC match the verbiage in the MOU. She will do so and present proposed revisions to the bylaws to the GPAC group at the next meeting.

2017-2018 ANNUAL REPORT
Monique presented our BC Libraries 2017-2018 Annual Report which includes data/statistics from the past fiscal year, BC & FAU updates, and information outlining the work our faculty librarians, library & ASC staff, and the Library Administration have completed in the college community and beyond.

BUDGET UPDATE
Business Affairs Dean Gloria Arcia review the University/College Library’s budget. She noted that in order to finish the library renovations on the first floor, which includes adding new carpet and furniture in the rear of the floor, we will need $2M and we currently have $800,000 in contingency. The remaining items to complete renovations will have to be done in phases.

UCL RENOVATIONS UPDATE
Monique provided a full review of the renovations that were already completed at the end of August 2018:

- Reference was moved from the west side of the lobby to Room 164 on the east side of the lobby. It includes a new Reference Desk where patrons can receive help from a librarian; a one-on-one research appointment room; our Leisure and Ready Reference collections; and a quiet study zone.
- The former Reference Desk now houses our Tech Assistants group who assist students with printing or other technical needs they may have.
- FAU’s Computer Lab was moved into Room 104, providing additional space and computers specifically for FAU students.
- Room 162 is a new Library Instruction Room where our librarians conduct classes with students. The room is equipped with 25 computers.
- The Tutoring Lab moved from Room 146 into larger, newly redesigned space inside the Academic Success Center in Room 234. The lab offers student support in modern foreign languages, economics, business, and biological sciences, as well as services specifically tailored to meet student accessibility needs. Software for Computer Science and other programs is also available.
- Room 146 was split into two rooms - Room 146 houses a collaborative classroom and Room 146A houses our AV staff.
• We have six new rooms in the open area to the rear of the first floor:
  o A multimedia lab providing computers with design software for FAU or BC students studying graphic design or working on design projects.
  o A collaborative study room which is equipped with a computer and large monitor to work on projects with a group.
  o Four rooms for individual booking which can be used to practice speeches or record audio.

Monique and Gloria noted that by the end of the fiscal year (June 30, 2019) we hope to have our new Print Shop open in Room 103. This will hopefully be a revenue-generating entity available to all students and faculty.

UCL PERSONNEL UPDATE
Monique reviewed the UCL’s filled positions and open positions as follows:

• Filled positions:
  o Angela Griffin - Director, Technical Services
  o Torri Kellough – Faculty Librarian
  o Silvia Ana Perez Barraza - Cataloging and Metadata Coordinator
  o Ashley Rivas - Senior Specialist, Library
  o Lynette Vargas, Electronic Resources Coordinator

• To be filled:
  o Associate Dean, Library Access and Discovery
  o Two Faculty Librarian positions
    ▪ Permanent
    ▪ Temporary
  o Supervisor, Library Services (Reference)

SHARED CAMPUS EVENTS
Monique led a discussion of shared campus events held at the UCL and discussed the need to better market our events for all students to attend. She noted our Outreach Committee most recently hosted the following events during the fall term:

• Walk-in Research Clinic – October 1-5
• 2018 Ballot Awareness review with the League of Women Voters - October 16
• Native American Heritage Month Event - November 8
• Multilingual Poetry Slam – Open Mic – November 15

Monique also mentioned that we have been sharing event flyers with Farley Leiriao, FAU Director of Business & Financial/Auxiliary Services and he is ensuring they are posted on flat screens around the FAU Davie Campus Student Union. Additionally, Shireen Lalla, FAU Assistant Director, Testing & Evaluation is a member of our UCL Outreach Committee, so she is helping to spread the word to FAU students about events taking place at our library.
LIBRARY ADVISORY COMMITTEE UPDATE
Sherrie Sacharow provided a brief update from the Fall LAC meeting. She also discussed the ongoing need to better connect FAU students to the UCL and its resources.

FAU Associate Provost Tony Abbate discussed the need to ensure more students are brought over to the UCL by their instructors. FAU Libraries Dean Carol Hixson suggested that the FAU Davie Campus new student orientation should include a trip to the UCL. We have UCL Librarians available to go to FAU Davie Campus classes; however, the students need to specifically be brought to the UCL for a tour, so they can see firsthand the resources available to them. She also pointed out that FAU’s Libraries page on their website does include the UCL as one of their library locations. Hosting FAU student club social events in the library could draw in more FAU students as well.

Tony Abbate suggested Monique should meet the FAU Student Affairs Director, Student Governor and other student group contacts to spread the word about our resources. Tony said he will invite Monique to a future FAU meeting during which we could discuss strategies to draw more students from FAU to the UCL. We also need to ensure transfer students know about the UCL services.

MISCELLANEOUS
Farley noted that we need to have clarity on our database login pages to ensure FAU students know they are in the right place. When you go to the UCL website, you get to a login spot for BC, but no FAU choice is provided. We need different landing pages to clarify. Gloria said she will talk to IT about this.

Rolando pointed out that eventually all Florida students will have an ID number assigned to them to use from K through college. In other words, the student number would be used during their entire educational career, so eventually the need for different login/landing pages on our website will become obsolete.

ADJOURNMENT
Having no other business, the meeting was adjourned at 3pm.