

Attending: Linda Hafer, Elinor Foster, Maurice Mitchell, Warren Love, Robert Arndt, Liliana Wendorff, Betty Wells Brown

Excused: Bill Gash, Amanda Calvin, Absent: Frank Trapp

Linda Hafer called the meeting to order at 3:30.

Approved the agenda for September 9, 2003

Approved the minutes of the April meeting as posted on the web.

Reports:

Sampson-Livermore Library

Elinor Foster

A noon luncheon meeting will be held with department chairs, librarians, and departmental liaisons September 17 to discuss the library budget and provide updates to faculty. Additional funding will be provided to the departments for selection of books and media. The money comes from enrollment growth allocations.

Currently there are two vacancies on the library staff, both affecting circulation services. One position is the Evening/Weekend Library Technical Assistant for circulation and the other is the Access Services/Reference Librarian position. Both are being advertised and interviews will be held within a month's time.

Michael Alewine joined the staff May 1 as Outreach/Distance Education Librarian and has been working with faculty and classes here on campus and at remote sites.

Barbara Gushrowski came to the Library as Serials Librarian June 1 and has undertaken a major shift of bound periodicals and has reviewed our microform subscription list for suggested deletions due to electronic resources subscriptions.

We're busy now with classes and other startup of the semester activities.

Writing Center

Amanda Calvin

No report submitted

Media Center

June, July, August 2003

The Media Center is fulfilling Campus requests as needed. Thirty-two (32) different services have been requested and provided services for University personnel with 500+ hours during the summer. 400+ hours of time has been requested for videotaping, editing tapes, and CDs and DVDs. 68 hours of workshops have been conducted.

UCIS

o Strategic Plan for IT

The Strategic Plan for IT was completed in May and is available on the UCIS website at http://www.uncp.edu/ucis/strategic_planning/

o Oxendine Renovation

UCIS was heavily involved in the relocation of the faculty and staff of the Oxendine Science Building during the months of April and May. In addition, all of the Oxendine computer labs were relocated to the modular facilities north of Dial.

o Computers for Faculty

We purchased and installed 25 new computers for the new faculty. We still have some replacement computers waiting for returning faculty to setup an installation appointment. At this point, all faculty who wished upgraded desktop computers should have one that is no

more than 2 years old.

o Wireless Network Access

We are in the process of contracting to deploy wireless LAN. This is a network infrastructure project and is intended to expand our network capacity via wireless communications. This initial deployment will provide wireless LAN connectivity to the entire inside of the library and outside on the east and north sides (including much of the amphitheater/pond area), the entire inside of the student center and outside on the north, west, and south sides (including the outdoor dining area), the entire inside of Lumbee Hall, and the UCIS annex in the Science building.

o Banner Implementation

This is a major undertaking that will take a minimum of four years to complete. Many offices will be engaged in the implementation and it will impact the entire campus. UCIS will be heavily involved in this project. Many members of our staff will be away from campus in training until the end of October. We will endeavor to respond to requests for assistance as quickly as possible.

Viruses

Over the past several weeks, we have dealt with 3 significant virus (or worm) outbreaks on campus, and indeed the worldwide Internet. We are in the process of modifying our procedures for combating these Internet diseases.

Old business: Library Survey information.

- a. The Library Survey information is requesting the narrative comments received by Institutional Advancement.
- b. The writing surveys were distributed to the students. Ms. Calvin is to report the results at the October meeting
- c. Surveys for the 2003-04 Academic year will be for the Media Center and UCIS.

New Business:

Election of Chair and Secretary

Linda Hafer was elected Chair and Betty Wells Brown was elected secretary.

Adjourned 4:15 PM.

Betty Wells Brown, Scribe