

**TTUHSC LIBRARIES FACULTY MEETING MINUTES**  
January 9, 2020  
Preston Smith Library Administration Conference Room

**In Attendance:**

Richard Nollan – Chair  
Tara Allison  
Sandy Bagwell  
Barbara Ballew  
Lisa Beinhoff  
Michelle Bowers  
Skyla Bryant  
Andrew Escude  
Amy Faltinek  
Paul Landers  
Stephanie Shippey  
Daniel Stuart  
Margaret Vugrin  
Micah Walsleben  
Erik Wilkinson  
Terri Wilson  
Kaylee Youngblood

The meeting began at 10 AM.

- I. Introduction and Welcome--Dr. Richard Nollan.
  - a. Approval of minutes from last meetings: Approved. Post as written.
  - b. Texas Collaboration: Dr. Nollan will be attending a meeting tomorrow with the Faculty Senate to propose that we sign the contract to participate in the Texas Collaboration.
  - c. Travel Authorizations: Please get travel requests in as soon as possible. Indicate on the form which professional activities you will be participating in. Please also put zeros in the fields where you do not need any money.
  - d. Breigh Hough departure 1/15: Breigh has finished her degree and will be leaving on January 15<sup>th</sup>. Sharon will be posting her position soon.
  - e. Quarterly assessments due by the end of this month. Supervisors will select 2 competencies, while employees will select 3.
- II. IT (Paul)
  - a. Methodology lab: The existing vacant position in the Methodology Lab will be converted to a different one, a half time Innovation Specialist/Media Specialist. This employee will produce and edit videos, etc. for us and help public services staff with the same tasks.

- b. IT security: You may have seen the recent email about remaining diligent about IT security due to tensions with Iran. There have been many exploitation attempts.
- III. Business (Sandra)
  - a. Pcard deadlines: Pcard deadline is changing. Allocations are now due by the 13<sup>th</sup>, and paperwork is due by the 17<sup>th</sup> of the following month.
- IV. Committees
  - a. Trends (Daniel): There will be a meeting tomorrow. Our special guest is Dr. Kim from Neurology. He will be our faculty member of the committee. Dan posted a LibGuide for videos and working on the blog for the Tool of the Month.
- V. El Paso (Lisa)
  - a. El Paso is upgrading its 3D printers and poster printers. The vinyl posters are very popular.
  - b. El Paso is looking into creating their own open access journals there to protect the student researchers from predatory publishers.
- VI. Discussion
  - a. When to call for help- "Lamesa campus" is the code phrase started in 2013 to use if you want someone in the library to call the campus police.
  - b. CVs- Erik proposed a shared Box folder for librarian CVs. He will take the initiative on that.
- VII. Questions/Closure
  - Future meetings:
  - February 13
  - March 12- Amarillo