Planning & Resources Committee (PRC)
Wat 455- Tuesday, December 6, 2011, 1-2pm

Present: Altman, M.; Back, A.; Emde, J.; Glover, K.; Smith, R.; Thiel, S.
Absent: Garrison, W.; Richey, J.; Szabo, R.

Purpose of today’s meeting: First meeting after year of hiatus to introduce new members, go over existing charges and plan for upcoming schedules.

Establish note taker: Molly

Agenda Items:

1) Introduction of members (5 minutes)

   a. Judith Emde – E-Resources/Technical Services Librarian
   b. Andi Back – Operation Manager for Art & Architecture Library
   c. Molly Altman – Library Assistant to Spahr Engineering Library & Music & Dance Library
   d. Kim Glover – Instructional Design Librarian
   e. Sarah Goodwin Thiel – Digital Imagining Librarian
   f. Rebecca Smith – Director of Communications & Advancement

2) Existing Standing Charges (50 minutes)

   a. Serve as an internal advisory group to the Office of Communications and Advancement through information sharing concerning campaign priorities and objectives. (Rebecca)
      i. PRC is responsible for identifying specific opportunities within the capital campaign priorities, as well as make sure we are not forgetting anything
   b. Quarterly review and update of the KU Libraries Operational Plan. (Rebecca)
      i. Evaluate the library operation plan regularly and monitor our progress of the current plan which will be over summer 2012
      ii. Carry over this evaluation with the new strategic plan and filter any updates and concerns voiced by staff
   c. One PRC representative will sit in on budget discussions at applicable Dean’s Council Exec meetings.
      i. Possibility of two PRC members, one support staff and one unclassified staff, be there to listen, channel information and increase transparency
   d. Produce (via staff solicitations) and update a formal prioritized list of big funding resource needs and present to Dean’s Council Exec for review – as needed. Following same process used to collect ideas for the parent campaign. Parent
Campaign funding currently goes to the Learning Studio and will do the same for at least this year and next.

i. Filter suggestions and needs from staff members for funding of resources

3) Action items identified during meeting

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<th>What</th>
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<td>Decide on a member to go to LFPA Exec (approximately once a semester)</td>
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<td>Decide which members will serve 1 or 2 years to have overlap with new members next year</td>
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<td>Pick a chairperson/co-chairperson (suggested Andi Back and possibly Wade Garrison or Jim Richey as co-chair)</td>
<td>Andi, Wade, Jim</td>
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<td>Ask Rebecca where past endowments has gone for a goal of transparency</td>
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<td>Decide what the procedure will be for funding. Is there a dollar amount and does everything go through PRC or some through Kent/Rebecca</td>
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