Planning & Resources Committee (PRC)
Wat 503A- Tuesday, February 28, 2012, 3-4pm

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

Purpose of today's meeting: Information on PRC’s responsibilities

Establish note taker: Molly

Agenda Items:

1) Choose a PRC chairperson
   a. Andi Back will be the chairperson and may ask Kim or Jim to joint-chair with her

2) PRC’s Potential Responsibilities (Rebecca Smith)
   Overall goal of PRC is to make Dean’s Exec budget discussions, as well as current strategic plan updates, more transparent to the rest of library staff, and to open up communication as to what is and is not being done regarding the strategic plan. PRC will discuss further their alignment with the future strategic plan. PRC plans to broadcast where the libraries money is going and provide a formal request process for staff to express their ideas about how money should be distributed for future projects. PRC will also be a source for staff to make equipment/project requests. We will work on streamlining the process for which staff can make requests as well as their approval process. We have an opportunity to be a high profile committee for all staff.
      a. Strategic Plan Responsibilities
         i. PRC will investigate whether or not they will continue in the role of monitoring the internal/operational plan.
         ii. PRC should look over current 2010-2012 plan, as well as the operational plan, and ask Rebecca any questions that come up
         iii. PRC representative may also sit in on Dean’s Exec when Shannon gives her quarterly financial overview, Rebecca will check on this
      b. Campaign Responsibilities
         i. Rebecca will update us every meeting with campaign information and PRC will carry out this information to staff
      c. Funding Responsibilities
         i. PRC will provide a pathway for staff to request material, equipment, etc
         ii. PRC will be a staff outlet for ideas of what libraries might need
         iii. We could keep a running list in our back pocket for money that comes from unrestricted gifts
         iv. Strongly suggest aligning these funds with 4 new strategic plan goals
3) Information Sharing
   a. PRC should discuss how to relay this information to the rest of staff (email, etc)
   b. Our updates should be vetted through Rebecca and LFPA before they go out
   c. PRC should look over wording and procedures from old PRC which is located on LFPA website http://www.lib.ku.edu/lfpa/PRC/

4) Campaign update (Rebecca Smith)
   a. Rebecca handed out mini campaign statement, used to show donors a high level view of our campaign priorities (everything in blue is chancellor level goals, and the goals under them are the library’s goals aligned with the chancellor)
   b. April 28th is the official launch of the campaign and ends in 2016
   c. Our goal is in the 5 million dollar range
   d. Getting a donor to underwrite a position frees up state funds for other priorities (for example: getting a donor to pay for Dean’s salary)
   e. Debbie McCord is the Development Director for the libraries who asks for gifts
   f. Cycle of give = Identification (find a prospective donor) → Cultivation (events to come in and learn about the libraries) → Solicitation (Endowment and Development Director come in to request a gift) → Stewardship (Events to show our thanks and maintain a relationship with donor)
   g. Working group for goal number 4 of new strategic plan is proposing part of funds from endowment come directly to libraries

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<tr>
<th>Action items identified during meeting</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td>Invite Kent Miller and Shannon Royer to next meeting</td>
<td>Andi</td>
<td>By next meeting</td>
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<td>Can a PRC representative sit in on Dean’s Exec quarterly meeting of Shannon’s financial report</td>
<td>Rebecca</td>
<td>By next meeting</td>
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<td>Read through current 2010-2012 strategic plan and bring questions to Rebecca</td>
<td>PRC</td>
<td>By next meeting</td>
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<td>Look over procedures of previous PRC and discuss methods of communication <a href="http://www.lib.ku.edu/lfpa/PRC/">http://www.lib.ku.edu/lfpa/PRC/</a></td>
<td>PRC</td>
<td>By next meeting</td>
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<td>Discuss with group where they would like minutes and other information to be held (intranet, LFPA site, G:, Libguide, etc)</td>
<td>Molly</td>
<td>By next meeting</td>
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