STAFF SUMMIT

DATE: TUESDAY, MAY 14, 2013 ~ TIME: 8:00 AM – 5:00 PM

LOCATION: FERGUSON CENTER/FORUM/ROOM 360

GOALS

- Raise awareness of departmental functions
- Foster better interpersonal communication
- Better understand processes used outside one’s home department

OUTCOMES

- Improvement in operating and quality of services for students and patrons
  - Improved communication between departments
  - Improved workflows between departments

Each department listed below will assemble as a panel at the front of the Forum room and in the order they are listed, share the following:

- Name
- Title
- Years of Service
- Job Family participant or Job Family promoted
- Other UA Libraries department(s) worked in
- Present job duties
- Common errors or misconceptions regarding your work

PLEASE TAKE TIME TO PREPARE WHAT YOU WILL SHARE, BEING MINDFUL OF THE GOALS AND OUTCOMES FOR THE STAFF SUMMIT

If there is time, questions for the panel can be asked
OPENING REMARKS, TAKE AWAY POINTS, LUNCH AND ABT INSTRUCTIONS 8:00 – 8:15

**ACQUISITIONS** - Trinh Bethard/Fran Jecen/Sharon Shirley/Diane Cannon/Kristy Blackmon/Dee Edwards (25)

**ADMINISTRATION** – Yvonne Mixon/Vera Johnson (10)

**ANNEX** – Ryan McIver/David Lewis/Kevin Ray (15)

**BUSINESS OFFICE** – Terry Brown/Amy Wilson/Emily Burnett/Cheryl Smith (20)

**CATALOGING/ METADATA** – Fred Washington/Celeste Thomas/Le White/Scott Leigeber (20)

**CIRCULATION Gorgas** – Cornelia Davis/Glenda Sealey/LaToya Hudson/Karlie Johnson/Kaitlyn Parker/Tiffany Pulliam/Brock Tyra (30)

**CIRCULATION McLure** - Wendy Arrasmith (5-10)

**CIRCULATION Bruno** – Donna Minor/Barbara Brosier/Krista Halbrook/Leon O’Neal/Sara McGuigan (20)

**CIRCULATION Rodgers** - /Mary Ann Robbins/Christel Chappell/Annette Tinker/Shinora Walker/Rosanne Rumstay (20)

**DIGITAL SERVICES** - Jeremiah Colonna-Romano/Marina Klaric (10)

**ELECTRONIC RESOURCES** – Ashleigh Hannien (5-10)

**GOVERNMENT DOCUMENTS** – Tami Melancon/Annie Edwards (5-10)

**ILL/BORROWING** – Gaby Marcks/Rebekah Olmstead (10)

**ILL/LENDING** – Pat Causey (5-10)

**INFORMATION SERVICES** – Jennifer Richardson (5-10)
**MUSIC** – Rose Loucks (5-10)

**OLT/AREA COMPUTING SERVICES** – Celeste Davis Dill (5-10)

**SANFORD MEDIA CENTER** – Mike Frederick (staff position is currently unfilled – M. Fredrick is professional staff speaking about staff position) (5-10)

**SPECIAL COLLECTIONS** – Allyson Holliday/Patrick Adcock/April Burnett/Lori Hill (15)

**WILLIAMS COLLECTION** – Mattie Compton (5-10)

**HEALTH SCIENCES** – Ronnie Harris (10)

**WOMENS’ RESOURCE CENTER** – Cindi Elliot (5-10)

**LUNCH WILL BE SERVED AT 11:30 IN ROOMS 301 AND 309**

**WE WILL REASSEMBLE AT 12:30 SHARP IN THE FORUM TO CONTINUE WITH THE PROGRAM UNTIL 2:45.**

**2:45 WE WILL HEAD TO THE QUAD IF WEATHER PERMITS OR ROOMS 309 & 310 IF INCLEMENT WEATHER FOR THE ABT TRAINING BY EAP**