

Outreach & Engagement Committee

02/07/2024

Minutes (Kirsten Feist)

Present: Atoma Batoma, Sara Berthier, Kirsten Feist, Celenia Graves, Cindy Ingold, Rachel Miller-Haughton, Janis Shearer

1. Approve minutes from January Meeting (notes taken by Cindy)

<https://uofi.box.com/s/0c81ikl5u5ghfulyp00k791kdzk4jvch>

- January minutes approved

2. Grant Applications

- Request to approve grant submitted to Dean. Awaiting decision. A follow-up will be sent to the Dean as needed early next week
- Outstanding applications
 - With consent, we should use these applications as examples. Very clear, with strong engagement of local community
- **Action Item:** Finish reviewing other grant by today (2/7) if you haven't had a chance yet

3. Reading Groups & Skill Up Schedule

- Spring 2024 - <https://uofi.box.com/s/sqvu9eby1nynpkog9qa6sqg8c2oxw6bq>
- Other updates
- Cindy met with Victor and has LibNews email ready to go
 - Recorded with permission of presenter
 - Zoom link set up either by presenter, or an OEC chair can set up on your behalf
- Celenia & Sara met with procurement folks. Interested in doing Skill-Up with us in Fall 2024
 - Purchasing guidelines
 - Procurement folks want to be asked way in advance if big, collaborative event (3-4 weeks at least). Having vendor number is helpful. The bigger the event, the more lead time needed
 - Think semester-forward. Set up collaborations and related discounts ahead of time
 - Designated P-Card holder for things like fresh food, purchasing app for things like bags of candy. Certain places cannot take P-Card (like Sams, Costco, etc.) you need to be reimbursed, rather
 - Business meals = T-Card. No sales tax, and there is a limit of \$75/person. Have to request 2 separate receipts (1 meal, 1 alcohol)
 - Do not purchase gift cards
 - There is a Business Office section in Library Office Notes with educational info on the topic

- **Action Item:** Cindy working with Janis to set up Zoom link
- **Action Item:** All share personal invitation for February Skill-Up with those interested
- **Action Item:** Share any sessions you want for Fall 2024 to that section in the spreadsheet

4. Definition of quality engagement

- Survey recipients
- Working document - https://docs.google.com/document/d/1eu_CmMPLSEHGmVk-7fp_r_Xw8tHw4FQq3njIORHPYew/edit?usp=sharing
- Shared working document with group
 - Discussed some of the questions in the comment fields
 - A lot of open-ended text intentional to solicit things that may not already be provided
 - Trying to be cognizant of length (minimizing number of questions and condensing others)
 - Definition and how their role aligns critical to keep
- **Action Item:** Review and share any comments/questions in the document you may have by **Monday, 2/12**

5. Other items

6. Volunteer notetaker for next meeting

- Rachel Miller-Haughton

7. Adjourn

