Executive Committee acts on Budget Task Force recommendations

In response to recommendations from the Budget Task Force (Margaret Auer, Jerry Bosler, Jim Flaherty and Phyllis Jose), the Executive Committee took these actions:

1) Cost savings recommendations for FY 2002-2003

a) **Recommendation**: Advise Wayne State University that DALNET no longer wishes to fund the following Authority Control service: salary for the Database Manager at Wayne. Savings: $25,000. **Approved**.

b) **Recommendation**: Carry forward as much of the Hardware and Software maintenance contingency amounts as possible. Savings: $12,000. **Approved**.

FY 2002-03 savings will be added to the operating reserve at the end of the fiscal year.

2) Cost savings recommendations for FY 2003-2004

a) **Recommendation**: Eliminate contingency amounts in Hardware and Software budgets. Use reserve fund for emergency Hardware or Software purchases. Savings: $50,000. **Approved**.

b) **Recommendation**: Advise Wayne that DALNET no longer wishes to fund the following Authority Control services, effective 1 October 2003: salaries for the Database Manager, Authority File and Database Assistant positions. DALNET and individual members will determine future authority control measures, as appropriate. Savings: $138,670. **Approved**.

Authority work staff at Wayne included in the DALNET Budget – FY 2003-2004				
Position	**Salary**	**Fringe**	**Budgeted Amount**	**Revised amount paid by DALNET**
Database Manager	$40,508	$9,600	$50,108	$0
Authority File	$25,008	$5,927	$30,935	$0
Database Assistant	$46,586	$11,041	$57,627	$0

3) DALNET staffing recommendations

a) **Recommendation**: After reviewing the budget, the Budget Task Force recommends giving written notice that all current DALNET staff positions will be funded through 30 September 2004. **Tabled.** The Executive Committee fully supports retaining all current DALNET staff through 30 September 2004. However, since the approved 2003-2004 budget already includes funding for current DALNET positions, the Committee sees no need for a written affirmation at this time.

b) **Recommendation**: The Task Force recommends opening up the process as soon as possible to recruit a permanent incumbent for the Systems Librarian slot currently filled by Laura Sheble. **Approved**. Recognizing the need for the strongest possible staffing in the DALNET office, the Committee authorized Michael Piper to initiate the process of recruiting a full-time employee to fill this post as soon as possible.

4) Reserve fund

a) **Recommendation**: The DALNET reserve funds are shared, pooled resources established for the collective good of the entire membership. Any use of these funds should benefit all DALNET members, and requires Board approval. **Approved**. This language should be incorporated in the DALNET Bylaws.

b) **Recommendation**: The Task Force recommends leaving any payments withheld from Dynix untouched until we have answers for questions about the withheld payments. The Task Force also recommends holding back $100,000 in the reserve fund for legal fees, in case Dynix files suit to obtain those withheld payments. **Approved**.

Committee approves next steps in the ILS request for proposals process

The Executive Committee authorized staff to ask DALNET Board members to suggest nominees for the DALNET ILS Review Team. Staff will post this invitation on the Board discussion list, along with an outline of work expectations for Review Team members. This Review Team will help staff to assess RFP results and to prepare a proposal for the Executive Committee, which will then make a recommendation for Board approval.

Committee reviews draft Vision and Mission statements

The Executive Committee proposed several revisions for the new vision and mission statements. Piper will work with Jerry Bosler, Steven Bowers and Nancy Bulgarelli to refine these items and bring them back for further review at upcoming meetings.

Next Executive Committee meeting

The Executive Committee's next meeting will be from 1-4 PM on Monday, 28 July 2003 at a location to be determined.

Attendance at May 2003 Executive Committee meeting

Margaret Auer, Jerry Bosler (who chaired this meeting), Steven Bowers, Nancy Bulgarelli, James Flaherty and Karen Tubolino. Staff: Robert Harris, Scott Muir and Michael Piper.

DALNET ILS Report- Executive Committee

How will we make the final decision?

1. We propose the formation of a small ILS Team from the membership. This will help insure participation, fuller representation, and buy-in to this process. It would mean a significant time commitment on the part of those individuals selected. Team will be empowered to identify the "shortlist" for vendors.

2. DALNET ILS team prepares a report with a recommendation for the Executive Committee. The Executive Committee makes a recommendation for Board approval.

Timeline

RFP released	May 30, 2003
Pre-proposal meeting with VENDORS	June 17, 2003
Deadline for VENDOR's inquiries	June 20, 2003
WSU and DALNET responses to RFP inquiries	June 24, 2003
Proposals due at WSU Purchasing	July 8, 2003
WSU and DALNET ILS Advisory Teams identify VENDORS for "short list"	July 8-25, 2003
Checking of references/site visits, if necessary	July 8-August 11, 2003
"Short list" VENDOR demonstrations and interviews	August 11-22, 2003
ILS Advisory Teams recommend preferred VENDOR	September 8, 2003
WSULS management reviews and approves selection	September 8-19, 2003
DALNET Exec Comm and/or Board reviews recommendation and approves selection	September 2003
Announcement of selected VENDOR(s)	TBD, 2003
WSU Anticipated Completed Project	Sept. 2004
DALNET's proposed Completed Project	March 2005

Note: Implementation timeline will be developed jointly with selected vendor

This extended timeline is probably more realistic for DALNET, but there will be higher costs and staffing needs if we are running dual systems for a longer period of time.

Site visits

WSU currently plans for formal sites visit using their ILS Advisory Team. Does the DALNET Board or Executive Committee wish for DALNET staff or ILS team to participate in site visits along with WSU staff? Is DALNET willing to pay for reasonable travel expenses for DALNET ILS Advisory Team site visits?

SPMuir
May 16, 2003