

**DALNET Horizon Steering Committee  
Botsford Hospital  
Classroom A/B, Administration & Education Building.  
March 5, 2001  
10:30-12:00**

**Introductions**

**S.C. Role**

**Highlight from past (re: Annual Reports)**

**S.C. Goals**

**Horizon Impacts**

**DALNET Contractual Enhancements**

**DALNET Horizon Steering Committee**  
**Botsford Hospital**  
**March 5, 2001**  
**10:30—Noon**

Members present:

Michael Piper, DALNET Director, D. Adams (Botsford), K. Bacsanyi (WSU), R. Call (DPL), J. Flaherty (WCCC), S. Muir (DALNET) L. Papa (UDM), K. Sanders (DPL), M. Sheble (OCC).

The SC Meeting of March 12<sup>th</sup> has been cancelled.

This special meeting was called to meet and greet the new DALNET Director, Michael Piper. Scott Muir had provided Michael with information on the Steering Committees goals and roles, highlights from past annual reports, and status of DALNET contractual enhancements and obligations.

The Steering Committee has been meeting less frequently this last year but has also been redefining their role now that all the libraries have migrated from NOTIS to Horizon. SC is contractually designated to continue through the implementation of all the enhancements-which may take much longer than ever anticipated.

The formation of the IHDC and its various task forces has had an important impact on DALNET and a meeting (Nov, 2000) was held for the two committees to try to design a structure for the new organization. Several important outcomes of that meeting were:

Liaisons between the two committees were established  
An organization chart was designed and presented for consideration by the Board  
Minutes and the listservs are shared between the two.

One of the critical issues facing DALNET, as we move toward new initiatives, is the need for improved communication between the DALNET Project leaders and the DALNET Staff. Communication between these two groups is most central and critical to the entire organization. Their roles with the IHDC and the Steering Committee must be clarified to insure that they are "in the loop" and priorities can be met with the staff available. New DALNET staff members will be coming on board and it is essential to manage human resources efficiently.

The SC committee discussed new organizational structures that might improve communication, cooperation, and productivity between the DALNET Staff and Project Managers. Most SC members are also Project Managers and by redesigning the Steering Committee's role—redundancy and bureaucracy might be eliminated.

The Steering Committee suggested that the Project Managers, rather than the IHDC, might play an overarching role monitoring DALNET initiatives. Emphasis was placed on the importance of retaining and/or investing an oversight role -- like that currently fulfilled by the Steering Committee for Horizon initiatives -- in any newly structured Project Managers Committee. Another option discussed was the the pros and cons of using the Project Managers as an oversight group vs. forming a smaller subgroup of the Project Managers. No consensus was reached on recommending one over the other.

Michael asked the SC for input about the possibilities for reorganizing the "volunteer-side" of the committee/task force structure. The SC brainstormed about general reorganization options for the committees and task forces.

Other evolving issues discussed were:

- Michael Piper's role in DALNET, his past experiences in Texas, and his immediate assignment to meet and greet all DALNET members by the end of June.
- Scott Muir's role and assignments
- Effective management of staff and member resources.

Michael Piper thanked everyone for their contributions and past efforts, much has been accomplished. He will take the recommendations under advisement and come back with own reactions and proposals.

A SC committee member (Leo Papa) will report on our discussion to the afternoon session of the Project Managers.

Members stayed for lunch as Project Leaders and other DALNET staff joined in.

Minutes:

Karen Bacsanyi