Administration

2CUL Technical Services Integration (TSI) Administrative Team

Charge: The TSI Administrative Team is responsible for those aspects of the 2CUL Phase 2 charge that relate to technical services integration but are beyond the scope of the TSI Steering Committee and its functional teams. Specifically, this team will:

- Approve and oversee the use of both Mellon and internal library funds for TSI purposes for the duration of the project;
- Develop and maintain models for internal reimbursements for 2CUL technical services work and FTE exchanges;
- Serve as an advisory and coordinating body – and as a decision-making body when needed – for Columbia and Cornell technical services staffing and policy issues until TSI is complete;
- Oversee the development of the cross-institutional TSI organizational structure, as well as the re-definition of technical services job responsibilities to reflect that structure;
- Oversee the identification of competencies needed for success in this new environment and the requisite training and development opportunities for staff at both institutions;
- Review and recommend actions for project proposals that require staff resources in and beyond technical services at Columbia and Cornell until TSI is complete;
- Direct the reassigning/redeploying of staff at each institution to expand capacity in new areas as a result of TSI;
- Serve as an intermediary team between the TSI Steering Committee and other 2CUL groups, especially in regard to collaboration and cooperation between 2CUL technical services and other 2CUL library divisions, and in cases in which resources and input from other library divisions are required.
- Oversee the integration of CJKT activities and special needs within the TSI framework.

Decision Authority: The Team reports to the 2CUL Steering Committee, but has broad authority to form task groups, initiate pilot projects, and determine courses of action that are best for 2CUL when practices differ between the two institutions.

Communication and Documentation: The Team will use the 2CUL TSI project wiki for communication and archiving purposes.

Membership:

- Kate Harcourt (2CUL TSI Manager, Columbia University)
- Jim LeBlanc (2CUL TSI Manager, Cornell University)
- Xin Li (2CUL Project Director, Associate University Librarian for Central Library Operations, Cornell University)
- Bob Wolven (2CUL Project Director, Associate University Librarian for Bibliographic Services and Collection Development, Columbia University)

Liaisons:

- Nisa Bakkalbasi (*Assessment* Liaison, Columbia University)
- Zsuzsa Koltay (*Assessment* Liaison, Cornell University)
- Jim Cheng (*CJKT* Liaison, Columbia University)
- Liren Zheng (*CJKT* Liaison, Cornell University)
- Gail Anderson (*Human Resources* Liaison, Columbia University)
- Lyndsi Prignon (*Human Resources* Liaison, Cornell University)

Meeting Notes

- 2012-12-13
- 2013-02-05 (HR, CJKT)
- 2013-03-14 (CJKT)
- 2013-03-28 (HR)
- 2013-07-02 (HR, Assessment)
- 2013-08-13 (Assessment)
- 2014-02-24
- 2014-03-07
- 2014-03-24
- 2014-04-22
- 2014-05-06 (Assessment)
- 2014-05-22

- 2014-05-30
- 2014-08-05
- 2014-10-07
- 2015-02-17 (Assessment)
- 2015-03-11 (Assessment)
- 2015-03-31 (LD4P)
- 2015-04-06 (LD4P)
- 2015-08-03
- 2015-09-17