

# COLLEEN C. MANNING

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## EDUCATION:

Master of Science in Library and Information Science  
University of Illinois, Urbana-Champaign

Juris Doctor  
University of Illinois, Urbana-Champaign

Bachelor of Science in Psychology University  
of Illinois, Urbana-Champaign

## ADMITTED TO BAR:

Illinois: November 5, 1992.

Florida: December 21, 2007.

## RELEVANT EMPLOYMENT:

South Texas College of Law Houston, Fred Parks Law Library  
Houston, Texas

### **Director of the Fred Parks Law Library & Assistant Professor, 2015-current:**

- Lead all aspects of library operations, including management, budgeting, strategic planning, collection development, including the archive and rare book collection, and initiating and monitoring programs and services. Specific achievements include: reorganized and improved tracking of the library budget; initiated successful student workshop series; revamped the collection development policy and the disaster plan; established consistent tracking of statistics; reduced the non-salary budget by more than \$450,000 since 2015, while maintaining high student satisfaction as measured by the LSSSE - ranked in the top ten percent of schools for satisfaction within each class year and in the top 25% overall;
- Hire and lead five librarians, four FTE staff, temporary employees, and student workers. Specific achievements include: reorganized library staff and duties to accommodate a smaller team; and evaluated and updated library work-flows; and
- Actively create a collaborative and supportive relationship with other departments in the School.

Florida Coastal School of Law, Information and Technology Center  
Jacksonville, Florida

### **Interim Library Director, 2014:**

- Lead the Library consisting of nine professional Librarians, three staff, and eight FTE student workers to maintain services and resources while the institution and budget were shrinking;
- Determined options for long-range library goals; set priorities; created and maintained the zero-based budget for the law library; planned for remodeling, and drafted initial portions of the SACS application; and
- Actively created a collaborative and supportive relationship with other departments in the School and between other schools in the consortium.

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Florida Coastal School of Law, Information and Technology Center (continued)

**Assistant Director, 2007-2014:**

- Managed seven to ten professional Librarians (including two supervising Librarians), two staff employees, and student workers;
- Lead public service operations for up to eighty faculty and over 1,500 students, including research support, instruction, interlibrary loan, circulation, stacks maintenance, and the community access program;
- Coordinated services and curriculum with the Legal Research and Writing program;
- Explored opportunities to use information technology in the library; facilitate communication between the Academic Technology and the Informational Technology departments; and
- Drafted several sections of the 2012 ABA Self Study and almost the entire ABA SEQ;

**Head of Public Services, 2003-2007:**

- Managed reference, interlibrary loan, circulation, stacks maintenance, and community access program, including three librarians, two staff employees and student workers;
- Developed integrated reference services to support faculty teaching and research;
- Created and taught in the library workshop program which quickly became a component of every legal research class;
- Created a Faculty Liaison program, matching interests and needs of faculty members with librarians to optimize faculty services and foster strong relationships with faculty members in order to anticipate faculty needs; and
- Participated in the space planning for a move to a newly renovated building.

**Head of Access Services & Reference Librarian, 2001-2003:**

- Managed interlibrary loan, circulation, stacks maintenance, and community access program including two staff employees and student workers;
- Developed circulation and interlibrary loan policies and guidelines, including creation of forms and publications to facilitate faculty and student services; and
- Responsible for the library newsletter, weekly email update, library displays, and new book displays.

Ohio Northern University, Taggart Law Library  
Ada, Ohio

**Interim Director of the Law Library, 2000 to 2001:**

- Managed two professional librarians, six staff employees, and student workers;
- Prepared and negotiated the library and law school's information technology budgets; and
- Developed and interpreted library policies and rules; determined options for long-range library goals; set priorities for the law library; prepared statistical reports; managed and explored opportunities to use information technology in the law school.

**Law Reference Librarian/Associate Professor, 1996 to 2001:**

- Provided traditional and electronic research services to professors, students, and public patrons;
- Created and provided all library workshops, including a required series supplementing the first- year legal research and writing classes;
- Supported Law School Activities, including judged moot court competitions; supervised independent studies; tutored upperclass law students in legal research and writing; participated on law school and campus committees; and acted as PAD faculty advisor.

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U.S. Army Corp of Engineers Construction Engineering Research Laboratory  
Champaign, Illinois

**Graduate Assistant/Legal Researcher, 1994 to 1995:**

- Researched and synthesized information and diverse legal issues on government contracts and employment law;
- Wrote memoranda and opinion letters; and
- Collaborated with supervising attorney regarding case tactics.

Meyer, Capel, Hirschfeld, Muncy, Jahn & Aldeen, P.C.  
Champaign, Illinois

**Research Attorney, 1992 to 1994:**

- Practiced primarily in the area of Cable Television Law;
- Researched and drafted memoranda, correspondence letters, and prepared motions and discovery documents; and
- Trained and supervised law clerks.

**TEACHING:**

- Advanced Legal Research Skills, 2016- current.
- Advanced Legal Research, 2006-2014.
- Advanced Online Legal Research (asynchronous distance), 2013.
- Elder Law, 1999-2000.
- Supervised independent study students who wrote papers on first amendment, elder law, trusts and estates, tax policy, and other issues, 1997-2007.
- School appointed legal research tutor, 1997-1998 & 2009-2010.
- Guest Lecturer in federal income tax, ethical writing, admiralty law, trusts & estates, property, family law, legal research & writing, law review seminar and other courses, 2002-current.

**PUBLICATIONS AND PRESENTATION:**

- Speaker, *Documenting for Your Successor (Deep Dive)*, American Association of Law Libraries Annual Meeting & Conference, Denver, Colo. July 18, 2022.
- Speaker, *Contracts Administration & Vendor Negotiation Issues in the Academic Setting*. Houston Area Law Librarians, Zoom, Nov. 2021.
- Speaker, *Policy or Procedure: How to Address Collection Development*. TS-SIS & LSRD-SIS Joint Virtual Summit, Zoom, July 2021.
- Speaker, *How to Create a Mutually Beneficial Relationship with Law Schools*. Lexis Annual Meeting, Law School Account Representatives, Orlando, Fla. July 2011.
- *Puzzled by Legal Research?* Tenth Annual Nat'l Legal Research Teach-in Training Kit 1 (A.A.L.L. RIPS-SIS 2002) (Gigi Panagotacos Co-Author).
- *The Medicare Alzheimer's Disease Demonstration*, 1 ELDER L.J. 113 (1993).

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## PROFESSIONAL ASSOCIATIONS & ACTIVITIES:

### American Association of Law Libraries (AALL):

AALL/Bloomberg Law Continuing Education Grant Jury, 2020-2022;  
ALL-SIS Continuing Status/Tenure Committee, 2007-2009;  
ALL-SIS Mentoring Committee,  
Chair, 2012-2013;  
ALL-SIS ALL-NEW Committee, 2012-2013;  
Government Documents SIS,  
Secretary/Treasurer, 2001-2005;  
Mentoring Committee,  
Member 2000-2002,  
Chair 2002-2003;  
Placement Committee, 1997-1999.

### Houston Area Law Librarians:

Scholarships/Grants Committee, 2016-2017  
Vice President/President Elect, 2017-2018

Florida Bar Association, 1992-current.

Illinois State Bar Association, 2007-current.

### Southeastern American Association of Law Libraries:

Government Relations Committee, 2005-2007;  
Placement Committee,  
Member 2003-2004,  
Chair 2004-2005.

### Ohio Regional Association of Law Libraries:

Scholarship Committee, 2009-2011.

### Southwestern Association of Law Librarians:

Life Memberships/Memorials & Grants Committee, 2021-2022  
Chair 2021-2022;  
2015-2016 Programming Committee, 2015-2016.

## UNIVERSITY & LAW SCHOOL COMMITTEES:

### South Texas College of Law Houston

Administrative Advisory Committee, 2015-current  
ABA Self Study Committee, 2015-2017;  
Curriculum Committee, 2015-current;  
Document Retention Committee, 2017;  
Executive Committee, 2020-current;  
Hiring Committee, Chief Administrative Officer, 2022;  
Part-Time and Online Education Committee, 2022-current;  
Vice Chair 2022-current;  
Student Retention Committee, 2021-current;  
Security Committee, 2015-2019;  
Student Services Outreach Committee, 2019-current,  
Chair 2019-current.

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## Florida Coastal School of Law:

ABA Self Study Committee, 2010-2012;  
Coastal Management Team, 2014;  
Curriculum Committee, 2007-2014;  
Curriculum 2020 taskforce, 2014;  
Disaster Preparedness Committee, 2006-2007;  
Education Technology Committee, 2009-2010;  
Emotional Intelligence Facilitator Group, 2011-2013;  
Faculty Development Committee, 2014;  
Learning Management System Selection Committee, 2010;  
Infilaw Library Best-Practices Team, 2011-2014;  
Senior Administrators Team, 2006-2013;  
Technology Collaboration Committee (IT&AT), 2007-2014.

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## Ohio Northern University:

### University Committees:

Academic Affairs Committee, 1996-2001;  
Cultural Affairs and Special Events Committee; 1997-1999;  
Graduation Committee, 2000-2001;

### Law School Committees:

Disabilities Accommodation Committee, 1998-2001;  
Faculty Development Committee, 1998-2000;  
Judicial Board, 1996-1997;  
Legal Research & Writing Committee, 1996-2001;  
Legal Resources Committee, 1996-1998.