MINUTES
LAUC-I Executive Board Meeting
Tuesday, October 28, 11am-12:30 pm Langson Library 110

Present: Andrews, Brown, Light, Lin, Novak, Peterman, Sibert, Williams
Absent: Ferry, R. Johnson

1. Agenda review

2. Review and Approve minutes from: LAUC-I ExBd September 29
   ♦ Approval pending, will be done by email with 50% approval by board members
   
   ACTION ITEM from 09/29/09 minutes: Williams and Lin will review 1999 document that called for LAUC-I archival procedures, discuss at Gen Mem meeting on 11/4, make recommendation to the Exec Board sometime thereafter.
   
   UPDATE: Lin and Williams still working, will present plan by next Exec Board meeting; Peterman appointing Ad Hoc Committee to look at moving the LAUC-I website into the CMS, so that ties in; this item was not discussed at the Gen Membership meeting on 11/4. The underlying question is one of documentation and preservation question.

3. LAUC-I Budget
   ♦ $2455.73 currently; no changes since last report

4. Standing Committee Reports/Information
   
   • Academic Librarianship Committee (ALC) update
     ♦ Not participating in graduate school fair this year.
     ♦ Meeting tomorrow will discuss possible program on Greenstein’s paper on the future of libraries.
     ♦ Will finish up CROP brochure odds & ends, will work with J. Gelfand on her library science subject guide.
       o Peterman suggests not spending a lot of time on CROP brochure: give it a definite time limit and be done with it.
     ♦ Set up wiki page on LAUC-I wiki (https://dekiwiki.lib.uci.edu/LAUC-I/Academic_Librarianship_Committee_%28ALC%29).

   • Library Review Committee (LRC) update
     ♦ Not met yet; will meet in November.
     ♦ Sent email to LRC members to review changes to Academic Personnel Procedures for Librarians (APPL) sent by D. Sunday, so that more members at the Gen Mem Meeting are aware of the changes can discuss with Sunday being present.
Law librarians very interested in APPL changes, especially as it addresses service, which is very different for law libraries.

- **Research & Professional Development Committee (R&PDC)**
  - Light
  - Another submission from Peterman and Woo for eScholarship; approved and posted.
  - Created page on LAUC-I wiki to provide info on upcoming deadlines for pro conferences and events; too hard to capture variety of events of interest, so pointing to other calendars that have already done the work of collating the information. See “Upcoming Opportunities for Professional Development” link on [https://dekiwiki.lib.uci.edu/LAUC-I/RPDC](https://dekiwiki.lib.uci.edu/LAUC-I/RPDC).
  - Posted info about grants on wiki page also. Talked to PC about joint program in December, round robin from librarians who have done presentations and programs. Will coincide with LAUC-I holiday party.
  - *Peterman:* Anything on Lib HR website that would be useful for R&PDC wiki lists of professional development opportunities?
    - Could provide more info on things that fulfill criteria 2-4.
  - Peterman sent out call for LAUC grants by email a few days ago.

**ACTION ITEM:** Peterman will resend LAUC call for grants and mini grants by email.

**UPDATE:** DONE

- **Program Committee (PC)**
  - Johnson
  - Johnson out sick today; defer updates till next meeting.

- **Nominating-Elections Committee**
  - Brown
  - Still trying to schedule meetings w/ law school librarians; part of delay was pending APPL revisions; since that’s done, can now schedule.
  - Election calendar still pending.
  - Brown still trying to decide who he wants to ask to be on the election committee, which will convene in December.

5. **Academic Personnel Procedures for Librarians (APPL) Review**
  - Brown/Novak
  - Will be an agenda item at next Gen Mem Meeting; we should talk to more senior members about how they view the changes. We should feel free to discuss and share any comments we have with any other librarians.
  - The law librarian addition is the big change being proposed now.
  - LRC is asking for clarification of 5/6 reviews, and if HR is proposing changes to the APPL that would actually change the procedure for 5 and 6 reviews.
  - The Academic Personnel Manual (APM) is the documentation that is the foundation of the details for the negotiation by the union, specific language from APM was included in the body of the union contract. The APM exists outside of the union contract also, for non-represented librarians, and deals with the review
process specifically. The APM is the structure, the APPL is the implementation of structure. The procedures defined in APP are then subject to ‘local practice.’

♦ The union has no foundation for defining local practice and procedure, which is not governed by the MOU. The APPL exists to outline local practice. The union only handles MOU and APM. UCOP wanted language in the contract that outlined the details of librarian review procedures, so that was pulled out of the APPL and put into the MOU.

♦ APPL revisions in past were given to LAUC-I way ahead of time so members were given a chance to be a part of the revision process. This speedy revision timeline is unusual. However, per Sunday, the changes being proposed at this point are more cosmetic.

♦ Previous changes to APPL were larger structural shifts; current revisions are updates to include law librarians, and updates to review procedure for clarification of evaluation process for steps 5 & 6.

♦ Exec Board members should review APPL revisions prior to Nov 4 Gen Mem Meeting and be prepared to ask questions & comment, since Sunday will be attending that meeting.

6. Ad hoc appointment for a LAUC-I web editor
   Peterman
   ♦ Updating rosters, charges and minutes will be done by Sibert.
   ♦ Other changes and updates to be determined.

7. Future of our website considerations – for November discussion (check out our cool wiki at https://dekiwiki.lib.uci.edu/LAUC-I)
   Peterman
   ♦ We should think about the kinds of things we want to see when changes are made.

8. Ad hoc committee on LAUC involvement with UCI Academic Senate
   Peterman
   ♦ Academic senate committee representation by LAUC-I members (see http://www.senate.uci.edu/ for list of committees).
   ♦ There have been some academic senate committees that have folded, others have been created.
   ♦ Peterman is appointing Bube and Manaka as an ad hoc committee to inventory current committees and determine if all active senate committees have LAUC-I representation; will send findings and recommendations to Exec Board.
   ♦ No term limits in LAUC-I by-laws; could go into procedures manual standing practice.
     o It’s outside of LAUC-I purview to set term limits for LAUC-I representatives to Senate Committees. The appointment comes from committee chair, not LAUC-I.
   ♦ UCI is one of the few UC campuses where librarians are allowed to participate in academic senate committees, so it is especially important to make sure all active committees have LAUC-I representation.
   ♦ Charge for LAUC-I representative includes reporting back to LAUC-I on the academic senate committee meetings, though activities of some committees are confidential.

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LAUC-I needs to proactively recruit more members to volunteer for the committees so that the committee chairs have options when reappointment is coming up.

**ACTION ITEM**: Ask ad-hoc committee to investigate the possibility of imposing term limits, where this would need to be documented.

**Update**: Manaka will discuss at 11/25 meeting.

9. Agenda for the General meeting
   
   ♦ Committee updates.
   ♦ APPL revisions.
   ♦ Changing how LAUC-I is conducting business, i.e. via the wiki; website could point to wiki documents/pages as needed.
   ♦ Introductions of FY09/10 Exec Board members; all should look at standing committee charges (dated as of last update for version control).
   ♦ Discuss Greenstein article. This could come up when standing committees are introduced, as in there is an overarching theme of preparing for the future of librarians, mention Greenstein's article and other pertinent documents.
   ♦ PC – will they have details about December’s programs.
   ♦ Assembly on December 3 at UCB.
   ♦ Assembly coincides with special on flights on Southwest Airlines (through tomorrow).
   ♦ R&PDC will pitch eScholarship during committee update.

10. Wrap up and Adjournment
   ♦ Meeting adjourned at 12:04 pm

**Next meetings**:
2009
General Membership Meeting – Nov. 4, LL570, 1pm-3pm
Executive Board – Nov. 25., LL110, 11am-12:30pm