

MEETING MINUTES
LAUC-I Executive Board “Transition” Meeting of Outgoing/Incoming Members
September 9, 2015, ASL 104, 1 p.m.

Present: Brian Williams, Annette Buckley, Thuy Vo Dang, Christina Tsou, Keith Powell, Colby Riggs, Cynthia Johnson, Shu Liu, Christina Woo, Scott Stone, Becky Imamoto, Emilee Mathews, Bethany Levrault

1. Review role of the Executive Board according to the Bylaws (see Article V): <http://lauci.lib.uci.edu/docs/lauci-bylaws-2012.pdf>

Using the information in the link above, incoming LAUC-I President Cynthia Johnson reviewed important sections of the Bylaws for the benefit of the entire Executive Board, including the duties required of each committee member and the information posted about each committee. The discussion was revealing and clarified the roles that everyone should be performing. Every member of the Executive Board should take a moment to review their duties and speak to Cynthia with any comments, questions, or concerns.

2. Review important information that should be passed from committee chair to committee chair? For example, the convoluted process for requesting approval to spend money.

The Executive Board discussed what kinds of information are important to be passed from outgoing to incoming committee chairs. One area of concern is the approval process for requesting money. Incoming chairs of all committees should make an effort to document all important information, either on the committee’s wiki page (if it is being used) or elsewhere so that new chairs can maintain some continuity from year to year.

3. Dismiss 2014/15 Executive Board (but people are welcome to stay)

The outgoing Executive Board and committee chairs were dismissed and thanked, including Brian Williams, Annette Buckley, Thuy Vo Dang, Christina Tsou, and Emilee Mathews.

4. This year’s theme: “Relevancy” for LAUC-I. This year, LAUC systemwide is focusing on promoting LAUC members’ accomplishments

Cynthia went over this year’s theme for LAUC-I: relevancy. Basically, LAUC-I needs to be relevant to the real work of librarians and should be a vehicle for sharing of important information. One way that LAUC-I’s relevancy could be increased would be to determine an effective method for sharing information obtained by the LAUC-I representative to each Academic Senate committee. To that end, the Executive Board will work on how to disseminate information from these committees. One potential solution is to have the representatives to these committees document this type of information on the LAUC-I wiki.

5. Potential project to clean up and update the information we have about our senate committee participation. Appoint a small task force?

The LAUC-I website's documentation, particularly regarding senate committees, is very disorganized and information is difficult to find. Other information is out-of-date; for example, some information has not been updated since 2006! The Secretary/Web Manager will work with Cynthia and Vice Chair/Chair-Elect Colby Riggs to help organize the site better, and other members may be called on for help if necessary.

6. Update on LRC: we will need another temp member while Audra is on maternity leave

Since Audra Yun (Special Collections & Archives) will be on maternity leave soon, a new temporary member of the Library Review Committee (LRC) is needed. Colby mentioned that the Bylaws might contain some information regarding who may be appointed, such as the stipulation that a past member of the LRC should be appointed if possible. Section 8.A.4 in the LAUC Bylaws also stipulates that any appointed member cannot be from the same department as anyone else on the committee. While Danielle Kane (Reference) had agreed to serve as that temporary member, members of the Board realized that she would be the second representative from Reference on the LRC, which does not conform to the Bylaws. Colby volunteered to create a list of possible LRC temporary members: people who have already served on the LRC and would represent at department not already represented on the Committee.

7. Scheduling Executive Board meetings

Cynthia would like to schedule Executive Board meetings now for the entire year to get a placeholder on everyone's calendar. If possible, the meetings should be near the time of the monthly systemwide LAUC Executive Board conference call to maximize ease of communication. Cynthia will send out Outlook meeting invites to the entire Executive Board after the meeting.

8. Scheduling General Membership meetings

Colby asked if we should schedule 6 general membership meetings instead of 4 this year, in order to provide opportunities for more substantive discussions about topics about the profession.

9. Review the APM discussion happening at the LAUC Executive Board level

The Executive Board is currently discussing the Academic Personnel Manual (APM) and whether it should be revised. Part of the issue is that there are two documents at play, the Memorandum of Understanding (MOU) for the union for represented librarians and the APM for faculty/librarians. There is new language in the APM about what a librarian does, which has generated much discussion.

10. Budget

Budget information was sent by Cynthia after the meeting via email. For fiscal 2015-16, our operating budget is \$1,500 and our events budget is \$2,000.

From Kevin Ruminson's email, "You are welcome to supplement the events budget with any anticipated surplus from your operating budget, but the events budget should be reserved for event related expenses. As in prior years, we are open to providing additional funding to co-sponsor events that are of librarywide interest and value if the cost is greater than your event budget allocation. Please contact me as soon as possible if you are considering an event that would require additional funding."