

Minutes
LAUC-I Executive Board Meeting
Monday, May 1, 2003
10am-Noon, ML 110

Present: Ariel, Ford, Love, Manaka, MacLeod, McAdam, and Kaufman (guest.)

Meeting Called to Order

The meeting was called to order by Ariel at 10:15 pm.

1. *Proposals Regarding Campus Practices in the Librarian Review Process*

Kaufman said the main points of the *Proposals* deal with providing those in the supervisory chain with access to past review documents and with sharing the LRC letter with the review initiator and AUL. She would like to discuss the proposals at the General Membership meeting on May 12, 2003. The Executive Board agreed to add the *Proposals* to the agenda and Kaufman will lead the discussion.

Kaufman stated the practice of providing access to a librarian's files is a personnel, not a review, practice. It is common human resources practice to provide supervisors with access to an employee's personnel file; she said new supervisors often want to see past reviews. The Executive Board asked if librarian would be informed if past files were consulted by the Review Initiator, the secondary supervisor, AUL, etc. She said that librarians need to assume that files are open and they will not be notified if supervisors consult them.

The Executive Board pointed out that another benefit to *Proposal #3* would be better planning for the librarian and review initiator, based on information in the redacted copies of the review committee(s) recommendations.

Kaufman said she is adding a *Proposal* related to no actions. The review period will go back to the last successful review. Review initiators and others in the supervisory chain can opt to include their letters for past "no action" review(s), rather than writing one letter that covers the entire time period. The person under review will get copies of materials added to the file.

After discussion at the General Membership meeting on May 12, 2003, Kaufman will make changes to the *Proposals* and the *Academic Personnel Procedures for Librarians*. She will present these changes at a future LAUC-I General Membership Meeting.

2. *Position Profile Guidelines*

The Executive Board very briefly discussed the *Position Profile Guidelines*. The Executive Board noted the *Guidelines* use "outstanding" and "excellence" without defining their meaning. The Executive Board suggested scheduling a discussion on the

June 9th General Membership Meeting of the *Position Profile Guidelines* and the *Guidelines for Interpretation of the Criteria for Librarian Personnel Actions within the UCI Libraries*.

3. Proposal for a Career Recruitment and Outreach Task Force

Ariel presented a proposal to establish a Career Recruitment and Outreach Task Force. Ariel said she anticipates the leadership in this effort will come initially from the Academic Librarianship Committee, the Executive Board and Education & Outreach; later it could evolve to include others. The Executive Board endorsed the establishment of the Task Force. An Interim Task Force of Ariel, Landis and Davis-Kahl will develop a strategic plan by September 1st.

4. Bylaws Revisions

Manaka said we are behind in our Bylaws revision calendar. She will send an email to Horn and Wilson charting the next steps: the Executive Board sends changes and additions to Horn and Wilson; Horn and Wilson make changes; changes are presented to the membership for discussion; Bylaws changes are included in the election packet; and Bylaws are sent to the statewide committee for review.

5. Nominating Committee Report

MacLeod stated there are no firm candidates for the offices of Vice Chair or Secretary/Treasurer, though the Nominating Committee has several people who are thinking about running. The Nominating Committee has candidates for Member-at-Large. MacLeod will send an email message during the week of May 3rd to the Executive Board about the slate of candidates for LAUC-I offices and committees. MacLeod and Manaka have been contacted by an Academic Senate staff member regarding the committees for which a LAUC-I representative is needed. Manaka will send further information to the Executive Board. Manaka, MacLeod and Ariel will make appointments to the Academic Senate committees during the Spring so that the librarians can attend the Senate committee transition meetings.

6. Spring Assembly

Manaka said only four people responded to her email about *Position Paper 1*. Ariel asked what will be discussed/voted on at the Spring Assembly with regard to *Position Paper 1*. Manaka was uncertain but thought that the representatives at the Spring Assembly may be called upon to vote on *Position Paper 1*, especially “distinguished” status. Manaka will ask Grassian what questions regarding *Position Paper 1* and “distinguished” status will be on the agenda at Spring Assembly. We will need to discuss this either at the May 12th General Membership Meeting or at a special meeting of the membership.

Manaka said Grassian needs by May 2nd LAUC-I's questions for the University Librarians (ULs) at the Spring Assembly. Manaka will query the Executive Board about the questions to be asked of the ULs.

7. Minutes

The Executive Board agreed to review the minutes after the meeting and to send corrections via email. The Executive Board will review the revised Minutes and vote via email about accepting them as written.

8. Adjournment

The meeting adjourned at 3:00pm.