

**Minutes  
LAUC-I Executive Board Meeting  
Monday, September 30, 2002  
1-3pm, Main Library 110**

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**Present: Joan Ariel, Collette Ford, Larry Heiman, Carol Hughes, Judy Kaufman, April Love, Pauline Manaka, Tim McAdam, Gerry Munoff, and Lorelei Tanji.**

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**Welcome and Introductions**

Pauline briefly welcomed the new LAUC-I Executive Board members. She also introduced the Library Executive Council, which meets with Executive Board four times per year. She explained the agenda distribution: items 1, 2 and 3 were provided by Executive Council and items 4, 5, and 6 were provided by Pauline on behalf of the Executive Board.

**Agenda:**

1:00-2:00 pm (LAUC-I Executive Board Meeting with Executive Council)

**1. New Processes for Professional Activities Support**

- Judy Kaufman outlined the new processes, including a webpage, which are still under development. She plans to announce a new program soon.
- Ted Huntington, the Business Office PA, is developing a webpage with forms for the new processes. On the new webpage, the employee will enter their employee ID number and check the type of funding. This will generate additional questions related to the requested support. The form can be printed for the employee's records. It is sent electronically to whomever has to recommend/approve. Once completed it is entered into a business office database.
- Gerry stated that the intent of the new process is to be as flexible as possible and that approval of requests will be streamlined.
- The program and webpages will cover all types of funding, including:
  - LAUC-I, which will be for one amount; we will no longer have the tiered funding.
  - Systemwide activities (that are formal Library appointments)
  - AUL discretionary fund
  - LAUC supported activity
  - Staff Professional Development
- There will be links to other types of funding available to staff.
- Judy hopes it will be available at the end of October. She might hold early birds to introduce it to the staff.
- The question was raised of what happens to LAUC-I funds which are not expended during the year in which they are allocated. Library Administration will not carry the funds forward for use by the LAUC-I member. The funds might be used for other LAUC purposes.
- Since all LAUC-I members will receive the same amount of funding, members of the Board asked if we need the Professional Development Committee? Will discuss in future.

## 2. Academic Review Update

- Judy Kaufman provided comments about proposed changes to the Academic Review process. Comments came from LAUC-I, LRC, and the Library Executive Council.
- Judy is writing the following proposals for Gerry to review with regard to our local procedures. As part of the review process, Gerry will consult with LAUC-I.
  - Allowing the Review Initiator to view past reviews.
  - Allowing the LRC & Ad Hoc Committees to view past reviews if needed for full consideration of a file.
  - Sharing the LRC recommendation with the Review Initiator of the librarian.
    - This can not be shared with the librarian under review; the librarian has to formally request it.
    - Judy will think about whether it can be shared with the AUL.
- Regarding review documentation for the reviews this year:
  - Copies of the *Academic Personnel Procedures for Librarians* were sent to the Review Initiator and the librarian under review
  - There are two versions, one for unit and another for non-unit librarians.
  - The local procedures in each version are the same.
- Any changes in the local procedures that might materially effect a librarian under review this year will be implemented after the review.

## 3. Library Recruitment and the MLS Requirement

- Judy provided an update on the issue of the MLS requirement in our job postings. This will go forward as a proposed revision to the *Librarian Recruitment Manual*. Judy had reached a tentative decision about this issue after the discussion at the LAUC-I meeting.
- The MLS proposal will have "norm" guidelines that are flexible and can be adjusted for the specific job. There will be two different wordings, one for non-subject expertise and one for subject expertise, which might not require the MLS.

## 4. Process of Revising LAUC-I Documents

- With regard to Pauline's request for a plan for revising documents this year, Judy Kaufman stated the process depends on which document(s) are proposed for revision.

### *Annual Plan Guidelines:*

- Judy reminded the Executive Board that the *Annual Plan Guidelines* are not a LAUC-I document; the *Guidelines* are a Library Administration document.
- If LAUC-I wants to give input about revisions to the *Annual Plan Guidelines*, it needs to work very closely with Judy.
- The Executive Board stated the Academic Librarianship Committee should work with Judy to plan a way to review the *Guidelines*.
- Initially the plan was to review annually the *Annual Plan Guidelines*. Gerry stated we need to examine the results of the first annual review. If the *Guidelines* are working, we can just fine-tune them.

## Criteria Document

- Judy asked about the status of Criteria Document. She would like to see it completed. Pauline will check with the Academic Librarianship Committee.

## Information about LAUC-I supplied to candidates:

As a suggestion, Pauline requested a review of the information given to candidates in relation to information given in a meeting with new librarians about LAUC and LAUC-I.

- The Executive Board suggested that LAUC-I be more systematic in providing an orientation to new librarians.
- Joan, as incoming chair, will work with Judy Horn on the orientation to LAUC-I.
- Gerry said the information packets for job candidates should have a "promotional" piece which gives substantive information, without overwhelming the candidate. It should be designed to recruit--to make people want to come to UCI.
- Documents supplied to new hires are different.
- LAUC-I needs to write promotional information to be included in the candidates packets.

## 5. Topics of Interest to LAUC

- Mentoring Program
  - The Executive Board and Library Executive Council discussed what we meant by "mentoring." Did it mean mentoring our librarian colleagues on the Library staff, current staff interested in pursuing Library degrees, or recruiting others interested in the profession?
  - Joan said that she sees two different initiatives aimed at two constituencies: our current librarians and recruitment to the profession.
  - The Executive Board will invite the Academic Librarianship Committee to meet with us to discuss recruitment to the profession and the Professional Development Committee to discuss mentoring activities. We discuss targeting activities during national Library Week and the Rainbow Festival.
  - Lorelei suggested we survey the membership as to the types of mentoring activities in which we are already engaged. She felt we were already mentoring in informal ways.
  - We also will define further what is meant by mentoring and then add it to our agenda in the future.

## 6. Future Meetings with Executive Council

- Debbie Kreuziger and Judy Kaufman will communicate future Executive Council agenda items to the Executive Board.
- LAUC-I Executive Board will develop an agenda one month prior to our meetings.
- At the November 25 Executive Board meeting we will develop the agenda for our next meeting with Executive Council. Possible agenda items include:
  - Mentoring
  - Year-round school (though UCI may not be in line to do this, especially in view of the budget)

2:00-3:00 pm (Meeting of LAUC-I Executive Board only)

## **7. Minutes of Executive Board of 8-16-02**

- Were approved

## **8. Membership Meeting Agenda**

- For the October 7 meeting, agenda items include:
  - Charges for committees
    - Pauline asked Committees to send feedback to her about their charges.
    - Pauline will share this feedback with the LAUC-I Executive Board.
    - Joan asked if the Standing Committee Chairs can attend LAUC-I Executive Board Meetings.
      - Pauline said she could put on October 7<sup>th</sup> agenda for discussion
      - The Standing Committees include Professional Development Committee, Academic Librarianship Committee, Program Committee
      - Pauline will touch base with Judy Horn about how the Bylaws would have to be changed in order to so this.
  - Fall Assembly
    - Joan will go
    - Need to come up with 3 questions for Dan Greenstein. Possible questions are:
      - How he sees the educational role/instructional role of CDL
      - Budget: how will the budget constraints impact CDL
  - LAUC-I Bylaws revisions
    - Judy Horn and Yvonne Wilson are working together on this.
    - Pauline will check with them on their progress with the revisions and will give them a deadline.
    - The Executive Board will review the Bylaws revisions after Judy and Yvonne have completed their work.

An Aside:

- Academic Librarianship Committee membership: Barb Lucas has extended her leave. Her term on the Committee is for more than a year. The Executive Board discussed the current membership of the Committee and expressed concern about the number of continuing members, if we were to replace Barb with someone for only one year. Pauline will ask for a special election so we can elect someone for a full 3-year term.

## **9. Agenda Items for the Next Executive Board Meeting:**

- Charges
- Goals
- Annual calendar

## **10. Comments to Pauline**

- Please send your agenda items or comments to Pauline for Esther's meeting with UL's

## **11. Updating the LAUC-I Handbook**

- The LAUC-I Handbook needs to be revised. It was suggested the Secretary could work on this.

## **12. Adjournment**