

**Minutes**  
**LAUC-I General Membership Meeting**  
**Monday, December 9, 2002**  
**1-3pm, SL 104**

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**Present: Bell, Bisom, Bube, Collins, Crooks, Davis-Kahl, Dooley, Ford, Frank, Gelfand, Goldberg, Grahame, Hildebrand, Heiman, Horn, Hughes, Jacobs, Jazayeri, Kaufman, Kjaer, Landis, MacLeod, Manaka, Murphy, Novak, Renton, Riggs, Ruttenberg, Sisson, Sorrell, Tanji, Urrizola, Vecchiola, Vick, Wilson, Woo, Yu**

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**Meeting Called to Order at 1:00pm**

**1. Approval of Minutes**

The minutes of the General Membership Meeting on November 4, 2002 were approved as corrected.

**2. New Business**

**A. New Professional Development Structure -- Judy Kaufman**

Kaufman reviewed the new professional activities funding and release time procedures and web form. The web form is used for activities funded by the following:

- Librarians' Professional Development Fund
  - The amount this year is \$1200; release time approver is supervisor and department head.
- Staff Professional Development Fund
- Systemwide Activities Fund
  - Library will pay expenses for Systemwide activities since these appointments are made by the Library; librarians only need to submit a request once per year.
- Divisional Professional Activities Fund
  - These funds are disburse at the discretion of the AUL; the funds can be used for required activities or additional professional activities.
- LAUC Systemwide Activities Fund
  - The form is used for the approval of release time since expenses are covered by the Office of the President.
- Technology Training Fund
  - Can be used for training related to current job duties; if the requested training is not related to the current job, professional development funds should be requested.

The procedures are detailed on the Library Human Resources web page at:

<http://hr.lib.uci.edu/professionaldevelopment/fundingandreleasetimeforpa.html>

The form for requesting funding is located at:

<http://business.lib.uci.edu/forms/paf/>

The new website also has information for those staff members interested in becoming librarians:

<http://hr.lib.uci.edu/professionaldevelopment/supportstafflibrarians.html>

Reimbursement forms: The Business Office asked Judy Kaufman to request that when receipts are submitted they be scotch taped to a piece of white paper. Multiple receipts can be taped to one piece of paper. The reimbursement form, which is on the Library Human Resources website, can be filled in online, printed and signed at the time of submission of the form.

After her formal presentation, Judy Kaufman clarified the following:.

When requesting funding on the Professional Development form, a justification is not needed. One would be needed when requesting divisional professional development funds.

If a librarian is applying for different sources of funding for the preconference and the main ALA meeting, then separate forms would have to be submitted. But if the same source of funding is being applied for to cover both the preconference and the main ALA meeting, only one submission is necessary.

For Systemwide activities, the form only needs to be completed once per year.

For consortial activities, the Systemwide Activities funding should be selected.

Librarians do not need to request release time when attending meetings on campus.

Librarians will be able to see the balance of their professional development funds once the Business Office has finished the necessary programming.

Judy Kaufman thanked Ted Huntington for his work on the web forms.

## **B. Nominating Committee on Special LAUC-I Elections**

Steve MacLeod explained that Barb Lucas has resigned from the Academic Librarianship Committee (ALC) and a special election is necessary to elect a continuing member. Members of the committee are Sylvia Goldberg (2005), Linda Murphy (2003) and Bill Landis (2003). The Nominating Committee of Steve MacLeod, Rob Bell and Kathryn Kjaer has a slate of 4 candidates for the special election for the ALC slot: Stephanie Davis-Kahl, Heather Tunender, Rina Vecchiola and Yvonne Wilson. Steve called for nominations from the floor; there were none. The ballot will be sent out on Wednesday, December 11<sup>th</sup>.

The Nominating Committee will start to ask for nominations starting in Winter Quarter. Pauline Manaka stated Esther Grassian will ask for volunteers for statewide committees immediately after the Spring elections. Appointments will be made in the Summer so committee members can attend the LAUC transition meeting.

## **C. Fall Assembly Report**

Pauline Manaka, Larry Heiman and Joan Ariel attended the Fall Assembly as LAUC-I representatives. April Love attended the Assembly in another capacity.

On the day prior to the Assembly, the LAUC Executive Board met. Manaka stated the Board discussed the Professional Governance Report. LAUC-I will discuss the report at the February General Membership meeting.

Based on discussion at the Board meeting, Grassian will write a letter to UCOP about bifurcation; she will not focus on salary, but will address the issue broadly.

Manaka stated the Board was appreciative of the LTAG report but felt that the report needed further explanation of technical jargon.

Larry Heiman gave a brief report on the Assembly:

Myron Okada stated the budget outlook is bleak and there will be no range adjustments. He expects that merits will be funded. VERIP is under discussion but Okada did not expect it to go forward. The proposal that tuition for UC dependents be waived will not go forward.

LAUC has a new parliamentarian, Paul Weiss (UCSD.)

Information Literacy is a focus of LAUC this year. Stephanie Davis-Kahl is Irvine's representative to the statewide committee. Stephanie stated the committee has arrived at a working definition of IL.

Manaka reported on the discussion of the various LAUC position papers. A Task Force has been appointed to look at the position papers, especially Position Paper 1, and submit a report by Spring Assembly. LAUC-I will need to discuss the position papers, too, in order to provide input to the Task Force.

Manaka reminded the membership that research proposals are due on December 6<sup>th</sup>.

### **3. Old Business**

#### **A. LAUC-I Standing Committee charges**

The Program Committee charge stands as distributed.

The Professional Development Committee will focus on investigating how to involve members in research proposal development. The Committee will host an early bird aimed at new librarians and grants. It will work also on mentoring.

For the Academic Librarianship Committee (ALC), Bill Landis reported that based on the evaluation of the annual plan process last year, the Committee did not feel it was worthwhile to do an additional evaluation. ALC recommended that we schedule time at a LAUC-I General Membership Meeting to discuss annual plans and as part of that discussion we can decide if additional evaluation is needed. Landis reminded the membership that the annual plans is an administrative process, not a LAUC process. Landis reported that the "Criteria Document" still needs to be reworked. The ALC will push to finish it in January.

## **B. Ad Hoc Committees**

### Ad Hoc Committee on LAUC-I Web and Archives

The Ad Hoc Committee members, Colby Riggs, Jennifer Jacobs, and Liza Vick, have reviewed and are updating the report of the 2000 Archives Committee. They are doing an inventory of electronic documents for the last three years and organizing online documents. They are defining the information LAUC-I should archive. They will bring a report to the LAUC-I Executive Board in February.

## **4. Announcements**

### **A. Bylaws Committee**

The Committee has presented a report to the Executive Board, including areas where revisions were made to the Bylaws or where further discussion is needed. The Executive Board will discuss the report and bring it to the General Membership meeting on February 13<sup>th</sup>. The report/revisions will be put on the T: drive so members can print it easily. Eventually, we will have to send the Bylaws to the LAUC statewide Committee on Jurisdiction and Bylaws for review.

### **B. Future Meetings**

Manaka announced that Esther Grassian will attend the January 13<sup>th</sup> meeting to talk about Information Literacy. The meeting will adjourn early so we can go to the Serials Cataloger meeting.

LAUC-I Executive Board and the Library Executive Council will meet on December 16<sup>th</sup>.

## **5. Adjournment**

The meeting adjourned at 2:45pm.