

LAUC-I Executive Board  
Minutes (*approved 1-14-04*)  
11/10/03

Present: Ariel, Urrizola, Wilson, Manaka, Bube, Palmer, Ruttenberg, Tunender

## 1. Agenda Review and Meeting Minutes

No additions to agenda

- Executive Board Minutes, 10/20/03:
  - Spell out references to numbered items
  - Reconstruct and add dates
  - 6: Nominations Committee: indicate that Bube withdrew because she is on Executive Board
  - Add that Executive Board endorsed the new nominating committee
  - Add to last sentence of 6 "MacLeod's *excellent* groundwork *last year*."
  - 8: Add to last bullet that "Ariel requested that the Task Force articulate a difference ..."
- Membership Minutes (10/13) will be reviewed by membership on 11/17

### DISCUSSION OF DETAIL CAPTURED IN MINUTES:

- Ruttenberg explained that Executive Board may be more individually accountable for their remarks than members are
- There was question about whether attribution of remarks would cause hurt feeling (either way: left out or attributed)
- People are not accountable for what they say in a discussion, necessarily
- Refer to section in Sturgess -- there are a variety of possibilities for minutes
- Suggestion to enumerate suggestions and discussion without specific attribution
- Capture attribution if position (e.g. Library Administration) is relevant to the remark
- Important to capture the salient points of discussion -- that lead to next steps of action
- Provide attribution only when absolutely necessary or particularly informative or useful
- Attribute action items to particular people
- Capture discussion in bullet points without names

Ariel reported that there has not yet been a response from Library Administration on either document.

## 2. LAUC-I Listserv Archive: Brief Demo

Ruttenberg gave a brief demo of the two LAUC-I listservs and how to access the archives.

### DISCUSSION:

- Might be helpful to add -l to listserv names to help remind people it's a listserv, not an alias
- Confusing to maintain both aliases and listservs
- Reminder to put informative subject lines in all postings

## 3. Program Committee: Proposed Schedule for Lunches with LAUC-I and Revised Budget Proposal (with Katzarkov, guest).

- November 12 Lunch with LAUC-I will be on professionalism – either Ariel or Landis will facilitate
- Suggestion to hold the special librarians meeting in January
  - February: Poster Sessions
  - March: Publishing
  - April: Editorial Boards

Executive Board approved the Program Committee's revised budget.

#### **4. Verano Holiday Project with LEA: Bube**

- Bube and Hamre (LEA) will co-coordinate
- We will support two families
- Bube and Hamre will keep LAUC-I and LEA posted when they hear back from Verano staff -- explaining who the families are and what they want. Donations will go to LEA.
- All ideas welcome:
  - Clip coupons for groceries
  - Edwards movie tickets from UCItems
- Thanks to Bube for coordinating this project from LAUC-I Executive Board

#### **5. Activity/Status Reports: Committees and Members at Large**

- **Academic Librarianship: Wilson:**
  - ALC met and is reviewing **web pages. ??**
  - Between now and December draft surveys will go out to library staff and students regarding their interest in library school -- will send to Executive Board for review first.
  - One survey for librarians (where they went to library school, e.g.) and one for library student workers and staff who are currently enrolled or thinking about library school.
- **Library Review Committee: Bube:**
  - LRC reviewed one more appointment file -- that makes 5.
- **Professional Development: Palmer:**
  - Held a Brown bag on LAUC research grants on Oct. 19.
  - Horn would like to work with someone to update the history of LAUC -- 1993-2003. A current LAUC member will need to apply for the grant.
  - There were other ideas about creating indexes or other finding tools
  - No response yet that people are actually writing proposals
  - There was some discussion about what research is at all
  - Deadline for grants is January 4
  - Professional Development Committee is starting to work on the mentoring component of committee charge -- Landis provided some articles. Those have been divided up and the committee will prepare a summary
  - Horn donated a copy of the LAUC history -- which is also online at LAUC homepage
- **Membership: Urrizola:**
  - Schwartz to help with LAUC-I refreshments on Monday 11/17
  - Urrizola will send out e-mail to people who did not attend last meeting
  - Ariel sent out packets to people who did not attend last meeting
- **Academic Senate Committees: Tunender:**

- Transition meeting happened, and Munoff attended.
- Representatives talked about their responsibilities, hot issues, etc.
- Tunender will prompt reps for quarterly reports, realizing that lots of committee work is confidential -- reports won't be onerous
- Noted that Senate was recently reorganized

## **6. Membership meeting November 17 Agenda**

- Move listserv and minutes discussion up
- The meeting primarily is to prepare for Fall Assembly -- PP 1, e.g.
- Ariel has prepared a binder with LAUC documents -- one for SL and one for LL to put at Reference Desks, including internal LAUC-I reports, LAUC position papers, membership minutes
- Ariel sent a message to LAUC-I about the binders

**ACTION ITEM:** Ruttenberg will prepare sign up sheet for each

- Move nominations to a separate item? No UCI nominations yet for systemwide positions
- Suggestion to make an agenda item for LAUC and LAUC-I nominations – Palmer and Manaka to encourage participation
- Will have list of upcoming vacancies for committees and senate reps

## **7. Report on LAUC ExBd Conference Call, Committee Charges, etc.: Ariel**

- Kennedy sent out finalized committee charges/tasks
- New tasks for the Diversity Committee: Linda Murphy is LAUC-I's representative
- **Committee on Committees:**
  - Comparing LAUC bylaws to divisional bylaws – Susan Lessick is LAUC-I's representative
- **Committee on Plans & Policies:**
  - Concentrating on collection related issues
  - Want to assure wide input and awareness of these issues -- not just in collections
- **Committee on Professional Governance:**
  - Represented and non-represented librarians -- is there a difference?
  - Do local campus procedures have additional language than what's in the MOU and APM?
  - Do local campus procedures make reference to position papers?
  - What is the role of the UL in the review process at each campus?
  - What is the peer review committee's relationship to LAUC division? Do they collect data, advise UL?
  - Ariel will make a copy of the memo from Munoff to the LRC clarifying this role for UCI, for Executive Board
- As part of the local election, there will be a vote on the revision of the by-laws
- **Committee on Research:**
  - Palmer clarified that there is about \$30K for research grants
- Ariel reviewed the document in the meeting packet that spelled out the tasks for each committee

## **8. SOPAG Digital Visual Resources Task Force Report**

- Collections Department and LAUC-I will combine resources for one discussion – but will file separate reports to SOPAG about the Report.
- What is the status of the SOPAG Report on Government Information?
  - LAUC-I has already commented on it -- so no longer a divisional issue. One member expressed a need for the report to maintain visibility.

#### **9. LAUC Nominations Committee: Palmer**

- Palmer: looking for people to run for systemwide offices and committees, especially Vice President/President-Elect and LAUC secretary (1 year appointments)
- Think about candidates who have worked on systemwide committees.
- Manaka suggested Collette Ford for Secretary and Deb Tanner for President
- LAUC President gets \$14,000 to support their work – it used in different ways (student assistant, travel to campuses, e.g.)
- Is there a precedent in reduction of workload at UCI? Some – Palmer had less desk hours during her tenure, and didn't teach Humanities 75 that year. This is negotiated at the campus level.
- There is a rotation between the North and South – and can't have President from the same campus at the past President or President Elect.
- Secretary and President cannot be from the same campus
- Ariel: Think about other names to nominate – it's a great opportunity to serve in LAUC

#### **10. Bylaws revision: Task Force?**

Tunender to work with Ariel on Bylaws revisions.