
LAUC-I Executive Board (Transition Meeting)

Monday, August 22, 2005

1 - 3 PM * SL 104

MINUTES

[Approved Oct. 3, 2005]

Present: Collins, Ford, Harvey, Hildebrand, Jazayeri, Novak, Riggs, Sisson, Urrizola, Vick, Wilson.

Absent: Gee, Gelfand

1. **Approve Agenda:** Approved with no changes. Announcements – Collins and Urrizola are attending LAUC Executive Board transitional meeting.
2. **Approve Minutes:** 8/8 were approved with no changes.
3. **Action Items (Collins, Novak):** Under number 7, Collins still needs to contact Judy Kaufman about LAUC-I orientation and the recruitment manual. All other items acted upon.
4. **Budget (Urrizola):** General budget balance is \$1,875.62; \$6,000 approx in program fund (going away end of year).
5. **Appointments:**
 - LAUC-I Academic Librarianship Committee (ALC):** Now has a full complement, Todd Butler appointed as new member. New chair is Yvonne Wilson.
 - LAUC-I Professional Development Committee (PDC):** Sisson is considering continuing, new chair is Collette Ford.
 - LAUC-I Program Committee (PC):** Ryan Hildebrand and Mitchell Brown replaced those elected to other posts, Hildebrand resuming his role as chair.
 - Representatives to LAUC System-wide Committees: Action Item:** In October Collins will need to appoint new reps; Ford will continue on Professional Governance (2 more years). We've had a few volunteers, names submitted to LAUC, waiting to hear back.
6. **Standing Committees:**
 - Library Review Committee (LRC, Riggs):** They will have a debriefing meeting with Munoff on 9/1 re procedural changes, monitoring process. **Action Item:** Gelfand (new chair) may present later to membership and/or executive board.
 - Academic Librarianship Committee (Goldberg):** She set up a transition meeting with Collins in attendance for September. They are taking over CROP as part of their charge (**Action Item:** standing committee charges are presently being prepared by new Chair, Collins).

--Professional Development Committee (Sisson): They had a transition meeting on 8/17 which Collins attended. Last years projects: LAUC grant reporting form, planning for a grants workshop (this one being passed on to 05-06 committee). **Action Item:** Activities next year include mentoring program and award.

--Program Committee (Jazayeri): She has been acting as interim chair this summer, many chair turnovers this year. Hopefully this year will be more stable with Hildebrand as chair. Lunches with LAUC-I have been fairly well attended. **Action Items:** This committee will take over Timely Topics. Collins will attend their transition meeting in mid-September. Will dissolve Timely Topics ad hoc committee.

7. Officers:

--Member-at-Large (Membership liaison, Collins): She has prepared a short annual report. **Action Item:** Both Members-at-Large will hand over keys to cabinets to new MLs, who have responsibility for refreshments and tracking cabinet inventory. Gee and Goldberg will divide responsibilities to liaison to membership and committees, also attending spring and fall LAUC assemblies. They will also attend all Executive Board meetings, and track/report on Action Item progress.

--Member-at-Large (Committees liaison, Novak): **Action Item:** He will send reminders to Senate Committee representatives to submit their reports.

--Secretary (Vick): Harvey and Vick have a transition meeting scheduled on 8/23.

--Vice Chair (Urrizola, Vick): Vick filling Vice Chair which has been vacant for some time. VC acts as a delegate to LAUC assembly, serves on Executive Board, fills in as Chair during absences, monitors budget (give report at every meeting). Also has responsibility to nominate/appoint representatives from LAUC-I to Academic Senate and coordinates Librarians@UCI website maintenance.

--Chair (Urrizola): Responsible for official communications with library administration, schedules and presides over all board and membership meetings. Provides annual charges to standing committees. Nominates and appoints LAUC-I representatives to LAUC state-wide committees, with input of board. Member of LAUC Executive Board, delegate to LAUC assemblies, prepares annual report to LAUC. Collins and Urrizola have met, transitioning smoothly.

--Immediate Past Chair (Urrizola): Position has also been vacant. Urrizola will serve on Executive Board, chair Nominations and Elections (asked Manaka and Murphy to serve as members already). Provides orientations to LAUC and LAUCI to new librarians. He has already done this for Anne Mar, Ryan Hildebrand, Todd Butler, Mitchell Brown and most are participating actively.

8. **Transition, Chair (Collins):** Send in your annual reports early to give new secretary a smooth transition (**Action Item:** deadline Sep 1, send to Vick). For now we will continue with quarterly membership meetings and joint Executive Board – Executive Council meetings (according to Munoff’s schedule). For now

the Executive Board will continue meeting monthly, but worth revisiting later (possibly reduce frequency). LAUC State-wide is trying to streamline, do more electronically. Mission and projects for this year: see standing committee reports and charges.

9. In-coming members of the Board:

--**Vice Chair (Vick):** Urrizola passed on budget information.

--**Secretary (Harvey):** Transition meeting with Vick on 8/23.

--**Member-at-Large (Goldberg):** will consult with Gee.

--**Member-at-Large (Gee):** absent

--**Chair, Library Review Committee (Gelfand):** absent

--**Chair, Academic Librarianship Committee (Wilson):** Collins is promoting librarianship to history graduate students, would like to keep expanding to other students. **Action Item:** More Career Center programs with less repetition of material would grab a larger audience. Ideas: Have interested students shadow librarians doing their work (ex: reference desk); liaison with UCLA minority recruiting program.

--**Chair, Professional Development Committee (Ford):** **Action Item:** Have evening programs, might make attendance easier.

--**Chair, Program Committee (Hildebrand):** Timely Topics has money for good programs. Lunches with LAUC-I have been very successful. **Action Item:** Collins suggested getting volunteer help for Timely Topics programs (time consuming). Perhaps retired librarians would be interested in helping on such projects? Need to involve them more and host social events to show our appreciation. Discussion: Timely Topics ad hoc can be disbanded per Riggs, since has moved to PC charge. Keep funds separate since Timely Topics comes out of professional development. Retirees could also help with mentoring. Hildebrand agreed on behalf of PC to move forward on these projects.

10. **Other:** Are we hiring a student this year to continue archival preservation of paper archives (**Action Item:** put on future agenda)? Jazayeri mentioned possible liaison between Program Committee and Professional Development Committee. **Action Item:** Mentoring (PDC) needs to start with new librarians coming in this fall quarter. We need to look at our mentoring statement, see what applies, Sisson welcomes concrete suggestions. Stumbling blocks: Should mentor/mentee pairs self select or be assigned (former preferred); which criteria does it fall under in mentor's factual resume (answer: consult your review initiator)? Confusion over award versus program idea (need clarification on vote at last membership meeting and whether we approved one or both). **Action Item:** Will be brought to next membership meeting and worked out in PDC (Palmer already agreed to work with them on re-tooling proposal). **Reminder Action Item:** Submit annual reports to Vick before September 1 in electronic form (officers, chairs, LAUC and Senate reps). Collins will schedule upcoming meetings in Corporate Time and prepare calendar and charges for 2005-06.

Meeting adjourned at 2:15 pm.