
LAUC-I Executive Board
Monday, November 15, 2004
1:00- 3:00 PM * SL 244

Minutes
AGENDA

[Approved with corrections, revised 12/13/04]

Present: Ariel, Collins, Riggs, Ruttenberg, Sisson, Urrizola, Vecchiola, Vick

Absent: Goldberg, Hildebrand, Novak (all on vacation)

Executive Board Business transacted via email since last meeting:

- Proposal to hire a LAUC-I student assistant passed (\$1000)

1. Agenda Review and Announcements:

Addition to agenda – Rina Vecchiola is new chair of Program Committee, replacing Ryan Hildebrand following his resignation (attending this meeting in his absence). **Action Item:** Add Rina to EB alias and listserv.

2. Approval of Minutes from 10/11 and 10/19:

10/11 – Chair Ruttenberg made a few minor edits, few more suggested, approved as corrected.

10/19 – approved as corrected (minor edits).

3. Review Outstanding Action Items:

- Program committee to contact IRC – will follow up on various ideas.
- Library Review Committee to meet with Gerry Munoff (this has been done but nothing to report).
- Professional Development Committee - Grants process checklist needs to be done.
- Ad Hoc Committee for designing recruitment site (HR) – has been formulated (Yvonne Wilson for Academic Librarianship Committee, Liza Vick (and student assistant), Steve MacLeod for Professional Development Committee, Judy Kaufman (and Dave Coffey) for Human Resources (see item 5).

4. Career Recruitment and Outreach: Debrief, next steps (Ariel):

October program in Career Center went well. Good panelist diversity, in and outside of UCI libraries. Ariel has had several followup contacts from students who couldn't attend but were interested in library school (she met with them).

Action Items / Suggestions:

- Change the brochure to include subject specialties for the resource librarians.
- Hold follow-up panel with current library employees who are in library school.
- Most attendees were from the humanities; need to target discipline-based student groups from other areas. “Infiltrate” via library instruction, subtle interactions.
- Put brochures at Reference Desk.
- Ariel could collaborate with Education and Outreach (since they have info on student groups, clubs), Program Committee. Invite Cathy Palmer to next Executive Board meeting (or Joint Executive Council)? Link with information literacy initiatives.
- Create internships - do we have the resources?
- Continue to develop programs and ideas, working with LAUC statewide.

5. LAUC-I HR -- Recruitment Website (Ruttenberg):

Purpose: To draw interest in applying for positions at UCI Libraries. The site won't try to do everything, primary focus is to highlight interesting new librarian activities via linking to the Faculty Profile System (FPS).

Ideas: Include welcome letter from Gerry, information on mentoring, Orange County facts and info (attractive), LAUC-I links, Timely Topics.

Action Items: Executive Board can help the Ad Hoc Committee to facilitate its creation by updating our FPS profiles, developing guidelines for them (what and how much info to include, in which categories). Possibly have a parallel play session devoted to updating profiles. Student assistant can help by inputting CV data (according to guidelines). The committee (or whoever maintains site) will regularly extract info, feature new people (ex: new publications, editorial boards).

Questions: What role will Design Services and HR play ongoing? Who will maintain and have responsibility for site?

Next steps/Action Items: Caryn Neiswender will assist with initial site design. Design concept meeting will be held on Dec 3. We can all start updating our own Faculty Profiles. Professional Development, Academic Librarianship, and the Ad Hoc Committee will be meeting to discuss. Need to encourage membership – Member at Large Kay Collins might help John Sisson with this aspect. Ruttenberg and Sisson will draft and send out guidelines this week.

6. Fall Assembly/LAUC Executive Board Report (Ruttenberg, Urrizola):

Ruttenberg noted that the webcasts are now online and very informative (**Action Item:** some panel excerpts will be shown at upcoming Lunches with LAUC-I). She summarized SOPAG presentation – need to keep apprised, whose responsibility? It was noted that we need a filter of importance when sending out emails with such information; burden has shifted to recipient rather than sender (another possible Lunch topic).

Faculty panel – included a UCI faculty member, covered scholarly communications issues, strategic directions (shared print, uniqueness of each campus collection), etc.,

Action Item: Each division will report back to LAUC on strategic directions document (see item 8). Ruttenberg also stressed invited contributions to LAUC site, position papers (help increase visibility outside UC as well) and other opportunities for participation. Pauline Manaka is on systemwide Nominating Committee.

7. LAUC President Campus Visit:

Post-conference call – What is the relationship of LAUC and LAUC-I to the various ULs? **Action Item:** Ruttenberg is inviting Terry Huwe to come visit UCI, as he has already expressed interest in campus visits. He could meet with Executive Council, LAUC-I membership, Gerry Munoff and Judy Kaufman. Munoff seemed positive about the idea of a LAUC-I Executive Board – Executive Council meeting. Ruttenberg will check on his availability, program ideas.

8. Strategic Directions Discussions: Next Steps:

Early Bird follow-up – needs more fleshing out, such as substantive discussion of chunks of the document. Vecchiola (for Program Committee) suggested discussion of retention issues at a Lunch with LAUC-I (she'll invite Judy Kaufman to discuss administration's viewpoint). We need to put document in broader framework by engaging the issues with faculty, Terry Huwe, analyzing roles of LAUC and LAUC-I.

Action Item: Fall assembly webcasts that address these issues will be shown at December Lunches with LAUC-I (SOPAG, maybe other panels, see above).

9. Committee Reports:

- **Academic Librarianship Committee (ALC)** (no report, Wilson had to leave early).
- **Professional Development Committee (PDC)** (no report)
- **Librarian Review Committee (LRC)** (no report)
- **Ad Hoc Timely Topics Committee** – met and discussed scheduling (1 full day session or several shorter ones)? Have speaker repeat, or University Club extension of discussions.
Action Item: Committee will continue planning.
- **Program Committee** – Vecchiola agreed to replace Hildebrand as new chair pro tem, needs new members, email will be sent out re elections.
Action Item: Ruttenberg will also talk to others about possibly running for chair for next term.
- **Nominating Committee** – Ariel indicated many needs, including LRC (top priorities overall: LAUC-I Chair and Vice Chair, LRC). LRC vacancies – good to have one non-career status librarian (but not more than one), good mixture of divisional representation. Early career

status/accelerated review should be more of an option, would help UCI retain early career librarians.

- **Action Item:** Election information forthcoming.

Meeting adjourned at 3 pm