

**LAUC-I Executive Board Meeting**  
**Monday, February 27, 2006 \* 1:00-3:00 p.m. \* LL210**  
**MINUTES**  
[Approved March 27, 2006]

**Present:** Collins, Ford, Gelfand, Harvey, Hildebrand, Kjaer, P. MacLeod, Urrizola, Wilson

1. **Review and Approve Agenda:** Agenda reviewed and approved
2. **Approve Minutes of January 17, 2006 meeting:** Minutes edited and approved.
3. **Action items (Philip):** Philip reviewed all action items from the previous minutes:
  - No. 3. (previous Action) Yvonne met with Judy Kaufman to review appropriate terminology to refer to less than full time librarians. The term *intermittent* is used in the union contract. (See below under Academic Librarianship Committee report for further discussion on less than full time librarians.)
  - No. 4. (Brown bag on mentoring) The context of this discussion will be clarified and addressed at a later time.
  - No. 6. (Kudos for librarians) Action postponed
  - No. 8. (Calendar) Katherine contacted committee chairs for meeting schedules. Available schedules are posted on the Web site.
4. **Budget Review (Kay):** Kay reported a balance of \$3642.20 in the LAUCI general fund and \$7,210.23 in the LAUCI program fund.
5. **Reports from Committees:**
  - **Program Committee – Ryan**

Ryan reported that the last Lunch with LAUCI was an overwhelming success with a large attendance (29). He announced the next lunch will be on the *Anteater Chronicles* by Jackie Dooley and Ann Frank.

**ACTION:** Ryan will contact Marge Brannon to request she invite retirees to the next Lw/L. The Program Committee is compiling list of academic administrators who may wish to make a presentation at a Lw/L. Suggestions made by attendees included: Sharon Salinger, Dean of Undergraduate Education; Albert Yee, Director of the Irvine Division of Cal-IT2; Barbara Cohen, Director of HumaniTech; representatives from NACS and Instructional Resources Center.

Daniel Greenstein has accepted the invitation to present a Timely Topics program on the CDL-Yahoo project. The Program Committee is coordinating the schedule and venue for spring or summer.
  - **Professional Development Committee – Collette**

Collette reported the PDC has reviewed and voted on the five grant proposal received by the statewide committee, and has sent their comments onto the statewide committee. She identified other issues that the statewide committee will be discussing such as the open access requirement for publishing research results and the terms of office of statewide

committee members. They wish to regularize the member's terms to two years but will need to coordinate with local committees.

**ACTION:** Collette will review recent minutes of LAUC PDC and provide updated information on committee member terms for Katherine to post on the LAUCI Web page.

Collette also reported on discussions the committee has had to identify mentoring issues using the previously developed guidelines for reference. Some of the issues include what would be valuable mentoring experiences, what time factors are involved, how mentoring should be coordinated to match mentees with mentors, and what specific needs can be met through mentoring. The committee decided to adopt a mentee-based needs list rather than a mentor-talents list, and to put the call out on a quarterly basis instead of yearly because the shorter timeframe would allow for more definite scheduling. It was noted again that mentoring would fall into criteria 2-4 type of activities.

**ACTION:** Collette will draft documentation for a proposed pilot program.

- **Academic Librarianship Committee – Yvonne**

Yvonne reported that the ALC has not been active lately. She reported on her meeting with Judy Kaufman where Judy reiterated that anyone employed at least half time by the University is a member of LAUC-I. Kay asserted that LAUC may need to discuss this topic during its deliberations on revising the bylaws.

- **Library Review Committee – Julia**

In reporting on the LRC, Julia initiated discussion on the role of the search committees in recommending candidates in relation to the LRC's role in reviewing new hires and how we can insure success for these new colleagues during this process.

**ACTION:** Kay will draft a document to present to the Library Executive Council inviting them to co-develop a program with LAUC-I to inform librarians about the search committees.

- **Nominating & Elections Committee – Manuel**

Manuel reviewed the current slate of nominations.

**6. Report on Holiday Gift project with Libri Foundation (Kay, Philip)**

**ACTION:** Kay and Philip will draft an announcement for publication in *UCI briefs* and to distribute for campus-wide sponsorship of book donations through the Libri Foundation on a year-round basis.

**7. SOPAG Bibliographic Services Task Force Report:**

- **Meeting report:** Kay reported receiving the positive responses to the library-wide discussion held February 22. Katherine is preparing the report on this meeting. Departments will be having follow-up meetings to further discuss some of the specifics of the recommendations presented in the BSTF report.

- **Need for LAUC-I special meeting to address issues not mentioned, i.e. effect on Librarian series, jobs, etc.**

There was consensus that it was unnecessary to schedule a LAUC-I special meeting

unless issues not mentioned in the library-wide meeting are not addressed in the smaller group department meetings.

**8. Academic Senate Council's Special Committee on Scholarly Communication: meeting and library representation**

Kay explained the library administrators role in representing the library and LAUC-I on Academic Senate committees in general, including Gerry's role as Ex Officio Member on the Council on Research, Computing, and Library Resources (CORCLR). Presumably, any LAUC-I representative if assigned to the Special Committee on Scholarly Communications will report on the discussions about the five white papers, but the role of the library representative on that committee has not been determined. It was noted that librarian representatives to Academic Senate Committees do not serve in the same capacity as faculty members.

**ACTION:** Kay will remind Academic Senate Committee appointees who represent LAUC-I to present a report of their committees' activities at the next LAUC-I membership meeting.

**9. Gifts for departing librarians**

Kay bought gift-certificates for librarians who are leaving and will circulate a farewell card to be signed by the LAUC-I Executive Board. She reviewed policy regarding type of Library sanctioned activity for employees who are leaving related to their length of service.

**10. New listserv replacing email alias**

Kay announced that the email alias' have been replaced by listservs and Oracle Calendar group lists administered by Systems.

**11. Empty positions**

**ACTION:** Kay will appoint someone for the Academic Librarianship Committee to serve until end of year.

**12. Other Announcements**

Kay reported that, with the departure of Sylvia, Yvonne and Philip will handle refreshments at the next membership meeting and Philip will attend the LAUC spring/summer Assembly.

**13. Adjournment.** The meeting adjourned at 3:00 p.m.