Present: **Andrews, Brown, Bube, Hildebrand (guest), Manaka, Murphy,**
              Peterman, Tomren, Wilson
Absent: **Novak, Woo**

1.   Welcome to the Standing Committee Chairs

2.   Agenda review – no additional items

3.   Minutes for 8/6/07 Executive Board transition meeting accepted with changes:
    - Old Business #2: Change "retreat" to "workshop". A survey was sent out by the LAUC planning and policy committee, and Kari Lucas would carry the results of this survey to the workshop. This is not related to UCI's PS leads noontime discussions – removed this reference from the minutes.
    - Transition #3: Correct typo, attendance "was" reviewed

    ACTION: Wilson will verify action item from #5 concerning sending an announcement to LAUC-I that Katherine Harvey won the coin toss to break the tie for the election to the Academic Librarianship Committee position.

4.   Review the LAUC-I Calendar and Rosters
    - All LAUC-I related meetings are scheduled in Oracle Calendar. The Executive Board email alias and Oracle alias are set.
    - The monthly Lunch with LAUC-I will be reduced. Timely Topics programming will take priority over Lunch with LAUC-I.

    ACTION: Murphy will remove monthly Lunch with LAUC-I from the calendar and will send Tomren a new calendar to post on the LAUC-I website. The program committee will report when Lunch with LAUC-I events will be scheduled.

    - Collette Ford's position on the LAUC System-wide Standing Committee on Professional Governance needs to be filled. The appointment starts 10/1/07

    ACTION: Murphy will send another call to fill this position, with a deadline of 9/25/07. New librarians will be encouraged to apply.

    - Brian Williams was confirmed as the UCI representative on the LAUC System-wide Committee on Research and Professional Development.

5. Review duties of Executive Board members and draft charges for standing committees

    a. Nomination Committee
- LAUC statewide will send out an election calendar, around which LAUC-I's election calendar will be arranged.
- Wilson suggests putting the Nomination Committee together now.

ACTION: Murphy will send a call for 2 librarians to serve with Wilson on the Nominating Elections Committee, with a deadline of 10/1/07. Wilson will chair the committee.

    b. Member at Large
- Murphy provided Peterman and Andrews with inventories of the supplies at Science Library and Langson Library storage closets, keys to both closets, and reimbursement forms.

    c. Academic Librarianship Committee
- Smyth submitted instructions for completing faculty profile at the last meeting, which was approved with some suggestions. Manaka reported that Smyth has sent the edited document to the committee, but the committee still needs to approve it. Murphy would like second draft back from committee as soon as possible.

ACTION: ALC will approve second draft and send to Executive Board for approval.

- The Guidelines for Librarians' Annual Plans was last approved at a general membership meeting in April 2001. FAQ #7 suggests that this document should be reviewed annually. Murphy suggested appointing an ad-hoc committee to carry out the review of this document, accompanied by a survey of the membership. It was suggested that Brown be involved in the work of this committee, as it may carry over into the following academic year.

ACTION: Murphy, Manaka, and Bube will investigate by-laws regarding appointing an ad-hoc committee and develop a draft charge for the committee for the next Executive Board meeting.

- The CROP brochure needs to be updated. Murphy suggested using a student worker to help update the website. The ALC will be responsible for identifying content to be updated. This should be carried out by November.
- Coordinate with Professional Development Committee to update the Librarians@UCI website. Student worker may be available.

d. Professional Development Committee
   - o Coordinate with ALC to update the Librarians@UCI website – see above. Student worker may be available.
   - o Encourage UCI librarians to submit proposals for UC Research Grants. It was suggested that the committee sponsor a small meeting, perhaps in conjunction with Lunch with LAUC-I, where past successful grantees could present information and offer advice.
   - o Ying Zhang's term is incorrect on the Roster, Charges and Implementation Tasks document.

   ACTION: Murphy will make correction to Zhang's term (2009) and place revised document in T drive.

e. Program Committee
   - o Hildebrand suggested rewording "plan for Timely Topics programming" (remove the word "two")

   ACTION: Murphy will make correction to the wording

   - o The program committee will brainstorm ideas for Lunch with LAUC-I. These programs will be scheduled when opportunities present themselves. If anyone has ideas or suggestions for Lunch with LAUC-I topics, please send them to the program committee. Murphy suggested an overview of ARTSTOR.
   - o The "LAUC-I Program Series" document is out of date and should be updated to reflect Timely Topics.

   ACTION: The program committee will work on updating the document and submit to the Executive Board for approval.

   - o Archiving of past presentations: Hildebrand has been collecting files. Brown also has materials from previous programs. Peterman expressed interest in access to these materials to share with our UC colleagues.

   ACTION: Hildebrand and Brown will place any files they have in a folder in the 2007-08 Program Committee folder in the T drive. Hildebrand will organize the files. Murphy will look into student help to make the materials presentable on the Web.

f. Spring Assembly planning committee – should this be listed on this document?

6. Review "LAUC-I Representatives on UCI Academic Senate Committees" document
   - The document is out of date (last updated in 2003) – some committees have been added, deleted, merged, etc. It needs to be checked against our roster.
   - Murphy suggested appointing an ad-hoc committee to be responsible for revising this document. Murphy suggested Collins and Brown for the committee, with a third member to be determined. Wilson suggested that annual review of this document should become the responsibility of one of the standing committees in the future. In addition, this document should be made available on the LAUC-I website.

     ACTION: An ad-hoc committee consisting of Collins, Brown, and one other member will be appointed. This committee will revise the document and make a recommendation as to which standing committee should be assigned to keeping this document up-to-date as part of its permanent charge.

7. LAUC Special Election on the Bylaws and Standing Rules

   - Another ad-hoc committee will be needed to incorporate the changes in the Bylaws. Wilson will chair the committee, and Manaka offered to volunteer.

     ACTION: Murphy is waiting for an email confirmation of UCOP approval of the Bylaws and will send out a call for an ad-hoc committee.

8. A brief review of the 2007-08 LAUC-I budget
   - Budget is the same as last year: $7500.00 for Timely Topics and $2500.00 for other expenses
   - Spring Assembly funds and budget are yet to be determined.

9. LAUC Assembly
   - New librarians will be encouraged to attend Fall Assembly at UC Merced; some funding will be available.
   - Member-at-Large Peterman will attend Fall Assembly; Member-at-Large Andrews will attend Spring Assembly.
   - 7 librarians have volunteered to serve on the planning committee for Spring Assembly at UCI; Gelfand is chair. Murphy and Gelfand will tour the new student center and make a final decision on the meeting site before the first meeting of the planning committee. Budget will depend on meeting site location.

10. Program Committee Update
    - Updates were already discussed above

11. Academic Librarianship Committee Update

- Updates were already discussed above

12. LRC Update
    - Woo was not in attendance but sent update via email.

13. Professional Development Committee
    - Updates were already discussed above

14. Announcements
    - Manaka will send out a call for volunteers for recruitment at the Graduate School Fair on October 29 after meeting with the career center.
    - Next two meetings are listed on the calendar and are in Oracle.

15. Meeting adjourned.

rev. 9/26/07 mcb