

Minutes
LAUC-I Executive Board Transition Meeting
Tuesday, August 26, 2008 * 1:00 pm – 3:00 pm * SL 104
Approved October 6, 2008

Present: Andrews, Bube, Brown, Ferry, Harvey, Hildebrand, R. Johnson, Manaka, Murphy, Novak, Peterman, Sibert, Tomren, Wilson, Woo

Absent: Dooley, Imamoto

1:00 pm – 2:00 pm: Outgoing LAUC-I Executive Board, Linda Murphy presiding

1. Agenda review
 - No changes
2. Approve minutes: LAUC-I Executive Board minutes for August 11, 2008
 - Action items review:
 1. Done
 2. Wilson will put a recommendation in her final report.
 - Two new action items were added:

ACTION: Wilson will meet with Murphy to provide information about New Librarian orientations

ACTION: Brown will send an announcement in the new LAUC year to gather volunteers for the nominating committee.
 - Minutes were approved with corrections
3. News/Announcements
 - Congratulations to Jackie Dooley, who has accepted a position with OCLC Programs and Research as Consulting Archivist. Dan Tsang will be the new chair of the Library Review Committee. The LAUC-I Executive Board will appoint a new member to the Library Review Committee to replace Jackie.

ACTION: Brown will send an email to the LAUC-I membership requesting self-nominations for the vacancy on the LRC.
 - Murphy sent an email to Katherine Gallardo on August 21, 2008 proposing that LAUC-I pay for the new librarian orientation lunches, as was discussed at the August 18, 2008 LAUC-I Executive Board meeting with Executive Council. Murphy has not yet received an acknowledgement but will check back later this week.
 - Deb Sunday sent an email to the LAUC-I Executive Board this morning announcing that the Libraries will be able to provide \$7,500 in support of LAUC-I programs for 2008/2009.
4. LAUC-I Budget

- The budget should be in good shape for this year, with \$7500 for the program fund and \$3500 for the general fund.

ACTION: Brown will work with the Business Office to give Peterman access to the budget in the T drive and to remove Murphy.

5. LAUC-I Highlights and Pending Issues for 2007-2008

Highlights:

- We updated and fixed the broken links and technical problems with the Librarians@UCI website. The librarian directory is now current. Thank you to the Academic Librarianship Committee and the Professional Development Committee for helping librarians to fill out their professional profiles; Murphy hopes to incorporate professional profiles into the new librarian orientation.
- We held 5 programs. Thank you to the Program Committee and the Professional Development Committee on these successful programs.
- We donated \$500 to the Libri Foundation for our annual holiday donation.
- We successfully completed a special proposal for sign language interpreters at the LAUC Spring Assembly.
- The Academic Librarianship Committee did a great deal of outreach, including two Graduate Fairs with the Career Center in October 2007 and March 2008, as well as the library school information panel and the picnic for graduating seniors.
- One LAUC professional development grant was awarded to Becky Imamoto.
- The Library Review Committee developed mundane guidelines for the work of the committee.

Pending Issues:

- The Program Committee has one remaining supplemental charge that was not completed: Review and update the "LAUC-I Program Series" document, last updated 14 January 2004.

ACTION: Murphy will send Novak the "LAUC-I Program Series" document, and Hildebrand will clarify with Novak what is needed.

- The Program Committee's charge to archive program notes, presentations, and summaries for later use still needs to be worked on.
- As mentioned at the August 18, 2008 LAUC-I Executive Board meeting with Executive Council, next year's Executive Board can contact the Business Office to request a workshop on procedures for submitting forms for reimbursement.
- Next year's Executive Board can discuss the eScholarship proposal that was presented at the August 18, 2008 LAUC-I Executive Board meeting with Executive Council. Manaka suggested a task force to investigate the proposal and make a recommendation.
- The document listing LAUC-I representatives to Academic Senate Committees still needs to be updated. Murphy had appointed a task force to update this document but the committee never met.
- The issue of content owners for the LAUC-I website still needs to be addressed.

6. Recommendations for the Coming Year

- Manaka recommends that LAUC-I hire a student to keep the LAUC-I website updated.
- Murphy recommends working with Training and Organizational Development Officer Aimee Loya to develop complementary programs.
- Murphy recommends archiving previous years' LAUC-I ballots on the website and incorporating this step into LAUC-I elections procedures.
- Murphy recommends keeping communication open between LAUC-I and the librarians at the new law school.
- Wilson noted that the LAUC-I listserv archives are currently blank. This needs to get fixed, and the archiving procedure from year to year should be clarified.

ACTION: Brown will look into the issues with the LAUC-I listserv archives

- Manaka suggests linking to the Librarian KUDOS Award guidelines from the LAUC-I website.

ACTION: Tomren will add the link to the Librarian KUDOS Award

- Woo recommends posting standing committee annual reports on the LAUC-I website in advance of the annual transition meeting.

2:00 pm – 3:00 pm: Incoming LAUC-I Executive Board, Mitchell Brown presiding

1. Roster

- a. Welcome to new LAUC-I officers: Mitchell Brown, Chair; Dana Peterman, Vice Chair; Linda Murphy, Past Chair; Ryan Hildebrand, Secretary; Holly Tomren, Member at Large; Lisa Sibert, Member at Large; Katherine Harvey, Chair of Academic Librarianship Committee; Kristine Ferry, Chair of Professional Development Committee; Becky Imamoto and Robert Johnson, Co-Chairs of Program Committee; Dan Tsang, Chair of Library Review Committee.
- b. New UCI Senate Appointments: Carole McEwan will be the new LAUC-I Representative to the Council on Faculty Welfare. All other Academic Senate representatives are continuing from the previous year.
- c. LAUC Representatives: Brian Williams has agreed to continue as systemwide representative to the LAUC Research & Professional Development Committee for an additional term. All other LAUC representatives are continuing from the previous year.
- d. Vacancies: The situation with the UCI Senate Parking Oversight committee is not clear; the committee has not met for over a year and may be disbanded. If the committee meets again, they will ask LAUC-I for a representative.

2. LAUC-I and Executive Board Communication

- a. T Drive: Brown has submitted a workticket to give new Executive Board members access.

- b. E-mail listserv and Oracle aliases: Brown has submitted a workticket to update these.
 - c. Update LAUC-I Website: Brown has submitted a workticket to add access for Hildebrand and Peterman. Tomren will continue to have access during the transition period. The website needs to be discussed; due to potential future migration to a content management system (CMS), we will not do a redesign this year of the LAUC-I website. However, we can work on the underlying navigation, cleaning up the archives, etc.
3. LAUC-I meeting schedule
- a. Next Executive Board meeting: Tentatively scheduled for September 22, 2008.
 - b. Next Joint Executive Board and Executive Council meeting: Tentatively scheduled for October 20, 2008.
 - c. Next membership meeting: Tentatively scheduled for November 5, 2008. We would like to hold the first general membership meeting prior to the Fall Assembly, but we do not yet know the dates for the Fall Assembly.
 - i. Meeting refreshments and supplies: Sibert and Tomren received the supply cabinet keys from Peterman and Andrews. Expenditures for general membership meetings come from the general fund; expenditures for Lunch with LAUC-I come from the program fund.
 - ii. Agenda will include LAUC directions for 2008-2009.
 - d. Standing committee chairs should schedule their transition meetings in the month of September and invite Brown. Incoming chairs also need to create email and Oracle aliases for their committees.
4. Fall Assembly – November – UC San Francisco
- a. Delegation: Delegates will be the Chair, Vice Chair, and one Member at Large.
 - b. Travel: More information will be forthcoming; travel scholarships are usually available.
 - c. Details on discussion topics will follow after the LAUC Transition Meeting August 27, 2008 in Oakland, CA.
5. Wrap up and adjournment

Meeting adjourned at 2:45 pm.