

MINUTES
Joint LAUC-I Executive Board and Executive Council
Monday, August 10, 2009 * 11:00-12:00 p.m. * LL 110

Present: M. Brown, K. Ferry, V. Grahame, C. Hughes, R. Johnson, T. Lin, G. Munoff, J. Novak, D. Peterman, L. Sibert, D. Sunday, L. Tanji, H. Tomren, D. Tsang
Absent: K. Harvey, R. Imamoto

1. Agenda review (2 minutes)
2. Approve minutes: Joint LAUC-I ExBd & ExCouncil meeting April 13, 2009 (5 minutes)
 - Approved with corrections
3. News and Announcements (10 minutes) **Brown**
 - Introduce the new Executive Board members
 - Executive Board:
 - D. Peterman incoming Chair
 - K. Ferry incoming Vice-Chair/Chair-Elect
 - L. Sibert incoming Secretary
 - T. Lin and B. Williams incoming Members-at-Large
 - Standing Committees, new members and Chairs, as known to date:
 - ALC: C. Johnson, R. Shulman and Y. Zhang; committee Chair TBD
 - LRC: K. Powell; J. Novak, Chair
 - PDC: V. Allison, H. Tomren, S. Smyth; M. Light, Chair
 - PC: T. Breitbach and C. McEwan; R. Imamoto and R. Johnson, Joint-Chairs
 - LAUC-I by-laws revised with the most recent election to align with LAUC by-laws
 - Professional Development Committee will be renamed to Research and Professional Development Committee at start of 2009/2010 year
 - LAUC-I ExBd Transition meeting (8/24)
 - LAUC ExBd Transition meeting (8/17) at UCB
 - Will discuss arrangements for LAUC Fall assembly and how to hold other future meetings, perhaps not as much in person due to funding, make interactions possible with teleconferencing
 - LAUC incoming Vice-President/President-Elect Michael Yonezawa, LAUC-R; incoming Secretary Gayatri Singh, LAUC-SD
 - Thank you to the Library Administration for:
 - Librarian and library staff KUDOS Award reception
 - Staff Appreciation Picnic on August 20
 - Thanks Library Administration and the campus for support
 - All vacant volunteer positions for Academic Senate and statewide committees have been filled.
 - C. Hughes will continue as rep for Council on Research and Computing and Libraries (CORCL); L. Tanji will continue as rep for Graduate Council (GC); Julia Gelfand will continue as rep for Council on Planning and Budget (CPB); S. Smyth will continue as rep for Subcommittee on Courses (SCOC); K. Harvey will serve as

rep for Board on Undergraduate Scholarships, Honors & Financial Aid (BUSHFA); and J. Bussmann will serve as rep for Council on Undergraduate Admissions & Relations with Schools (CUARS).

4. Library Budget, Appointment and recruitment update (10 minutes) **Sunday**
- Recruitment update
 - An offer has gone out for the temporary Digital Projects Specialist position, which is the only active recruitment right now.
 - The Libraries still participating in the Law Library searches that are ongoing; Associate Law Librarian for Public Services Jessica Wimer has already started; Law Research Librarian appointment Jackie Woodside will start in September. Other law position recruitments are ongoing.
 - Library budget update
 - Beginning FY 2009/2010 with 6-month allocations to divisions with 10% reductions over end of FY 2008/2009 budgets; only given 6 months because other reductions are on the horizon. Library-wide process is beginning to investigate how to move forward with these budgetary realities with the Libraries' Strategic Plan as the framework for investigations; all divisions will participate in process. More details to come as Lib Council vets the process.
 - The budget situation on campus is abysmal. Huge reductions in every unit. Every single unit on campus will be affected and impacted. LAUC-I gets funds from librarians' professional development funds left over from the previous FY; no money was left over from 08/09, so 09/10 allocation will be significantly reduced for 09/10 (08/09 was \$7500, allocation for 09/10 forthcoming).
 - Status of furlough planning
 - How will the budget issues affect to librarian's professional development fund? How will requests for time release be affected?
 - Furloughs will be in effect September 1st; this directly affects non-represented employees immediately, while represented staff will be affected pending union discussions. AFT is talking with UC about librarians specifically in the next few weeks.
 - UCI is planning on closing the campus around the holidays, which will use about 6 of the furlough days as mandatory.
 - Professional development funds: allocations are reduced by 20% this year (to \$1120); could be reduced even further during the FY.
 - Release time for meetings, conferences, etc will still be as negotiated with supervisors, not affected by furloughs.
 - The possibility of library-specific furlough days is still under discussion, no decisions have been made.
 - Accrual of furlough days will be similar to vacation accrual – can't use it until you accrue it.
 - Pay cut portion goes into effect September 1, so it will show up on October 1 paycheck.
 - Furloughs make up 1/3 of the cuts that need to be taken across campus; increases in auxiliary fees, student fees, etc., still don't make up the shortfall. Budget cuts at the unit level will be needed to make up the remainder of shortfall. The library-

wide exercise will address ways to increase the Libraries' contribution to budget cuts.

5. LAUC-I Budget Update – (2 minutes) **Peterman**
- \$7876.65 remaining balance; \$6698.35 expended through June 30 2009.
 - The LAUC-I budget represents the operating budget (TBD, ~\$3775) plus roll over of professional development funds.

ACTION ITEM: D. Sunday will follow up & report back to LAUC-I Exec Board about whether the balance from 2008/2009 will be rolled forward and made available for 2009/2010.

6. LAUC-I Standing Committee Updates

- ◆ Academic Librarianship Committee (ALC) – (10 minutes) **Harvey**
Harvey on vacation. From her written report:
 - ALC met monthly throughout the year. The main project was to revise the Career Recruitment and Outreach Program (CROP) brochure and to rename it. It has not yet been renamed. The brochure has a new web presence plus a new trifold printed version that's also linked from website. ALC participated in the Grad Fair Career Day, promoting library schools at UCLA, CSUSJ and Drexel University. Librarians staffed the table. ALC hosted a luncheon pairing library assistants who are in library school with UCI students who are interested in library school. Next year the committee will reach out to the Grad Center, engage in more outreach for grad students; this will be part of the recommended supplementary charge for next year.
- ◆ Professional Development Committee (PDC) – (3 minutes) **Ferry**
 - This year the PDC focused on four things: the normal research grant process, which included answering questions and evaluating systemwide proposals; implementing the eScholarship instance for LAUC-I and faculty, which included an email survey to see if anyone interested in submitting and crafting guidelines for submission encouraging new librarians to create faculty profiles; and collaborating with the PC on a program called "Getting Grants: A Survival Guide." PDC created materials for the latter, which are linked from website <http://lauci.lib.uci.edu/0809/lunch/index.html>. Next year the PDC will focus on populating the eScholarship instance.
 - There were no research grants from UCI this year, but four Mini/Travel grants were recommended to be funded (not finalized yet): K. Ferry, H. Tomren, L. Sibert and J. Gelfand.
- ◆ Program Committee (PC) -- (5 minutes) **Johnson**
 - PC focused on research in the programs this year, with four outside guests: Dan Russell, David Kennedy, John Eldredge and Jeff Wilson from the Education department at UCI. Did not spend out budget because some speakers didn't charge.
 - The transition meeting is pending; the focus for next year will probably shift away from research toward presentations.
 - Final budget expenditure and attendee counts forthcoming.

- ◆ Librarian Review Committee (LRC) – (2 minutes) **Tsang**
 - Annual report forthcoming. There were 14 review files this year; the review cycle was smooth this year because review initiators sent materials in ahead of schedule. Next year the internal procedures will be reviewed, including reviewing conflicts of interest. The LRC looked at 6-8 appointment files this year.
 - Next year, LRC will be working with Lib HR to revise the language in Academic Personnel Procedures (APP) for UCI to include the Law Library appointments; and LRC will work with Lib HR to implement a digital version of review files, may be adapted from the faculty version.
 - Met with D. Sunday and G. Munoff for debriefing, will have transition meeting soon.
 - ◆ Nominating Committee & New Librarian Orientation – (3 minutes) **Murphy**

Murphy teaching this morning. From her written report:

 - Electronic ballot this year for the first time for LAUC-I elections and LAUC elections and by-laws. EEE system was used. Learned that electronic balloting is dependable and secure if configured properly; committee was able to demonstrate that people could vote anywhere anytime, ballots were limited to one vote per person, the election was systematic and fair. If in the future there is a more complicated ballot, the structure might need to be revisited; a more text-heavy ballot item might need a different system. Revisions to the ballot become a separate file, so need to keep this in mind when changes are necessary. The write-in option seemed to work well, got counted correctly. The ballot was open for a 14-day period. Committee recommends continuing with the electronic ballot next year. Thanks to K. Ferry for working up the prototype.
7. Wrap up and Adjournment
- D. Sunday: LAUC-I Exec Board will be involved in reviewing the revised APP document when it's ready.
 - G. Munoff: In the coming year, LAUC-I will be important as a forum to address budget issues.
 - L. Tanji: Thanks M. Brown for his leadership this year.

Meeting adjourned at 11:46 am

Next meeting:

19 October 2009