Library Faculty Professional Assembly Executive Committee
Minutes
July 5, 2013

The first meeting of the committee was convened by Chair Deborah Dandridge. Keith Russell, Kim Glover, Rhonda Houser, Jen Church Duran, and Sherry Williams were in attendance. Deborah had distributed in advance copies of all annual reports received (CRSA, LCPT, Nominating and Ballot, Sabbatical Leave, Unclassified Professionals, Planning and Resources, Code and Bylaws, Salaries and Benefits, and the ad hoc Faculty Evaluation Plan Review Committee.)

Meeting Frequency and Time
It was decided that the committee will meet the first and third Tuesday of each month from 10 – 11 in Spencer Library.

Committee Rules and Responsibilities
Dandridge reviewed committee rules and responsibilities, stressing the need to motivate members to be involved with LFPA, and the value of governance professionally. She emphasized that governance is a collective effort.

Vacancies on LFPA committees
The following vacancies need to be filled for the coming year: Code and Bylaws (2), Nominating and Ballot (1), Planning and Resources (2), Research and Scholarly Services (1), Salaries and Benefits (2), Unclassified Professionals (1). Kim volunteered to send out an announcement soliciting nominations for these positions with a July 22 deadline.

Special Committee Charges
CRSA: Keith Russell will be liaison
1. Locate and update the informal committee manual that we understand exists from several years ago, and insure that information in the manual is shared from committee to committee each year. Also set in place
2. Set procedure in place so that with each new committee year the outgoing chair meets with the incoming chair to insure procedural stability
LCPT: (liaison tbd)
Set up a process to insure that near the end of each year the chair and the Libraries’ HR representative review the Overview document to make any minor, informational, editorial, or procedural changes needed so that the changes are available to candidates and supervisors for the following year.

AD Hoc Committees
The Committee agreed to set up two ad hoc committees resulting from discussion of the above two committee’s reports, and a proposal submitted via email to LFPA Ex from Keith.
1. Keith Russell will, in his role as liaison to CRSA, establish an ad hoc committee to strengthen a culture of scholarship. Membership will remain small, and may include CRSA members or others
as appropriate. Keith has submitted a proposal to LFPA Exec which will be discussed in more
depth at our next meeting.

2. Ad hoc committee to determine how to adjust the participation and voting of LCPT members to
be in compliance with University rules and regulations. This was a charge to last year’s p and t
committee, and they recommended that a separate ad hoc group, consisting of past LCPT chairs
be set up to move this forward. LFPA Exec concurs with this approach.

Post Tenure Review

The Committee noted the call for discussion and input regarding post tenure review and general
discussion ensued as to what LFPA Exec needs to do to insure input. Feedback on the current proposal
is due by Oct. 1, 2013. Deborah and Kim will be discussing this with the dean in their regular meeting
with her. We will have more discussion on needed structure for this topic.

LFPA Website

It was noted that the website needs updating and general discussion ensued as to how this should be
accomplished, who is responsible for this, and how minutes of committee meetings get posted. It was
agreed that this is the responsibility of the secretary, who may, or may not have necessary permissions
to do this. Sherry will need some training in order to fulfill this part of her responsibility. Jen and
Rhonda will work together to review the LFPA website to see what needs updating, and work with
Sherry to assess tech responsibilities and insure that we are positioned to make these updates in a
timely way.

Next Meeting

Our next meeting will be July 16 at 10:00 a.m. in Spencer Library. We will invite Julie Petr to meet with
us to discuss a recent email sent to Deborah, and to gain understanding from her perspective as a
member of the Faculty Senate on several issues relating to governance and post tenure review.
We will also invite Geoff Husic, as past chair of LCPT, to talk in more detail about the ad hoc committee
recommended in his report.

Deborah asked that we all review the remaining annual reports and draft any special charges that we
thought were required before the next meeting, reminding us that not every committee needs a special
charge. Keith also suggested that we include a discussion of strengths that we bring to the committee,
and discuss that dynamic at a future meeting. Those of us who took the strengths workshops are asked
to bring our list of strengths to the next meeting.

Respectfully submitted,
Sherry Williams, Secretary