LFPA Executive Committee Minutes
August 20, 2013

Present: Deborah Dandridge, Jennifer Roach, Rhonda Houser, Kim Glover, Keith Russell, Sherry Williams

Review of Criteria for Academic Rank of Librarians, Discipline Expectations, Faculty Evaluation Plan
- Agreed to move first paragraph to history at end
- Haven’t been able to find word doc for this – only pdf. Kim will ask Mike if he has and copy Ada and Erin to see if they have as well
- Sherry, Kim, and Rhonda will form subcommittee to check with LCPT to move same para in discipline expectations as criteria document

Communicating with Committees
- Committees will be instructed to send their notes to Rhonda for posting on the web
- LFPA Ex does not review those minutes first
- Each liaison will pay special attention to their committee’s minutes
- Deborah will send an email about this

Committee Special charges
- Code and Bylaws: Revised special charge asking that they develop a procedure for recording revision histories of any Code and Bylaw changes
- Salaries and Benefits: Discussed deferring until January special charge relating to questionnaire from previous year until more is known about changes to USS and UPS now unfolding
- Salaries and Benefits: Decided on a special charge to explore how merit increases get distributed and communicated
- PRC: membership – possibly resolved, need to verify

Upcoming meetings
- Suggest fall LFPA meeting date of Nov. 1. We will check calendars to verify (Note – this date no longer viable)
- Keith suggested holding a joint meeting with Exec and USS leadership to talk about implications of HR changes in classification that is taking place

Agenda items for Deborah and Kim’s meeting with the Dean
- LCPT issue of voting for Librarian and reviewing of those files
- Transparency of information on merit salary process, appointment letters from HR
- Approval of criteria and discipline expectation documents
- Deborah will send to Exec a list of things they plan to talk about

Ad Hoc Committees
- LCPT membership/voting issue: Sherry or Keith to chair
- Tabling ad hoc committee to strengthen a culture of scholarship
**Archiving LFPA records**

- Invite Becky and Letha to meeting to talk about what comes to Archives
- Need to set up something to ensure systematic transfer to Archives

Respectfully Submitted
Sherry Williams, Secretary