June 15, 2016
Present: Sherry Williams, Sara Morris, Gaele Gillespie, Jocelyn Wehr, Greta Kliewer, Fran Devlin
Guests: None

This was the final meeting of LFPA/LFPA Executive Committee.

Minutes
- Approved the June 1 LFPA Exec minutes
- Will approve today’s minutes via e-mail
- Spring Assembly minutes approved and can be posted to the LFPA Exec website since there will be no subsequent LFPA assembly to approve them.

Ballots
- For SLPTR documents, 2/3 of eligible voters must participate. 67% participated; Sherry to check on results from Betsaida
- Library Staff Assembly executive committee ballot was valid since there was no certain number of voters specified to make the ballot valid. Still need to know the results – Betsaida to notify Sherry and Ann Snow, who will jointly announce winners of the election

Transition to new structure
- Sara noted that we will organize a meeting of the incoming executive committees of LFA and LSA with the outgoing LFPA Exec committee sometime in July.

Annual reports
- Exec report from last year has been edited; will be posted to website
- Feedback on this year’s draft report, which Sherry provided:
  o Add dates to governance transition activities
  o Made some clarifications to information regarding academic staff research requirements
  o Added recommendation about updating faculty evaluation plan to include unclassified academic staff
- Sherry invited Exec to send thoughts about the report over the next few days

Adding new Library Code to policy library
- Sara reported that she and Sarah Couch are in the process of adding the new Code to the policy library. Sara to bring this up in the next meeting with the deans, and ask who to make the contact for these documents. Need to get clarification about where official document resides; currently Sarah Couch is the only person with access to making changes in the policy library. The group discussed whether this should be expanded to someone in LFA as well, since LFA documents such as the SLPTR documents that were recently voted on are not necessarily Sarah Couch’s responsibility to upload. Group suggested that HR or Dean’s Office be responsible for this. Discovered that due to policy library formatting and size considerations, we may have to remove line numbers on the Code, which may cause issues since this is the official document. Will ask Mary Roach or Kevin Smith about this when Sara and Sherry meet with them next.

Greta to post committee annual reports on LFPA website

Greta to check with Becky or Letha to see whether electronic or paper copies of minutes are necessary for archives