LSA Executive Meeting minutes

Wednesday August 2, 2016

Present: Leah Hallstrom, Emily Anne Beran, Joe Orosco, Christopher Bohling, Julie Woodrick, Marla Schleuder

CALENDAR PLANNING:

Leah requested Marla set a recurring meeting for 6 months/ once a month for LSA Executive Meetings, (not past 4pm)

Send the meeting invites to everyone:
Leah Hallstrom, Jules, Joe, Chris Bohling, and Emily Beran

ANNOUNCEMENT:

All of our committee spots have been filled (!)

AGENDA:

Looking at the Library Governance Committee Final Report from last year:

- Standing charges (will be the same as last year);
  - Need liason to LFA – Leah Nelson volunteers
  - Need liason to OD Unit – Marla Schleuder volunteers
  - Bring governance issues to the attention of Admin (differentiate from individual staff problems)

- Potential charges (suggestions)
  - Solicit candidates...(not prioritizing)
  - Clearly outline the duties of the ...secretary – (not prioritizing)
  - Find content for LSA website (could do this at next meeting, and update the website)
  - Regularly update KULIBSTAFF-L list (not prioritizing, but will need to be done; better for someone who’s been here more than one year to be responsible for this; needs to be one persons’ responsibility? Emily Beran to speak to Marianne Reed about this)
  - Demonstrate value of Governance participation to staff (with the understanding not everyone’s going to be interested; Getting to know new staff, letting them know we’re here to help; How do we get people to do this? Is this a special charge? Departmental meetings vs. All-Staff? – MAKE SPECIAL CHARGE: LSA Exec. Committee members will each bring this up during our own Departmental Meetings)
  - Create a plan to cultivate candidates...(we usually end up targeting people who come to mind; this is not a special charge...)
  - Develop opportunities for staff to get to know other staff (orientation mentor system does that...for staff, some people still feel like they don’t know anyone after a year...is this a problem we should tackle? Certain jobs/ locations lend themselves to being isolating/ or not. There is Staff Happy Hour – this is outside of work, something after All-Staff? organize a pony keg (?) / maybe send a follow up reminder to attend the Staff Happy Hour – just from us; Idea of having something immediately following the All-Staff (like a social thing to
encourage communication/conversation; Consider an alternative to Staff Happy Hour once a semester (in addition to Staff Happy Hour)
- Post bios for those running for elected positions in LSA; Could be helpful for those who think they don’t know the candidates; include photos? Could ask for bios and photos (this could deter some from running/or constitute a preliminary responsibility showing they can handle these roles) MAKE SPECIAL CHARGE: Investigate ways to encourage election participation for governance
- Encourage staff to vote (combine with above?)
- Publicize LSA Exec contact information, kulibstaff-l list and anonymous feedback form by using a consistent footer in official....MAKE SPECIAL CHARGE: LSA will find a way to do this
- END OF SPECIAL CHARGES – Anyone have additional ideas for more? (not at this time)

LSA COMMITTEES:

We have no Committees – do we need any? There are a couple LFA Committees relating to specific Faculty concerns...Are there concerns for staff only that would warrant a committee? Can’t think of any at the moment.

ACTIONS FOR NEXT MEETING:

- LSA Website content
- Develop blurb for Department meeting presentations

Leah motioned to Adjourn,

Emily Seconded.