LFPA Executive Committee

Jan. 31, 2011

Present: Erin Ellis, Wade Garrison, Sarah Goodwin Thiel, Kim Glover, Marianne Reed
Absent: Lea Currie, Denise Stephens

1. New Librarian on LFPA Exec, replacing Beth Warner: Welcome, Denise Stephens!

2. Meetings this week with Denise Stephens re: faculty research

3. Lorraine will be bringing in consultants (Wendy Lougee – Minnesota and Rick Luce - Emory) to observe our organizational structure with an eye toward the work of the subject liaisons. Faculty and unclassified professionals will get a chance to meet with the consultants.

4. Lorraine’s five year review is going to start shortly.

5. Reports from committees:
   a. Kim Glover – Professional development possibilities
   b. LCPT – Met two weeks ago; Scott MacEathron filled Fran Devlin’s spot, Keith Russell is chairing (Erin Ellis)

6. Upcoming for Code and Bylaws
   a. Language referring to process for putting committees on hiatus
   b. Chair of LFPA is no longer at Dean’s Council, since Dean’s Council no longer exists

7. LFPA Exec charges:
   a. Investigate and recommend a plan for storing and archiving LFPA committee documents.
      i. Create a workgroup to find a solution for this issue
      ii. Suggested membership: Scott Hanrath or Monica Claassen-Wilson and Becky Schulte
   b. Review the charges of all LFPA committees and determine whether they still actively address governance needs. As applicable, make recommendations for revised charges and/or structures.
      i. Some suggestions for CRSA’s charge from Lyn Wolz and Beth Warner (see reports from 2009 and 2010)
      ii. Committees on hiatus - PRC
         1. Role as partners in fundraising?
      iii. CRSA and overlap with Mentoring committee
   c. Draft an annual report form template for LFPA committees.
      i. LFPA Exec should look at past annual reports to see if there is a model that we wish to promote for all committees
   d. Ensure that the new P&T procedures are followed during this year’s P&T reviews.
   e. Review the committee webpage, including links to annual reports, minutes, and membership, on the LFPA Intranet. Provide any suggested new information, links, and updates to the Secretary of LFPA Executive Committee. The website is the way this committee communicates to the full LFPA and should provide current and complete information.

8. Spring Meeting – Date to be determined; probably late spring, after Code and Bylaws has drafted suggested code changes
**Actions:**

Erin: Ask Scott Hanrath re: storing and archiving LFPA documents

Marianne: Send LFPA Exec the links to Committee Reports for last year; send LFPA Exec document with all committees and charges; links to all PRC annual reports [http://www.lib.ku.edu/lfpa/PRC/prc.shtml](http://www.lib.ku.edu/lfpa/PRC/prc.shtml)

All: By February 28 LFPA meeting: Review committee documents and be prepared to discuss

All: By February 14 LFPA meeting: Review annual reports of LFPA committees to determine which format has been most effective and should be formalized for all committees

Erin: Follow up with LCPT to ensure that the new P&T procedures have been followed