LFPA Committee Final Report

Committee Name: Executive Committee

Committee Chair: Erin Ellis

Members (with terms): Sarah Goodwin-Thiel, Vice-Chair/Chair-elect 2010-2012; Marianne Reed, Secretary, 2010-2011; Beth Warner, Librarian (replaced in Jan 2011); Denise Stephens, Librarian, 2011; Lea Currie, Associate Librarian, 2010-2011; Wade Garrison, Assistant Librarian, 2010-2011; Kim Glover, Unclassified Professional, 2010-2011.

Fiscal Year:

Standing Charges: 3.3.2.1 The Executive Committee shall ensure the orderly and effective operation of the Library Faculty and Professionals Assembly. It shall be the first point of contact for any matters referred to the attention of the Library Faculty and Professionals Assembly, save those which are specifically assigned to standing committees in the ensuing paragraphs of the Code of Governance, and, where appropriate, shall assign such matters to standing or ad hoc committees. The Executive Committee-elect shall meet following its election to organize and make committee appointments for the forthcoming year. Committee appointments shall be made early enough to ensure that the committees will be able to assume their duties on July 1. It shall schedule meetings, prepare agendas, review and revise charges to standing committees, ensure an appropriate roster for each ballot, and disseminate committee reports and ballot results by publication in an appropriate manner. This committee shall take no action contrary to the desires of the Library Faculty and Professionals Assembly.

3.3.2.2 The Chairperson of the Library Faculty and Professionals Assembly shall represent the Assembly on the Libraries’ Deans Council and the Libraries’ Management Council. The Chairperson shall serve or shall designate another member of the Executive Committee to serve as representative to the University Committee on Libraries.

3.3.2.3 The Executive Committee shall be composed of seven members: the officers of the Library Faculty and Professionals Assembly, (see 3.1.1 of the Code), three elected librarians, one from each of the three ranks of library faculty on regular appointment, and one elected member from the unclassified professional staff (i.e., membership category 2.1.4), who shall serve one-year terms. The vice-chair, who also serves as chairperson-elect, will have a second year in office as chairperson, so will serve a two year term. The Chairperson of the Library Faculty and Professionals Assembly shall act as the presiding officer of the Executive Committee.
3.3.2.4 Each of the committees here following shall include a member of the Executive Committee to act as a liaison with that body. The Executive Committee shall appoint this member as a non-voting member.

**Standing Charges Progress Summary** *(please include progress and/or accomplishments related to Standing Charges)*: Exec appointed volunteers to LFPA committees, but placed two committees on hiatus. No members were appointed to these committees. The Chair attended the University Committee on Libraries meeting and all Dean’s Council and Management Council meetings; however, Dean’s Council was disbanded in late 2010. Executive had a position vacated and held an election in early 2011 to fill the vacancy.

Two full Assembly meetings were held during the fiscal year. Under discussion was hiatus status for LFPA committees, faculty research inventories, and Code and Bylaws updates.

Additionally, Exec participated and contributed to several brown bag sessions related to faculty research and productivity in conjunction with campus talks about a reporting system.

Exec solicited nominations for elected positions on LFPA committees for 11-12. A full slate was not realized, but all positions were filled.

Elections were held to approve Code and Bylaws changes that included editorial revisions, language related to hiatus status of committees, and the makeup of the Dean’s Review committee. Elections were also held to fill unexpected vacancies on Exec, LCPT, and Sabbatical.

**Special Charges**:

1. Investigate and recommend a plan for storing and archiving LFPA committee documents.

2. 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.

3. Draft an annual report form template for LFPA committees.

4. Ensure that the new P&T procedures are followed during this year’s P&T reviews.

5. 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.

**Special Charges Progress Summary** *(please include progress and/or accomplishments related to Special Charges)*:

1. Several conversations were held regarding storage and archiving for LFPA documents. Ultimately, due to a variety of factors on campus and within the Libraries, we elected to continue to utilize Intranet space for storing and archiving – at least until a better solution becomes apparent.

2. Exec reviewed all LFPA committee charges and made small adjustments as needed. All were determined to still serve governance needs. Of note, the charge and structure for PRC was ultimately revised significantly.
3. A new template was created for LFPA committees’ annual reports. The template was endorsed by the Assembly.

4. The new P&T procedures were a success. LCPT had a few recommendations for improving the process next year.

5. The Exec Secretary completed a review of the LFPA web site and made corrections and additions as needed. The current structure of the pages seems to be working.

Progress on Previous Year’s Recommendations (if applicable, please describe any progress or work towards last year’s committee recommendations):

Recommendations from last year’s Exec:

Monitor delivery of new P&T procedures for candidates up for P&T. – Exec received a brief report from LCPT at the conclusion of the rollout of the new procedures. Overall, feedback about the process, from both LCPT and candidates, was very positive and did not equate to a significant amount of work or preparation on either part.

Consider putting PRC on hold. – Exec did not appoint members to PRC at the beginning of the year. During the fall 2010 Assembly meeting, hiatus status for PRC and other committees was discussed as an allowable action for Exec. There was general consensus that language be drafted to this effect. Hiatus language now exists in the Code and Bylaws. Exec worked with the Communications and Outreach office in the Libraries to identify new responsibilities to support the existing charges of PRC.

Other Activities or Accomplishments:

Recommendations: I recommend emphasizing the role of the Executive Liaison to the LFPA committees. Regular and expected reports back to Exec regarding the work of the committees should happen frequently. The long-term storage and archiving of documents plan will need to be revisited at some point, though I do not recommend that for this year. Salaries and Benefits committee needs review – what is its role? Does it need a new standing charge?

Potential Charges for Future Committees:

Prepared By: Erin Ellis