

LCP (formerly LCAP)
July 13, 2022, at 3:00PM via Zoom

Present: Susan Braxton (Chair), John Laskowski, Hoa Luong, Heather Murphy, Megan N Pearson, Tracy Tolliver, Jen-chien Yu, Eric Kurt (*ex officio*), Will Schlaack (*ex officio*)

Absent: None

Minutes: Megan N Pearson

Meeting called to order at 3:02PM.

1. Approval of Minutes
 - a. June 8 LCP meeting minutes: approved
 - b. June 16 quarterly meeting with Dean Wilkin minutes: approved.
2. Finalize memorandum to Susan Breakenridge re: Annual Evaluations
 - a. For the members not in attendance at the small group meeting LCP had with Susan Breakenridge on July 6, 2022, Susan gave a summary of the conversation and the outcomes, one of which was creating this memorandum with the intent to document the conversation with Breakenridge RE: annual evaluations for APs. After the summary, several LCP members expressed concern about communications with and within Library HR, as well as concern that HR might be placating LCP about this issue and not include our input, even though LCP wants to be collaborative with HR on resolving the issue of APs being evaluated on CS rubric instead of the one approved by Administrative Council years ago.
 - b. Susan opened the discussion on how detailed the memo should be, and whether it would be counterproductive to detail the full story. John noted that if nothing else it would be good to have it documented for LCP, but that a full memo might be counterproductive to future measures, as the important thing is that we have this issue corrected, and not appear to be laying blame to people. Jen agreed, but noted that a timeline could be helpful.
 - c. Susan agreed, but requested help in putting a longer memo together; Jen volunteered to assist in added to Susan's current draft. Though the memo will not be finalized today, once a fuller draft is ready, Susan and Jen will share with LCP for final editing and approval of language before submitting to Breakenridge (with Dean Wilkin copied), ideally by the end of the July.
3. Addendum to the Memorandum to Dean Wilkin RE: Supports for CSPs (adds Innovation Seed Funding and add a referencing to the AP Annual Evaluation Document)
 - a. Jen commented that the Addendum draft should be more general than it currently is (not linking to specific documents or guidelines), and Tracy agreed, noting that if documents change in the future, this addendum would not need to be updated if it is more general.
 - b. John agreed, noting that a memo is an action item, and since we've received "action" on the original memo, LCP should rewrite this as a resource statement so we can document as fact everything Dean Wilkin has agreed to, especially given the transition of the Dean in the next year and the (still) lack of definition for CSPs from campus. Tracy commented it might be good to include language such as "now the action has been taken," and Susan noted that the "official" response we received was an email from Susan Breakenridge, so it is important for us to document those responses and the history of this work.

- c. John agreed, noting that as former LCP Chairs John and Jake MacGregor saved email confirmations, intending for them to go into LCP's documentation/manual, and that it would be good for LCP to create these as actual policy changes that are approved through the Administrative Council (soon-to-be Library Council) once we have further information on the definition of CSPs from campus. John volunteered to write up a "Resource Statement" from the Addendum draft that can include dates of submission and confirmation from Breakenridge. Tracy agreed, noting that once we do receive definitions from campus, the Library will most likely create their own definitions based on the needs within the Library.
 - d. Susan agreed for John to draft the "Resource Statement" document from the current Addendum draft. Plan is for John to draft and share with LCP by the end of the week (July 15), then LCP can review the next week (July 18-22).
4. Election update
- a. Susan noted that the draft ballot is up, and a few people have requested to remove their names. Susan will remove their names and send a reminder to the listserv that the deadline to remove names from the ballot is Friday, July 15.
 - b. Several members noted that they have heard from AP/CSP colleagues that are interested in serving and who have asked for votes.
 - c. Jen suggested that going forward there should be a "cut-off" date of hire for including constituents on the ballot, so new colleagues do not feel pressured to run.
 - d. Heather will set the official ballot and send the information out Friday afternoon (July 15) or Monday morning (July 18). After that, the live ballot will be open until Friday, July 22.
 - e. Thinking ahead to after the election: the August LCP meeting will be our transition meeting; once the new members have been confirmed and announced, Megan as Secretary will set up the meeting time/date and the Zoom information.
5. CAP updates
- a. At the CAP meeting on July 7, 2022, guest speaker was Sean Garrick, Vice Chancellor for Diversity, Equity and Inclusion. His presentation was valuable, and included statistics about diversity on campus -- not just students but faculty and staff as well. [Recording of the meeting](#) is available, roughly the first 35 minutes are the presentation and another 20 are Q/A with the speaker.

Adjourned at 4:02PM