

**L-CAP Agenda**  
**March 22, 2016**  
**3:00-4:00 pm**  
**Mortenson Center Meeting Room**

In Attendance: Sarah Christensen, Kirsten Feist, Cher Schneider, Susan Schnuer

Absent: Amy Atkinson, Josh Harris

1. Assign minutes - Cher Schneider will take minutes today but will rotate members each meeting.
2. Election of chair - Cher proposed Susan Schnuer, all attending members agreed. Susan was concerned about her travel as it may interfere with position as chair and that Susan would accept if she did not have to be appointed to the task force also.
  - a. Josh suggested assigning a co-chair. This will be brought up next meeting.
3. Discussion of appointment to Task Force on AP Promotional Path - Cher and Kirsten said they would put their name forward if Amy or Josh did not want to be on the Task Force. Josh and Amy were emailed the day after Amy denied and Josh agreed to be on the task force for promotional path of APs.
4. Election of secretary - none was assigned. Minutes will rotate with members each meeting.
5. Staggered terms
  - a. Process - Susan stated the process was usually whomever had the least votes would be in the one year term slot but she asked if there were volunteers for the one year slot. Three one year slots are being implemented to stagger the election process, so that the whole committee will not be new every two years.
  - b. Selection - Susan and Cher self nominated to be on for only one year term. Amy also self-nominated to be on L-CAP for only one year.
    - 1 year Term from March 2016 – August 15, 2017  
Susan Schnuer (Chair)  
Cher Schneider  
Amy Atkinson
    - 2 year Term from March 2016 – August 15, 2018  
Kirsten Feist  
Sarah Christensen  
James Whitacre  
Josh Harris
6. Campus CAP self-nominations - Susan spoke with Richard Stokes and he agreed to self nominated for CAP representation. Susan will send out an email to APs to remind them to vote for Richard in District 9.

7. Monthly meeting time - Sarah is looking up times for the next meeting in 2 weeks time since Josh and Amy were not able to attend and L-CAP needs more organization quickly to align with the task force.
8. First actions
  - a. Task Force on AP Promotional Path - L-CAP was happy to see many APs on the task force and were considering who to add since CPS was represented well on the TF.
  - b. Attend committees - Susan thinks it's critical to have APs attend esp. someone from L-CAP. But L-CAP chair, Susan, wants to ask Dean Wilkin about having an L-CAP member attend and if it is appropriate.
  - c. Faculty meetings - Susan regularly attends this meeting so will let others in L-CAP know when she is attending otherwise members will take turns attending. L-CAP will inform APs of information from meeting on committee website. When L-CAP is up and running Susan thinks we should participate in one of the lightning rounds to inform faculty of L-CAP and what we are doing.
  - d. Role of APs in Library Divisions - L-CAP is going to organize an agenda to take to Dean Wilkin about concerns and issues like having an equal voice, being able to vote and ability to attend committees. The ideas are going to come from previous google doc notes from all AP meetings.
  - e. Hiring Committees - L-CAP would like to approach Dean Wilkin about APs being represented on hiring committees especially if it is for an AP position. And also that AP prospective hires meet with an AP group as APs have a different perspective than Faculty. Is it possible to have an AP chair a hiring committee?
9. Communication
  - a. LIB-News - Updates on L-CAP updates and news will be sent out via libnews to be transparent to APs and faculty.
  - b. Monthly newsletter - Perhaps an electronic semester newsletter sent out and put on website of updates.
  - c. Office hours - It was discussed to put all minutes up on L-CAP website and current information. Susan will check into that.
  - d. Survey - L-CAP is going to go after accessible items and ones already on many APs minds, via google doc and all AP meeting. But in future all AP meeting or Survey may be a poignant way to get a collective consensus.
  - e. Regular meeting with Dean Wilkin - L-CAP members agreed that there should be a regular meeting with Dean Wilkin once a year and that all APs should be able to attend.
  - f. Socials - All agreed that having more social events for APs was a good thing.
    - i. Monthly Happy Hour - There is a monthly happy hour sent out by Mara and Kelli but not many people attend and half of L-CAP has never heard of or have been invited; L-CAP can aid in inviting APs or send an updated list to organizers.
    - ii. Brown Bag lunch - Have a brown bag lunch from APs around campus.
    - iii. Open L-CAP meetings

1. Open L-CAP meetings up to all APs
2. Open L-CAP meetings up to one or a couple APs to introduce themselves and tell what their position is in the Library.
3. Have L-CAP meetings in different locations around campus and invite the APs from that area.