

LAUC-SB
RESEARCH AND PROFESSIONAL DEVELOPMENT (RPD)
Annual Report, 2008-2009

ROSTER: Angela Boyd, Jane Faulkner (Chair), Annie Platoff, Eunice Schroeder

- Worked with Brenda Johnson to redesign the *Librarian Request for Leave* form.
- Revised the web page to articulate the policy for librarians' use of University vehicles. The policy now clearly states that "Costs for renting a University vehicle are charged against your LAUC-SB professional development funds". (In previous years these charges have been inconsistent at best.)
- Updated webpage to incorporate new mileage reimbursement rates.
- Maintained spreadsheet of expenditures of professional development funds by each librarian. Signed travel requests in a timely manner; maintained files of all travel requests and reimbursement vouchers.
- Reviewed all statewide submissions for LAUC research grant funding. Made detailed recommendations for modifications and submitted these to the LAUC-UC Research and Professional Development Committee