

LAUC-SB EXECUTIVE BOARD MEETING
Thursday, October 22, 2015
2:00 p.m.-3:00 p.m.
2nd Floor Conference Room (Library, Rm. 2523c)

MINUTES

Present: Yolanda Blue (CAAR Chair), Catherine Busselen (Secretary), Rick Caldwell (Vice-Chair/Chair-Elect), Andrea Duda (CAP Member-At-Large), David Gartrell (RPD Chair), Kristen LaBonte (Past Chair), Catherine Nelson (CAP Chair), Chrissy Rissmeyer (Chair)

1. The meeting was called to order at 2:02 PM.
2. The minutes of September 16, 2015 were approved.
3. Officer reports
 - a. Chair (C. Rissmeyer)

Statewide LAUC

APM 360-4 Update: An update about APM 360-4 was distributed to the membership via email. In summary, the LAUC/CoUL Joint Task Force developed a final draft, which they submitted to UCOP, based on the feedback of both LAUC and CoUL. The submitted text was a compromise between LAUC and CoUL. The Task Force's work is now complete. It is unclear what the final text will look like as that depends on what UCOP decides to include. The membership will get a chance to comment more on the final text later in the review process, although dates for the final review have not yet been announced. Feedback opportunity should look like it did last year.

Spring Assembly: The 2016 Annual LAUC Assembly will be held at Merced. Dan Russell from Google has been confirmed as a speaker. We can check out his website (<https://sites.google.com/site/dmrussell/>), including his CV and list of recent talks, and pass along any suggestions about topics that you think the membership might be most interested in hearing Dan focus on during his presentation. Dates for the assembly are unknown, sometime in March or April.

New Travel Reimbursements Policies & Procedures for Statewide Travel: There is a new Statewide LAUC travel reimbursement policy. The policy affects anyone traveling on official LAUC business, such as attending the Annual LAUC Assembly. The full text of the new policy is available on the Statewide website (<https://lauc.ucop.edu/travel-reimbursement>), but to summarize, local travel guidelines should now be followed for requesting both leave and reimbursement. (Previously, local

guidelines were followed for requesting leave and UCOP guidelines for reimbursement.) Chrissy has already talked to Mary Kohler about this.

LAUC role in the new Advisory Structure: Information about the new UC Libraries Advisory Structure (UCLAS) was distributed. LAUC's role in the new advisory structure is unclear; LAUC President Diane Mizarachi is corresponding with Donald Barclay re: LAUC's role.

Statewide Committee calls: Calls went out for the following Statewide committees:

- Web Content Committee
- LAUC Archives Committee
- LAUC Journal Task Force

Members of the Statewide Nominating Committee are currently being selected from submitted names.

Angela Boyd has volunteered for the LAUC Archives Committee. A recommendation for Jane Faulkner to served on LAUC Nominating Committee was made.

New website: The new LAUC website is now live, and includes a featured content section that highlights activities and accomplishments of LAUC members. In the future, they will be asking for submissions for this section. The new Web Content Committee will be managing this section of the website.

Diversity Committee: The Diversity Committee has received its charge for the year. In addition to their standing charge, they have been asked to continue work on the "Meet Our Members" project for the LAUC website (<https://lauc.ucop.edu/meet-our-members>). Additionally, they will be investigating ways to highlight diversity issues on the website, and hope to implement a section that has tools, upcoming conferences, webinars, articles, etc. related to diversity that will be useful to all LAUC members.

Sherri Barnes will be the first UCSB librarian to be highlighted on the systemwide LAUC Meet Our Members page. Chuck Huber has also agreed to be highlighted, but is still working through the questionnaire.

LAUC-SB

Monthly UL meeting: The first monthly meeting with Denise has been scheduled for October 27. This year the Vice-Chair, Chair, and Past Chair will all be participating in the monthly update meetings.

Upcoming Projects: Charges for three special groups will be issued in the upcoming months.

- Website & Wiki Content and Structure Review Working Group (small group led by Catherine Busselen, to begin work in December)
- 50th Anniversary Planning Working Group (led by Rick Caldwell, to begin work Winter Quarter)
- Bylaws Archives Language Proposal Working Group (to begin work after Special Collections move)

It was noted that 2016 is the 50th anniversary of our local group, as well as Statewide.

Action item: Chrissy will send a notice to Statewide regarding the 50th Anniversary of LAUC.

Additionally, the LAUC-SB Chair met with CAP about the vacant CAP Chair issue -- the group came to a consensus.

Action item: Chrissy will issue a charge to CAP to review the CAP area of the bylaws in light of the recent situation.

Announcements

Google drive: A shared Google drive folder for this year's LAUC Executive Board has been created and may be used for shared projects, etc.

b. Vice Chair (R. Caldwell)

Budget: A little was spent on the transition meeting. We have money in the budget. There are some outstanding budget reports to be made. Chrissy mentioned that the budget has not previously been reported at the executive board meetings, but it will now be part of the monthly agenda; this will also serve as an opportunity to report any needs for use of funds.

4. Committee reports

a. CAAR (Y. Blue)

CAAR

CAAR is presently exploring its role to provide suggestions/proposals of ranks for newly hired librarians. CAAR committee members are performing research of all of the UC divisions to determine if any of them have implemented any procedures regarding ranks. Requested by Alan G.

They are also checking the University's Academic Personnel Manual (APM) and the Memorandum of Understanding (MOU) for any guidelines. A meeting is scheduled, on October 29, to discuss their findings. They will seek CAP's advice to ensure that their

draft proposal adheres to academic standards in the librarian series. Afterwards, CAAR will confer with LAUC-Exec and Alan and the ODE. CAAR hopes to present the draft to LAUC-Exec by the next meeting.

CAAR-WOM (submitted by S. Tulley, Chair)

On Thursday, October 22, WOM hosted a Librarian Review brownbag.

On Friday, October 30, WOM is co-hosting the New Role/New Employee celebration with the Employee Engagement Team. It will be an opportunity to introduce and celebrate staff that have started at the UCSB Library or have been promoted to a new position in the Library since Spring 2015 [sic].

WOM also organized a happy hour before the start of Fall quarter, and had approximately 9 LAUC members present.

Action item: Yolanda will ask Stephanie if this requires reimbursement.

On a related note, Kirsten mentioned that a question was posed to Ryan about whether non-represented staff received raises. A blanket raise was mentioned (should have been effective July 2014.) Discussion ensued.

Action item: Ask Denise about this topic at UL if we have not yet heard back from Ryan.

b. CAP (A. Duda, C. Nelson)

Nothing to report.

c. RPD (D. Gartrell)

RPD committee membership consists of David Gartrell, chair; Tom Brittnacher, vice-chair; and members-at-large Kyra Folk-Farber and Chizu Morihara. Research grant proposals for Fall 2015 grants were due on October 16; none were received.

d. Program (R. Caldwell)

Eunice suggested a program ideat, creating a series of conversations with deans. We may also want to include a couple of related chairs to each dean's talk, department chairs and faculty. The idea will be pitched to Denise, probably as a once per quarter session. If successful, it might help us as we look at what we do to align with campus needs and to provide opportunity for outreach.

Another idea is to do some wine tastings.

5. Unfinished business/Review of action items

a. CAP Chair

Chrissy met with CAP, including potential non-members of CAP. Meryle resigned during her time as Vice Chair, intention was to allow for a four member CAP. To allow for a four member CAP and following intention behind the language of the bylaws came to consensus that Catherine Nelson, would be named Chair. As noted above, Chrissy will be asking to have bylaws reviewed/revise to eliminate this problem in the future. The Executive Board supports the decision.

The question also arose of whether or not we have enough members in CAP to do the amount of work required of them. Needs to be addressed.

Discussion ensued.

Action item: charge to CAP to review bylaws and address question of number of members.

Chrissy thanked both Catherine and Andrea for working through this and to Catherine for being willing to serve.

b. Original action item: Chrissy will reissue a charge to CAAR

This has not been completed yet.

Action item: Chrissy will reissue a charge to CAAR.

6. New business/Review of action items

a. 2015-17 Library Representative to CLIIR

Our representative is a LAUC member so we were notified that LAUC decides how to select; we received three statements of interest. Unsure if there is precedent for having two representatives. One representative withdrew during the session.

Action item: Catherine will investigate whether or not two representatives is allowed and document that this is a responsibility of LAUC, that it is a 2-year assignment, the call goes out by the LAUC chair, and a decision is made by the executive board.

A similar question came up about term limits and decision making for representative to the Academic Senate. Put together calendar for new terms (summer 2016, Kirstin turns over Academic Senate)

b. Membership meetings

Frequency of membership meetings was discussed and decision to schedule one per quarter was made.

Action item: Catherine will coordinate with Isabella to invite Denise, determine time for meeting, at least one month out from now aiming for early December.

7. Announcements

Shared folder on Google Drive. Reports or other things can be placed here or e-mailed to Catherine.

8. Adjourned at 2:52 PM.