LAUC-SB Membership Meeting  
Thursday, December 5, 2013  
12:00-1:00 p.m.  
Mary Cheadle Conference Room

MINUTES

Members in attendance: 19

1) The meeting was called to order at 12:04 p.m.

2) The minutes from the May 15, 2013 meeting were accepted.

3) LAUC-SB Executive Board introductions
   
   • Angela Boyd, Chair
   • Kristen LaBonte, Vice-Chair / Chair-Elect & Program Committee
   • Chrissy Rissmeyer, Secretary
   • Chuck Huber, Past Chair
   • Chizu Morihara, Committee on Appointments, Assignments, & Reassignments (CAAR)
   • Eunice Schroeder, Committee on Advancement and Promotion (CAP)
   • Jon Jablonski, Research and Professional Development Committee (RPD)
   • Leahkim Gannet, Committee on Welcoming, Orientation, and Mentoring (WOM)

4) Reports
   
   a) Chair – Angela Boyd
      
      • LAUC Assembly will be held this year at UC Davis on April 23, 2014. Please send any programming ideas to Exec and we will forward it on to UCD.
      
      • Jon Jablonski worked with LAUC Parliamentarian, Dean C. Rowan, on whether non-LAUC members may serve on LAUC committees. Nothing in the Bylaws precluded this and so David Gartrell has joined as a member of RPD this year.
      
      • According to the most recent census, LAUC systemwide has lost approximately 4% of its membership this year. LAUC President, Nick Robinson, is working with the Council of University Librarians to address this.
      
      • LAUC-SB has been given $2000 by UL Denise Stephens. Kristen and Chrissy have come up with a spreadsheet of estimated expenses. Kristen will monitor the expenditures and come up with a formal procedure based on her findings. The budget will be re-assessed in the spring to see if there are discretionary funds that we can spend elsewhere.
      
      • Angela and Kristen will continue their monthly meetings with Denise. Meetings have been scheduled for December and January. As your representatives, please feel free to contact Angela or Kristen if there are any issues that you feel we should bring up to her. They are happy to keep things anonymous or honor any other requests.
b) **CAAR – Chizu Morihara**

- Position updates:
  
  (1) Government Documents librarian: Received 14 complete applications, and the committee has selected 7 to move on to the next stage for Skype interviews. Ryan is currently scheduling those, and we anticipate those interviews to begin after Thanksgiving but to take place before we break for the Christmas/New Years holiday if possible.
  
  (2) Performing Arts Cataloger/Metadata Librarian: Currently doing Skype interviews.
  
  (3) Head, Special Research Collections: Due to the small number of applicants, we're extending the search until January – don't have a new close date at this time. The announcement will be re-posted and sent to the library for notification once a new date is determined.
  
  (4) Geospatial Data Curator: The first in-person interview was held on Friday, November 22, 2013. The second in-person interview will not be held until January due to holiday travel scheduling conflicts.

c) **WOM – Leakhim Gannet**

- WOM will be partnering with the Employee Engagement Committee (EEC) to host a quarterly event to welcome all new library employees.
  
- A LAUC Happy Hour will be held next week on December 19.

d) **CAP – Eunice Schroeder**

- CAP has forwarded their recommendation, along with all nominations, for the Nyholm award to the UL. The award ceremony will be held on January 14, 2014 at 9am.
  
- The ratification of the new Memorandum of Understanding will mean various changes for the 2013-2014 review cycle that is currently underway. CAP met with Alan Grosenheider, at his request, on November 14, 2013 to go over some of the new provisions in the MOU and how they will affect the review process.

  Alan will be providing additional briefings for CAP and review-initiators on the changes to the review process. He will also hold a session on the new contract for librarians during the next month or two.
  
- It is a busy year for CAP. This is the first year to implement the procedural changes from last year. Additional changes related to the new provisions in the MOU have to be incorporated into our local procedures documents, and the bylaws need to be updated. CAP will also be working to combine the procedures for represented and non-represented librarians into a single document.
e) **Program – Kristen LaBonte**

- The theme for this year is the UCSB campus.
- The Program Committee’s first program will be held in January on the topic of campus history. David Gartrell, University Archivist, will be presenting about the University Archives collections; Mahadar Tesfai from Associated Students will be presenting about the Living History project; and Kristen LaBonte will be presenting on the UCSB Natural Reserves.

f) **RPD – Angela Boyd**

- RPD has been asked by Alan Grosenheider to take a look at the drafts of the Librarian Professional Development Support policy from 2011 and make recommendations. The Learning Organization Librarian will help review, consult as appropriate and make recommendations.
- The deadline for research grants, mini-grants, and conference proposals is January 10, 2013. Jon and his committee are happy to meet individually with anyone who has questions about the process or is working on an application.

g) **Statewide RPD – Angela Boyd**

- The committee was charged in December 2012 to look at alternative processes and procedures to our research grant program and to make recommendations. Office of the President has approved the proposal. The committee will work on implementation of the changes. LAUC now has the sole authority to approve proposals. LAUC will also have the ability to fund grants the same year the applications are received. Implementation will begin in the 2014-2015 fiscal year. For the 2013-2014 fiscal year, however, one adjustment will be made immediately: there will be a cap on application for research grants for $3000. This is a strategy to address the funding shortfall.

h) **Statewide CPG – Angela Boyd**

- Cathy Chiu is our representative to CPG. The 2013-2014 charge is to propose changes to the LAUC Bylaws and Standing Rules to fit current LAUC practices and procedures. The idea is to clarify ambiguities and incorporate new Bylaws and Standing Rules as appropriate to reflect the recently reorganized UC Library advisory structure. The committee will be getting started shortly.

i) **Statewide Diversity – Stephanie Tulley**

- The 2013-2014 charge is to provide further analysis to the survey data that was collected during the 2012-2013 session. The committee is also looking for other sources of regional diversity data about academic librarianship, such as CLA.
- The committee is looking at the various ways our local campuses are promoting diversity, with nearly half of the local LAUC Diversity committees reporting that they are receiving funding from LAUC and Administration to put on programs for
the Library and the wider campus.

- Please send any questions or suggestions to Stephanie.

j) **Statewide Web Review Ad Hoc Committee – Chuck Huber**

- The Web Review Ad Hoc Committee was formed in November 2014. The committee has been charged with reviewing the LAUC website and recommending changes that will improve usability and make the site easier to administer. They have been asked to investigate options for the underlying technology, including content management platforms; investigate options for hosting; recommend improvements to the information architecture; assess the scale and scope of a project to implement any recommended information architecture and platform changes; and to consult with LAUC and UCOP colleagues and website design experts as appropriate.

Work on the charge has started. A report is due to the LAUC Executive Board no later than February 6, 2014.

Please send any suggestions you have for the LAUC website to Chuck.

k) **Academic Senate – Sally Willson Weimer**

- Sally and Kristen LaBonte are our non-senate representatives to the Academic Senate Faculty Legislature.

- Sally presented on the role and responsibilities of the Academic Senate. The Academic Senate is the governance agency of the campus; they oversee the curriculum, approve academic programs and new courses, and serve on various committees and councils.

She also talked about the history and role of the academic non-senate representatives to the Faculty Legislature. Non-senate representatives are non-voting, and include lecturers and librarians. Role is to provide input and gather information. Librarian representatives currently serve by appointment.

l) **Academic Senate CLIIR – Jenn Thompson**

- Jenn is our non-senate representative to the Committee on Library, Information, and Instructional Resources (CLIIR). CLIIR is a standing committee of the Academic Senate and advises and makes recommendations in matters of library policy, administration, and resource needs. The committee usually operates by consensus; sometimes the committee does require a vote (with non-senate representatives voting separately).

5) **New Business**

a) **New LAUC-SB Website – Chrissy**

- At the request of the IT Department, the LAUC-SB website has been migrated to WordPress. This will make the website easier to update, maintain, and support. There
was no extensive review of structure or content at the time of migration. Please send any suggestions for how to improve the site structure or content, or for desired features, to Chrissy.

Meeting adjourned at 12:44 p.m.
Recorded by Chrissy Rissmeyer, Secretary