**LAUC-SB Membership Meeting**

**Friday, August 1, 2014**

**3:00-4:30 p.m.**

**Mary Cheadle Conference Room**

**MINUTES**

**Members in attendance: 26**

Angela Boyd, *Chair*

Kristen LaBonte, *Vice-Chair / Chair-Elect*

Chrissy Rissmeyer, *Secretary*

Chuck Huber, *Past Chair*

Chizu Morihara, *CAAR*Eunice Schroeder, *CAP*

Jenn Thompson, *RPD*

Sherri Barnes

Yolanda Blue

Linda Broderick

Catherine Busselen

Rick Caldwell

Cathy Chiu

Gary Colmenar

Margaret Driscoll

Jane Faulkner

David Gartrell

Alan Grosenheider

Michael Kim

Shari Laster

Lorna Lueck

Elaine McCracken

Catherine Nelson

Socrates Silva

Denice Stephens

Sally Willson Weimer

1. The meeting was called to order at 3:04 p.m.
2. The agenda was approved.
3. New business  
   1. *Presentation of draft appointment procedure revision for approval by the membership – Chizu Morihara for CARR, with additional information by Alan Grosenheider for HR*
      * LAUC-SB Executive Committee has endorsed the draft being presented today.
      * LAUC-SB membership questions and discussion of issues with the presented revision to the peer appointment procedure.
      * Draft endorsed by LAUC-SB membership with the following recommended change:
        1. Section G.2.e. : The expectation is that multiple individuals from each group submit personal comments following a group discussion.
   2. *Presentation of draft LAUC-SB bylaws revision for approval by the membership – Eunice Schroeder for CAP*
      * LAUC-SB Executive Committee has already approved of the draft being presented today.
      * LAUC-SB membership questions and discussion of issues with the proposed revision.
      * Motion carried to approve the bylaws changes as read.
4. The minutes from the May 8, 2014 meeting were accepted.
5. *2014/15 Executive Committee introductions and LAUC-SB election results – Angela Boyd*
   1. Introduction of LAUC-SB Executive Board 2014/15:
      * Chair: Kristen LaBonte
      * Chair-Elect / Vice-Chair: Chrissy Rissmeyer
      * Secretary: Gary Colmenar
      * Chair of CAP: Elaine McCracken
      * Chair of CAAR: Yolanda Blue
      * Chair of RPD: Jennifer Thompson

* Past Chair: Angela Boyd  
  1. Election Results:
     + Chair-Elect / Vice-Chair: Chrissy Rissmeyer
     + Secretary: Gary Colmenar
     + Chair-Elect, Committee on Advancement and Promotion (CAP): Meryle Gaston
     + Member at Large, Committee on Advancement and Promotion (CAP): Andrea Duda
     + Chair, Committee on Appointments, Assignments and Re-assignments (CAAR): Yolanda Blue
     + Chair-Elect, Research and Professional Development Committee (RPD): David Gartrell
     + Systemwide Vice-President / President-Elect: Diane Mizrachi (LAUC-LA)
     + Systemwide Secretary: Christina Woo (LAUC-I)

1. *Call for representatives to Systemwide LAUC committees 2014-2015 – Kristen LaBonte*
   1. Kristen encouraged interested individuals serving on either the Systemwide CPG or Diversity committees to volunteer.
2. Reports (Note: Before the meeting, Angela requested that verbal committee reports be kept brief to ensure that the membership had enough time for discussion of the procedures and bylaws revisions. The full committee reports distributed to the membership via email before the meeting are appended to these minutes. Only items not also included in the distributed reports were recorded.)   
   1. *Chair – Angela Boyd*
      * SAG Groups’ reports are also available online.
      * The Systemwide website redesign ad hoc committee will be soliciting feedback.
      * Two additional delegates are needed for the upcoming Special Assembly via conference call on August 14.
   2. *CAAR – Chizu Morihara*
      * CAAR: The Evolving Workforce Residency – Assistant Music Librarian position has closed. The AAC is currently reviewing applicants for the position.
      * Special thanks to Alan, Ryan, and CAAR members for their work this year.
   3. *WOM – Chizu Morihara*
      * No additional items.
   4. *CAP – Eunice Schroeder*
      * Special thanks to CAP and Alan for their work this year.
      * There will be a special membership meeting to go over the revisions to the local review procedures in late August.
   5. *RPD – Jennifer Thompson*
      * Anyone interested in serving on RPD this year should contact Jennifer.
      * RPD plans to send out survey of membership affiliation.
   6. *Program – Kristen LaBonte*
      * No additional items.
   7. *CPG – Cathy Chiu*
      * Systemwide bylaws: The duties of the Systemwide Secretary were heavily revised. Most of the traditional secretarial duties were removed and replaced with a generic sentence. Our local bylaws will need to be revised due to the addition of a new clause concerning revisions to the systemwide bylaws.
      * A new LAUC-SB volunteer is needed to serve on CPG now that Cathy’s term is over.
   8. *Diversity – Angela Boyd (on behalf of Stephanie Tulley)*
      * No additional items.

Meeting adjourned at 4:03 p.m.

Recorded by Chrissy Rissmeyer, Secretary

**Attachment 1: Committee Reports distributed to the membership in advance**

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**LAUC-SB Membership Meeting**

**Friday, August 1, 2014**

**COMMITTEE REPORTS**

**Chair’s Report**

*Submitted by Angela Boyd, LAUC-SB Chair, 2013/14*

1. **Announcements:**

Thank you to the membership for a great year. I hope you're happy with our work. Thank you to our Administrative Group and Margaret Driscoll for listening to and meeting our needs where possible. I want to also thank Denise Stephens for taking time out each month to meet with Kristen and me.

Thank you to the Executive Board - Kristen LaBonte, Chrissy Rissmeyer, Jon Jablonski, Eunice Schroeder, Chizu Morihara, and Chuck Huber for being such a great team. Thank you to Kristen for putting on such great programs and doing a fabulous job with the Staff Appreciation Brunch. Thank you to Chrissy for moving the content over to the new wiki and taking such great minutes.

I especially want to thank Eunice, Chizu and their teams especially for all of their hard work and accomplishments for the year. CAP and CAAR have done a lot of work on revising procedures, reviewing packets, and working with HR on the searches for vacant positions.

1. **Statewide Activities:**

SAG Groups' reports will continue to be sent out to LAUC-SB listservs via the LAUC-Systemwide Executive Board meetings. Any feedback about the flow and timeliness of information is appreciated as LAUC-Systemwide continues to explore ways to effectively disseminate information.

LAUC election results: Our new VP/President‐Elect is Diane Mizrahi and Secretary is Christina Woo.

Website redesign ad hoc committee has been charged. The members are Julie Lefevre (chair), Carla Arbegay, Letha Goger, Jenny Reiswig, Jerrold Shiroma, and Michael Yonezawa.

There will be a Special Assembly on August 14, 1-2pm to discuss and vote on Bylaws changes from CPG. This Special Assembly will be by conference all.

LAUC-Systemwide will be working on 2 new things for 2014/15 - update of LAUC Position Papers and eligibility of membership in LAUC

**Committee on Appointments, Assignments and Reassignments (CAAR) and Committee on Welcoming, Orientation, and Mentoring (WOM) Reports**

*Submitted by Chizu Morihara, CAAR Chair, 2013/2014*

1. **CAAR:**

The Evolving Workforce Residency- Assistant Music Librarian opened June 6, 2014. We are currently look at the applicants. Committee members include: Chizu Morihara (chair), Gary Colmenar, Margaret Driscoll, Kristen LaBonte, Lorna Lueck, Cathy Jones, and Stefanie Tscharos (faculty).

1. **WOM:**

Nothing to report.

**Committee on Advancement and Promotion (CAP) Report**

*Submitted by Eunice Schroeder, CAP Chair, 2013/14*

1. **Librarian review outcomes, 2013-14 review cycle:**

* Standard merit increase: 6
* Standard merit increase with career status: 1
* Greater than standard merit increase: 1
* Standard promotion: 1
* No action with salary increase due to exceptional circumstances: 1
* No action, non-prejudicial, with salary increase due to exceptional circumstances: 1

All reviews were completed by the extended, mutually agreed-on deadline of June 20. Each candidate has received his/her letter from the UL stating the personnel action and reasons for the final decision. Each letter from the UL was accompanied by an addendum from the AUL-ODE outlining exactly what the new salary would be effective July 1, 2014. Also, each candidate has received a redacted copy of their review committee report, and redacted copy of an ad hoc committee report, if any.

1. **Revision of local review procedures**

CAP and the AUL-ODE have completed a draft revision of the local review procedures. The document will be reviewed for endorsement by the LAUC-SB Executive Committee and then by the membership. The goal is to complete this process in time for the start of the 2014-15 review cycle on Sept 2.

1. **Calendar for review cycle 2014-15**

CAP’s proposed review calendar for the 2014-15 cycle has been approved by the Executive Committee and by Admin, and distributed to the membership. Since the restriction that the review process be completed in six months no longer applies, this year’s calendar allows more time (8 weeks) for candidates, review initiators, CAP, and the UL to complete their respective portions of the process.

1. **CAP/WOM brown bag on the review process**

CAP and WOM have scheduled this annual event for Wed., Aug. 27, 12-1 pm. This year Denise will speak to us about effective approaches to writing the narrative summary.

**Program Committee Report**

*Submitted by Kristen LaBonte, Vice-Chair/Chair-Elect, 2013/14*

This past year, the Program Committee hosted 4 programs:

* University History & Archives Program on Wednesday, February 19. David Gartrell spoke on the physical history of UCSB and the University Archives, Mahader Tesfai from Associated Students presented on the Living History Project, and Kristen LaBonte spoke on the UCSB Natural Reserves.
* In conjunction with the Exhibition Committee, Bruce Robertson (U Art Museum Director) spoke on Friday, May 16 from 10-11am on curating exhibits.
* In conjunction with the Exhibition Committee, Elyse Gonzales (Exhibitions Curator) spoke on Friday, June 13 on curating exhibits.
* In conjunction with the Exhibition Committee, there was a behind the scenes tour of the University Art Museum and discussion on exhibition development with Susan Lucke on Wednesday, July 9th from 3-4 pm.

A program to visit to the Repository for Archaeological and Ethnographic Collections was postponed until the fall.

**Research and Professional Development (RPD) Committee Report, including Systemwide**

*Submitted by Jennifer Thompson, RPD Chair 2014/15*

* Alan has sent an email about admin working on a revised travel request form, and sent out a draft of the travel guidelines.
* Members should continue to include all projected costs for trips even if it exceeds our $1500 allocation.

\*Note: See also RPD End of Year report submitted by Jon Jablonski, RPD Chair, 2013/14

**Systemwide Committee on Profession Governance (CPG) Report**

*Submitted by Cathy Chiu, LAUC-SB Representative to Systemwide CPG*

The LAUC Committee on Professional Governance (CPG) has held six conference calls, submitted draft changes to the LAUC Bylaws to the LAUC President and Parliamentarian, received feedback, and made revisions to the Bylaws based on that feedback. The revised version was sent to the LAUC President and Parliamentarian. The Committee has begun revision of the Standing Rules to ensure their concordance with the proposed Bylaws changes.

**Systemwide Diversity Committee Report**

*Submitted by Stephanie Tulley, LAUC-SB Representative to Systemwide Diversity Committee*

Nothing to report from the LAUC Diversity committee. There needs to be a LAUC-SB volunteer to take my place on the committee now that my term is over. I’m happy to talk to anyone who is interested.

**Attachment 2: RPD Annual Report distributed to the membership in advance**

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**LAUC-SB Research and Professional Development Committee**

**Annual Report FY13-14**

It was my pleasure to serve as the chair of the LAUC-SB Research and Professional Development committee as well as UCSB’s representative to the statewide RPD. The main purpose of the committee is to track reimbursable professional development expenditures for non-AUL LAUC members, provide guidance to local LAUC members when they are seeking research fundings (particularly and most especially LAUC statewide research, mini, and travel grants) and to jury said grants. David Gartrell and Jennifer Thompson served alongside me, and I thank them for their service.

The bulk of the work for the chair is administrative and the committee did not meet face-to-face for the duration of the year, but I consulted with the members on a number of occasions. The AUL for ODE interacted with RPD quite a bit this year, asking for more regular spending updates, and altering slightly how expenses are tracked. After LAUC-SB’s website was moved to a WordPress site in the fall of 2013, I re-worked the text of the pages to match current practice. In the spring of 2014, I lightly edited the content to more clearly outline the new practice of spending through the fiscal turn (in order to accommodate ALA travel).

All Santa Barbara requests for funding to statewide LAUC were filled.

As for local spending. 35 LAUC members are overseen by the RPD committee. 19 completely spent their $1500 allocations. 4 more will be spend out after being reimbursed for ALA 2014. 1 more has under $50 left, another under $150. (That means 25 out of 35 spent the bulk of their allocated funds.) There were 3 members who sought no reimbursements this year. To summarize:

Requested: $35,305

Expended by July 1 $39,172 (75%)

Remaining encumbered: $3,831

Total anticipated FY14

spending: $43,003 (82%)

As we did last year, we asked LAUC members to submit requests for all of their professional expenses. A number of people appeared to do so, causing the total amount of requests to be $49, 417.79. However, a casual glance at the records show that at least eight librarians likely spent personal funds that were not recorded in the RPD spreadsheet. It is the opinion of the chair that this exercise is not worth the effort.

Respectfully submitted July 7, 2014.

Jon Jablonski