

LAUC-SB EXECUTIVE COMMITTEE MEETING
Thursday, February 19, 3:00-4:00 P.M.
Special Collections Seminar Room

MINUTES

Present: Yolanda Blue (CAAR), Angela Boyd (past-Chair), Gary Colmenar (Secretary), Kristen LaBonte (Chair), Elaine McCracken (CAP), Jennifer Thompson (RPD).

Absent: Chrissy Rissmeyer (Chair-elect)

Call to order at 3:05 P.M.

- 1) LAUC systemwide announcements – *K. LaBonte*

The Statewide election committee has been formed
Berkeley Conference will be held in October on Open Access.

LAUC Assembly:

Can our campus contribute to a program at the assembly on hiring professionals outside of the library series? I'm inclined to say no. since we haven't done this and our UL contributed a talk to the assembly last year. LAUC Statewide is hoping to have CoUL to speak. The other major topic is academic redesign. The back-up is the future of public service

- 2) The board approved the minutes of January 15, 2015 meeting.

- 3) Review of action items from January meeting – *K. LaBonte*

- 4) Reports

- a. Chair – *K. LaBonte*

The meeting with the UL has slipped off Kristen's and Chrissy's calendars.

Two recent hires have inquired about attending the assembly. I asked them to contact Matt Conner directly for more information. I'm not sure how the grants are distributed.

Action Item: Kristen to contact Isabella. Find call for travel grants

- b. CAAR and WOM – *Y. Blue*

A. LAUC-Executive Board ACTION ITEMS to CAAR 1/15/2015

1. Request that ODE/HR/CAAR add a line on the Workflow for Academic Positions requiring the direct supervisor to notify the library when a candidate starts work, perhaps around the time the candidate's email becomes active.

2. Also, request that ODE/HR/CAAR advise all supervisors and department heads that the Workflow for Academic Positions is available on the L drive. Some supervisors and department heads are not aware of this document which is a checklist for the hiring process.

Note: As of our meeting on 2/12/15, CAAR would like to suggest the possibility of uploading the Workflow for Academic Positions on the WIKI.

The members pointed out that the WIKI is being used for reports, workflows, best practices, etc.

Submitted to Alan on 2/17. He is out until 2/23.

B. Appointment Advisory Committee (AAC)

Head, Special Research Collections candidates' presentations and interviews completed as of 2/12. Within 4 business days of last interview, the AAC is to collect, collate, and summarize all written comments and to submit recommendations to line AUL with a copy to the direct supervisor.

(Consideration of 2/16 as a holiday).

Note: Alan approved Draft Revisions: Procedures for Appointment section II.G.2(e); Timeline for Academic Appointments (with instructions regarding collating/summarizing differing comments) ; and, Workflow for Academic Positions. Alan submitted the revisions to the Chair of the AAC to take under advisement for this current search.

Note: Procedures for Appointment section II.G.2(e) will require final approval/vote by membership.

Final note:

Briefly discussed with Alan the rationale for using a search firm for the Head of Special Research Collections. He has offered to provide more information to CAAR at a later time. However, he mentioned that this would not likely be a process for line positions perhaps just for Heads of Departments, etc., if needed. Also, he mentioned that the process turned out more candidates to select for presentations and interviews. Once CAAR meets with Alan, I will provide more specific written details regarding the process.

C. LAUC-Executive Board ACTION ITEM:

CAAR will look into the idea of changing structure in relation to terms serving on the committee and the implications to LAUC and its Bylaws.

CAAR has submitted a preliminary draft (with track changes) of the LAUC-SB Bylaws to the Board for review and discussion on 2/19.

Action Item: Schedule a meeting to discuss changes to the Bylaws regarding structure. Reserve the training room, if available for this meeting.

Action Item: Kristen suggested a discussion on programs or services for people embarking on retirement. Include the topic of exit interview to be implemented formally.

c. CAP – *E. McCracken*

The Nyholm Prize Reception took place on Tuesday, February 10th, 2015 from 9 – 10 A.M. in the Mary Cheadle Room. There were a number of outstanding nominees this year. Eunice Schroeder, Interim Head of Collection Development, and Head of the Music Library, was chosen as the 2014 Nyholm winner.

LAUC-SB CAP met to discuss quorums for the review committees. Packets were due to the AUL-ODE by February 13th. CAP hopes to begin reviewing packets the week of February 24th.

d. Program – *C. Rissmeyer*

On February 19, 2015 the Program Committee hosted a field trip to the Reef, the Marine Sciences Institutes' interactive aquarium facility (<http://www.msi.ucsb.edu/facilities-services/the-reef>). As of February 10, 12 librarians and staff members had RSVP'd for the event.

During spring quarter, we hope to host a campus architecture walking tour.

e. RPD – *J. Thompson*

Met with Margaret Driscoll to review survey done in 2013 and now to make changes to include entire library staff. Will review the questions with RPD committee next week. Suggest to include in the survey retirees. As part of WOM, encouraging

Grants have been received from second call and will now review these. State-wide chair notifies winner in mid-March. According to a survey they conducted 4 campuses have local grants while the other 6 don't.

f. Past-Chair – *A. Boyd*

Report on LAUC-SB Funds supporting Crucial Conversations program, campus-wide initiative that Margaret would like to include the library. LAUC-EB voted to donate \$100.

- 5) Old/new business
 - a. Local elections
 - b. Next LAUC-EB meeting scheduled for Thursday, March 5, 3-4:30 P.M.
 - c. Planning for staff celebration brunch
- 6) Meeting adjourned at 3:55 P.M.

Respectfully submitted by *gary colmenar*.

