

LAUC-SB EXECUTIVE COMMITTEE MEETING
Monday, October 7, 2013
3:00-4:00 p.m.
Cataloging Conference Room (Davidson Library, Rm. 3512)

Present: Angela Boyd (Chair), Chuck Huber (Past Chair), Kristen LaBonte (Vice-Chair & Program), Eunice Schroeder (CAP), Leahkim Gannett (CAAR-WOM), Jon Jablonski (RPD), Chrissy Rissmeyer (Secretary)

Absent: Chizu Morihara (CAAR)

- 1) The meeting was called to order at 3:07pm.
- 2) The minutes from the September 4, 2013 meeting were accepted as corrected.
- 3) Review of action items from August 7, 2013 meeting (Chrissy)
 - Action: CAP will determine the number of days to subtract from various steps in the cycle to fit the timetable into six months. The call will not be considered part of the timetable. Report: The original issue was obviated after re-reading the Academic Personnel Manual.
 - Action: Jon will ask LAUC Parliamentarian Dean C. Rowan whether a non-LAUC member is permitted to serve on a LAUC-SB committee or not. Report: Jon reported on this item later in the meeting (see Old/New Business).
 - Moving forward, a monthly action item reminder email will be sent to Exec.
- 4) Reports
 - a) *CARR and WOM – Leahkim*
 - CAAR met with Alan Grosenheider and Ryan George concerning the both the LAUC-SB and the Library's appointment procedures.
 - WOM requested Exec's input and approval on moving from individual welcome receptions for newly hired librarians, to a single quarterly welcome event for all new employees (both librarian and staff), to be co-hosted with the Library's new Employee Engagement Committee. The Employee Engagement Committee will have a budget, and will contribute equal funds to the reception.
 - b) *CAP – Eunice*
 - CAP met on October 2, 2013 to discuss the question of the distinguished step, Step VI, in the Librarian Series. They reviewed the Academic Personnel Manual (APM), the Memorandum of Understanding (MOU), and the two local procedures documents (for represented librarians and for non-represented librarians). The APM, MOU, and procedures for non-represented librarian contain no mention of the distinguished step. The only document that uses the distinguished step terminology and discusses special criteria for Step V is the procedures for represented librarians. Therefore, our local

procedures bifurcate between represented and non-represented librarians, specifying different criteria for advancement to Step VI.

- Chuck and Eunice presented a brief history of the distinguished step designation. The step originates from when the librarian salary scale mirrored the faculty salary scale. Over the years, the librarian salary scale was bifurcated from the faculty scale. The distinguished step is no longer historically justified.
- CAP recommends that the Executive Committee advise Library Administration that the procedures document for represented librarians be revised so that it reflects the same criteria for advancement to Step VI as are contained in the procedures for non-represented librarians.

c) *Program – Kristen*

- Program would like to focus this year's programs on campus history. They are currently working on organizing the first program, which will either be a campus history presentation or a campus walking tour.

d) *RPD – Jon*

- Library administration has requested that the RPD Chair send monthly summaries of Professional Development spending to Alan Grosenheider, Mary Kohler, and Margaret Driscoll. The purpose is for Mary to have validation on spending, Alan to have oversight on spending, and Margaret to gain a sense of the flavor, pace, and expense of activities.

e) *Chair – Angela*

- Systemwide committees have been filled. Jenn Thompson will be serving as our RPD representative, Cathy Chiu is our CPG representative, and Stephanie Tulley will continue on as our Diversity representative. President Nick Robinson will announce the charges for all three committees shortly, as well as the chairs of these committees.
- All of our local committees are filled and working. We will announce and invite all to our next general membership meeting soon.

5) *LAUC systemwide – Angela*

- LAUC has lost 4% of our members to attrition - new jobs, retirements, etc. Nick Robinson is going to discuss how this affects us at his next CoUL meeting.
- Nick Robinson is working with UC Davis, the host campus for this year's assembly; moving forward he would like to see the hosting have a larger role in the assembly.
- At some of the larger campuses, there are branch libraries that do not report to the University Librarian. Systemwide is working to find a way to get librarians at these branches to participate in LAUC more.

6) Old/New Business

- LAUC-SB website (Chrissy): The LAUC-SB website has been successfully migrated to WordPress. Training will be provided for interested Exec members. Chrissy will give a demonstration of the new site at the next general membership meeting.
- Nomination of David Gartrell to RPD (Jon): LAUC Parliamentarian Dean C. Rowan reported that there was nothing in the bylaws that would prevent David Gartrell, a non-LAUC member, from serving on RPD. Board approves.

7) Other Business

- Angela will send out charges to the committees soon.
- Angela, Kristen, and Chrissy will work on scheduling the next general membership meeting over email.

Meeting adjourned at 3:59 p.m.
Recorded by Chrissy Rissmeyer, Secretary