

## LAUC-SB EXECUTIVE COMMITTEE TRANSITION MEETING

September 16, 2015

1:00-3:00 P.M., Hacienda Restaurant

298 Pine Ave, Goleta, CA 93117

(805) 683-0456

### MINUTES

Present: Angela Boyd (Past President), Yolanda Blue (CAAR Chair) Catherine Busselen (incoming Secretary), Rick Caldwell (Vice-Chair/Chair-Elect), Gary Colmenar (Secretary), Andrea Duda (incoming CAP Chair) Chuck Huber, David Gartrell (RPD Chair), Kristen LaBonte (Chair), Elaine McCracken (CAP Chair), Chrissy Rissmeyer (incoming Chair).

1. The meeting started at 1:16 PM.
2. The minutes of August 11, 2015 were approved.
3. Committee reports

Chair - Kristen

#### STATEWIDE

The task force focused on the definition of the librarian series (APM 360-4) has created a draft of possible new language and the Exec Board has submitted draft feedback. The latest draft will need be revised and submitted for consideration by UCOP and the general membership. I have copies of the drafts if you would like to see them. It's been a really large project for this group during the past year.

#### LOCAL

David Gartrell has volunteered to be our Statewide RPD representative.

The local archives from 2009/10-2014/15 have been collected and will be handed over to Special Collections shortly.

My sincere thanks go to all of the hard work that the committees did last year!

CAP – Elaine

Most but not all 12 reviews were completed by the June 3<sup>rd</sup> deadline. Confidential letters that were sent to the candidate were sent in unsealed envelopes. As a result LAUC-SB Executive Board discussed the issue and made a recommendation that the University Librarian letters with redacted copies of the review committee reports should always be hand-delivered by HR in a sealed envelopes.

CAP's review calendar for 2015-2016 has been approved by the LAUC-SB Executive Board and AUL-ODE. The calendar has been posted on the LAUC-SB website under procedures.

In anticipation of her upcoming retirement, Meryle Gaston submitted her resignation letter to LAUC-SB Chair on August 18. Andrea Duda, the senior member of CAP will replace Meryle. However, there is still the matter of filling the vacancy to maintain the 4 member composition of CAP. Chrissy has consulted with Eunice Schroeder who was CAP Chair when the bylaws were revised. The board expressed concerns that the number of members in CAP should remain at 4 to maintain the anonymity aspect of the review process and workload issue. Chrissy will look into this matter and report back to the Executive Board.

Elaine offered her reflections on the review process as CAP Chair. A major commitment of time and energy is required of committee members. She even suggested for the LAUC-Executive Board to consider adding another member to the committee making it 5 total. This would alleviate the workload on each member, as well as increase the degree of anonymity in the review process. However, this would require a bylaws revision. The committee's workload increases beginning in mid-February until April. The amount of time spent reviewing a packet takes about two and half hours. Reading all the packets gives the reviewer a comparative perspective of all the individual review packets.

Elaine reminded the incoming chair to be aware of the problems with the confidential letters that happened this year, so that it could be avoided when the review process begins this year.

**Action Item:** Chrissy will follow-up with Meryle and Eunice.

RPD – David.

The committee members are Kyra Folk-Farber and Tom Brittnacher. David volunteered to the Statewide RPD Representative.

CAAR – Yolanda

The Committee will continue to work on a number of tasks from last year's charge as well as, several outstanding projects.

During the previous fiscal year 2014-2015, Alan Grosenheider (AUL/ODE) asked CAAR to explore its role to provide suggestions/proposals of ranks for newly hired librarians. CAAR members are researching if there are other UCs with similar procedures. In addition, we are reviewing the University's APM and the librarian personnel code of the University of Washington that Alan recommended as a possible model.

Given the Committee on Advancement and Promotion (CAP) role in the Peer Review process, CAAR would like to seek CAP's advice to ensure that the draft proposal adheres to the required academic standards in the librarian series. CAAR will send a draft proposal to LAUC-Executive Board and AUL/ODR for review.

Included in the initial charge, CAAR will continue to main a Wiki of listservs for job postings.

Continue the discussion with Alan Grosenheider about the hiring process for the Evolving Workforce Resident Librarian.

Will follow-up on the plan to create a collection of review packets that will be kept in HR. Given that ODE, HR, and CAP have supported the idea the next step is to start the process of building the library.

Stephanie Tulley and Marti Jean-Kallal are two new members and Shari Laster is the Vice-Chair/Chair-Elect.

**Action Item:** Chrissy will reissue a charge to CAAR

Program – Chrissy

Chrissy thanked Rick for stepping in as Vice-Chair pro-tem during her absence. Their transition meeting occurred in June. She also thanked Kristen and Angela for their assistance while she was away.

The committee organized five programs for the year.

October 23, 2014 – Historic walking tour of Isla Vista by retired UCSB librarian Carol Gibbens.

November 20, 2014 – Tour of the UCSB Anthropology Department's Repository for Archaeological and Ethnographic Collections by Curator Dr. Lynn H. Gamble and Assistant Curator Christina Friberg.

December 9, 2014 – Two Guided Meditation sessions with Alice Allredge.

January 12, 2015 – Field trip to the Santa Barbara Historical Museum including a gallery tour and a library tour/talk by Director of Research Michael Redmon. The field trip was followed by a WOM happy hour for all library staff at Dargan's Irish Pub & Restaurant.

February 19, 2015 – Field trip to the REEF, the UCSB Marine Sciences Institutes' interactive aquarium facility.

A sixth program, a campus architecture walking tour to be held during Spring or Summer Quarter, was postponed.

The committee has also been maintaining a list of future program ideas on the LAUC-SB Wiki: <https://wiki.library.ucsb.edu/display/LAUC/Program+Ideas>

Secretary – Gary

It was a pleasure to work the executive board. Catherine Busselen and I have met for the transition meeting and reviewed the duties of the Secretary including instructions for Ballotbin and WordPress.

## 6) Transition

### LAUC-SB mission and history – Chuck

LAUC was formed in 1967 in San Francisco during a convention of the American Librarian Association. However, the idea and the impetus for UC librarians to organize an association started several years earlier from a series of incidents one of which is the Ishimatsu case when a librarian from Berkeley was terminated despite positive evaluations. The decision was appealed to the District Court of Appeals and was upheld. It became clear to UC librarians that they didn't have employment security. It was until 1974 when LAUC was recognized officially as a part of the University of California. In the 1980 the LAUC Bylaws were revised that have brought the association to the present state. Chuck also added that UCSB librarians at this time wanted the structure of LAUC to be similar to the faculty senate.

In 1984 AFT officially became the representative body of UC librarians related to salary negotiations. However LAUC retained responsibility for governance and librarians review.

LAUC Statewide website contains links to documents about the history of LAUC including history of LAUC-SB. <https://lauc.ucop.edu/about>

### LAUC Executive Board procedures with Sturgis as parliamentary authority – Chrissy

Chrissy reminded the incoming chairs that we follow the Sturgis code of Parliamentary Procedures. She reminded incoming chairs to respond in a timely manner and send a substitute if you cannot attend meetings. She advised Catherine about scheduling future meetings and consider using the doodle poll. The Reference Department meeting room on 2<sup>nd</sup> floor would be a good first choice when looking for a meeting venue.

### Tips for incoming chairs

The outgoing committee chairs offered the following advice for the incoming chairs. It is important for the CAP Chair to maintain communication with HR on matters related to the review process. Chrissy mentioned to Rick that having a large number of Program Committee members make the work easier for everyone. Each committee member can be Assigned to coordinate one program. Kristen alerted Chrissy about the likelihood of duplicate emails being forwarded to membership that comes from LAUC Statewide given that similar emails are forwarded by department heads also. The main point is to ensure that membership receives all communications from LAUC Statewide. Advice for immediate past president, have fun.

Scheduling of the Executive Board meetings will be done via Doodle Poll. There is a LAUC budget allocation of \$2,000 annually. The Vice-Chair/Chair-Elect monitors the budget which has been used for various LAUC related expenses.

One of the tasks she'd like to accomplish this year is to draft schedule retention document for LAUC documents for the archives. Archives. She asked David Gartrell to be participate in this task given his position as University Archivist.

7) Other business

Chrissy mentioned additional tasks she'd like the Executive Board to address this year. One of these is the drafting of language and bylaws revision related to the treatment of local archives. The review of the LAUC-SB website content and structure is another project she'd like to Executive Board to look into.

8) Meeting ended at 2:46 PM.