LAUC-SB Executive Committee  
Wednesday, November 28, 2018  
Art & Architecture Seminar Room  
2:00pm - 3:30 pm  
MINUTES

Attendees: Tom Brittnacher (Chair), Kyra Folk-Farber (Vice-Chair), Paige Sundstrom (Secretary), Leahkim Gannett (Past Chair), Chizu Morihara (CAP Chair), Jane Faulkner (CAAR Vice-Chair) Alex Regan (RPD Chair)

1) Meeting called to order at 2:12 PM  
2) October minutes approved  
3) Committee & Taskforce Check-ins:  
   a. Officers  
      i. Chair  
      1. Report back from LAUC statewide board meetings  
         a. Roger Smith, document/draft statement on academic freedom and role as PI’s. Some not sure if that was a LAUC or union issue.  
         b. Position paper 5: professional governance. Describes academic librarian in UC. Who we are, what we are, so it’s being reviewed.  
         c. LAUC statewide meeting at UCR on March 28.  
   2. Memo from LAUC President re focused discussions on barriers to LAUC participation  
      a. Charge: Campus divisions should hold discussions on barriers to LAUC participation. Seed conversation: impact of workload and time to devote, value of LAUC, and participating from a professional standpoint they want suggestions/recommendations to improve participation.  
      b. This item will be added to the December membership meeting agenda. Tom will bring up those points, gather input, summarize, send to statewide.  
      c. Suggestions for upcoming membership meeting when discussing this agenda item:  
         i. Phrase as “what would attract you to LAUC”  
         ii. Consider the incentive for being a part of LAUC  
         iii. Review packets: How we see our job affecting/improving university  
      i. Vice-Chair – nothing to report  
      iii. Past Chair – nothing to report  
      iv. Secretary – nothing to report  
   b. Standing Committees  
   i. CAAR
1. CAAR has not been asked to review any new librarian RTFs, although we do expect to see 1-2 early in the new year. Meanwhile, the Temporary Metadata Management Librarian search continues to progress. Candidates will be on campus the week of December 10.

2. We did have an extensive discussion about proposed changes to AACs as they relate to the APM and our own LAUC charter. Jane will share some of those notes, as appropriate, during that agenda item.
   a. Ryan to contact other campuses to see how their AACs run. LAUC-CAs do less work, don’t necessarily propose AAC names. Varies across campus. Davis: no LAUC input asked on who is on an AAC.
   b. We will wait to hear from CAAR about future discussions

ii. CAP

1. With Kristin/Alan’s discussion, CAP agreed to move back the deadline for our reviews by 2 weeks (giving Kristin 6 weeks instead of 8 to review our packets). In September, during the call, we had 15 librarians up for review, and now the number is 10!

iii. RPD


c. Ad Hoc Committees/Task Forces

i. Archives & Records Management Taskforce

1. "The taskforce has reviewed options and determined that for most of the official documents that need to be passed from administration to administration should go into Box. Each administration/committee can choose what it wants to use for its own materials during their term. Paige and Tom set up Box folders and assigned permissions as relevant. Each chair can add committee members to their Box folders at their discretion.

2. "The next step is for us to start migrating documents into the Box folders and finish documentation. The taskforce will meet again on December 13 to talk about next steps."
   a. Executive board approved the two disposition documents in Box, act as official documents.

4) LAUC Exec welcoming new librarians and saying goodbye

   a. It was discussed that the LAUC chair and a couple other people would take incoming librarians out to lunch, and potentially on a campus tour, and explain LAUC
      i. The lunch should occur sometime in the first four weeks of start date, in the first 2-3 months, LAUC members should invite the new librarian on a campus tour or invite to campus events. The LAUC Chair should look into campus events happening in the first 3 months, choose some events, and lets the new librarian decide which they’d like to attend
      ii. This information on the new librarian lunch and tour procedures should be made into an official document in Box
b. Goodbyes
   i. Alex R. Action Item: Alex will create card sign up and have 3 cards available to be signed

5) Website Update Task Force Charge
   a. Tom wrote a charge: https://ucsb.box.com/s/71ene6ghz2llqe94f74qs0kdfppy7wnr
      i. Leahkim looked at and approved it. It will be announced at the membership meeting on December 5, they will ask for names to be on the task force

6) Debrief on meeting with Kristin
   a. RI as AAC chair
      i. Jane Action Item: Revise CAAR procedures so that RI is AAC Chair
      ii. Action item: Ryan L. and Jane F. will call a CAAR meeting with Alan
          1. Academic appointment procedures need to be updated: Integrate RI in AAC
          2. A document needs to be created that describes how the final AAC candidate document (that includes the candidate’s strengths and weaknesses) given to Kristin will look,
             a. It also needs to be determined where it will be located so HR, LAUC, and CAAR has access to it
      iii. HR/admin support for scheduling during a librarian search
          a. Voice concern over well-being of RI/AAC Chair, how will HR help with documentation
          b. Needs to be set up so that HR/admin support
             i. Ask what can be done to support Ryan G during this time – how does that workflow work? Is there someone that can be trained for scheduling so that it can be accomplished sooner?

2. Alex Action Item: Ask Alan to send out the EET report

3. Paige: Schedule next LAUC-exec meeting with Kristin with Isabella

b. LAUC involvement in Specialists hiring
   i. Fewer LAUC people on AAC, 2 names just for the specialist positions
   ii. Questioning what is the specialists’ relationship to LAUC, how do we include them – this includes Greg J., Eileen Joy (how does LAUC include them and collaborate)
      1. Based on how their positions are defined, can they serve on library committees?
   iii. Discussion on if a statement needs to be made about LAUC’s involvement in Specialists hiring... CAAR needs to decide what kind of statement LAUC needs to make and give guidance to Exec. This includes CAAR’s other concerns, an opportunity to give points of view, do exec board folks have other concerns (not necessarily the RI as AAC chair)

7) Leahkim: Zak Liebhaber Oral History brownbag on December 4. Sign ups in Nov. 26 mODE
8) Agenda items for membership meeting – not discussed
9) Meeting adjourned at 3:37PM