LAUC-SB Executive Committee  
Friday, January 18, 2019  
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), Jane Faulkner (CAAR Chair), Chizu Morihara (CAP Chair)

1) Meeting called to order at 2:14PM
2) December minutes approved
3) Reports:
   a. Officers
      i. Chair
         1. Barriers to engagement – Roger is taking the reports from each campus and compiling them.
         2. Academic Freedom – Roger put together a draft letter that reaffirmed the value of academic freedom and specified that any committee formed to evaluate the topic should include librarians. In the meantime, CoUL formed a committee and invited Roger to be on it. So, he’s pausing on the letter and will readjust it as necessary.
      ii. Vice-Chair
         1. Card receipts: Alex got the cards for free so doesn’t need to be reimbursed
      iii. Past Chair
         1. Nothing new to report
   iv. Secretary
      1. Nothing new to report
   b. Standing Committees
      i. CAAR
         1. Sharing letter with other UC campuses
            a. Important letter, since some campuses are not in alignment with the APM. Everyone is fine with sharing and keeping it within LAUC Exec. Gary wants to send as his capacity of CAAR members, sharing with other CAAR members in the UC’s. Do we share with all UC campuses, or just the two he heard from? Okay, to send it out.
         2. CAAR is drafting an exit survey. We have based it on an old survey that Ryan found on the L drive (no one remembers when this was used, nor by whom) and on an exit survey that our local union reps are using. We are still discussing at what point the exit survey should be given, and by whom. We will have a draft for LAUC Exec soon.
         3. We sent Alan our revisions to the East Asian Librarian job description on January 8 and recommended significant changes; have not yet heard back from Alan.
4. We met with Kristin on Jan. 11 to discuss the letter of Dec. 14, 2018, that CAAR had drafted and that LAUC Exec sent on our behalf. Kristin had not been aware of the fact that her decision to appoint the Review Initiator as chair of AACs runs counter to the APM. She was very amenable to our comments and requests.

Action: Kristin has agreed to return to having CAAR as the body that creates the AACs. The RI will NOT be chair.

In charge of creating AAC committee, choosing chair, and telling Alan. Alan picks staff.

5. In light of our meeting with Kristin, we will now meet with Alan on Feb. 5 to discuss changes that must be made to the LAUC and library HR procedures. Jane wrote to Alan about looking at the revised East Asian Librarian job description. Alan responded, met with Ryan, made changes, and forwarded the final version to CAAR.

ii. CAP
1. Nothing new to report and will be meeting soon

iii. RPD
1. Statewide RPD made their final decisions about grant funding and recipients have been notified. The call for spring grants will go out this week (week of Jan. 21, 2019).

c. Ad Hoc Committees/Task Forces
i. Archives & Records Management Taskforce
1. LAUC-SB Working Documents Disposition Guide was shared with Exec Board. Are there any other comments? Can the Executive Board provisionally approve this document to make it official?
   a. In Sept, when Tom is past-chair, they will run through using the guide and see how it works and make adjustments accordingly
   b. Approved the LAUC-SB working documents disposition guide

2. We are continuing our work implementing the plan. We’re moving documents into Box and evaluating what’s on the L Drive.
   a. Before 2009, already archived. Finding Aid of LAUC documents goes until 2009 and is located in OAC.

ii. Website Update Taskforce
1. Nothing new to report, meeting next Tuesday, January 22, 2019.

4) Vice-Chair’s role in welcoming new employees
   a. Documentation of this role
   i. Email conversations about putting this document together.
   ii. Test out for a few years, wait and test before adding anything to the bylaws
   iii. Kyra will put basic instructions in the Vice Chair Checklist document in Box is that coordinating these welcoming events is the job of the vice-chair.

5) New business
   a. Discuss coordinating a LAUC committee fair in April
   i. Exec discussed a few options for engaging new folks in LAUC and possible fun ways to learn more about LAUC. The conclusions to this conversation ended
with most of us wondering how much time we’d like to put into this and what would be the most effective way to get information out there?

1. **Action item:** ask Mary-Michelle and see if there are any ideas for having an interactive session? Heather, Becca, Mary-Michelle, Des – maybe invite them all for coffee, take notes, share with committee chairs
   a. Another idea was to wait until the nomination committee is formed and meet with people who could potentially get involved
   b. If we do take the four above mentioned people out for coffee, Tom needs to let Mary know we’ll be spending money

2. **Action item for March membership meeting:** make one slide for each position that we’ll be asking people to be invited to join in and for
   b. Agenda items for UL meeting
      i. Shared governance perspective: reorganization
         1. Exec board discussed talking about how Kristin feels we fit in, in the interest of our shared governance
            a. Discussions about being interested in how Kristin interprets shared governance and statements in the APM
      ii. **Action item:** review the APM and what is says about our roles.
         1. Information on the statewide LAUC website
      iii. Exec board decided to think about additional items and decide via email over the next few weeks. Other potential items included:
         1. With the brunch in spring, same week of staff appreciation week, remind her to attend, and ask the UL to say a few words
         2. Let Kristin know about some of the upcoming LAUC events
            a. LAUC Assembly in March
            b. Nominations soon
       iv. Circled back to a previous agenda item: EET survey still has not been sent to us
      c. Reorganization conversation
          i. Very brief discussion about functional roles and our intellectual value feeling as though it is decreased in this model
      d. **Action item:** Add brunch organizing to Feb meeting agenda

6) **Meeting adjourned at 3:27PM**