

M i n u t e s  
LAUC Executive Board Meeting  
7/13/04, 10 am –12:00 am  
Telephone Conference Call

**Present:** Linda Kennedy, President (D), Mary Linn Bergstrom (SD V-Chair) Ellen Broidy (LA Chair), Kuei Chiu (R Chair), Tammy Dearie, SOPAG Representative (SD), Jim Dooley (M Chair), Sam Dunlap (SD Chair), Esther Grassian, Past President (LA), Bob Heyer-Gray (D V-Chair), Terry Huwe VP/President-Elect, (B), Ann Jensen, SLASIAC Representative, (B), Bill Landis (I V-Chair), Keir Reavie (SF Chair), Barbara Schader, Secretary and Recorder (LA), Allan Urbanic (B Chair),

**Absent:** Joan Ariel (I Chair), Greg Careaga (SC Chair), Cathy Chiu (SB Chair)

**Presiding:** Linda Kennedy, President (D)

**1. Call in and Call to order**

President Kennedy called the meeting to order at 10:05 a.m. after each of the attendees called in.

**2. Announcements** none

**3. Approval of minutes for May 14 Executive Board**

Minutes were approved as corrected. Revised minutes will be posted to the LAUC web site

**4. Old Business:**

**a. Draft LAUC Statement on Retention (initial draft was attached to agenda)**

This issue came up at the May meeting. Kennedy & Jensen drafted a statement based upon the LAUC-B example. The aim was to make this statement short and to the point.

Grassian wondered if managers were included in the data that Myron Okada provided even though the heading on the document was Unit 17. It was established that the data reflected all librarians including managers on each campus. There was discussion regarding information instruction vs. information literacy.

**ACTION:** A new draft will be available for the August transition meeting.

## **b. Distinguished Librarian issue, statistics and follow-up**

### **1. UCOP Statistics**

UCOP statistics show 606 librarians in 1990 to 507 librarians today with our lowest point being 473 librarians in 1997, so our figures are just starting to increase again but probably they won't reach our high of 606 librarians statewide. 2004 statistics are expected to go down so we may definitely want to include the 2004 statistics.

Landis commented that this information has reinforced that UCI wants to start tracking this data so they have this longitudinal data readily available. A subcommittee of the UCI Executive Board will look into the data they want to collect locally and where they need to go to obtain this data.

We need to look at FTE as well as headcount; there may now be more reliance on part time librarians.

Broidy queried how START would affect our FTE and headcount and our rationale for retention. Most campuses had no involvement or minimal involvement except Berkeley, which did have several individuals participating.

### **2. Divisional Statistics**

At the May 14 Executive Board, the collection of additional data was suggested, depending on what data was provided systemwide. "Obtain from the campuses: number of librarians at the distinguished standing and at which step; and number of librarians accorded distinguished status under the new scale and at what step when awarded; and number of librarians who sought distinguished and were denied; number of librarians who have plateaued at step 5 under the new structure."

Information on what step individuals were at when they were awarded distinguished step may no longer be collectable. In the past, all those at Step V of Librarian had distinguished status; now, because of the transition between scales, there are individuals with distinguished status at several steps, although it is true that anyone being newly considered for distinguished status will be moving from Step V to Step VI. If only one year was an anomaly for promoting to distinguished (the first year of the transition, when additional individuals were made eligible), then perhaps we do not need to compile data on step at which one was when promoted to distinguished. Kennedy asked Executive Board to think about this and determine if they really do need this piece of information.

Re the number of individuals who sought distinguished status and were denied and the number of librarians plateaued at Step 5 under the new structure: Kennedy wondered if campuses compiled data on actions denied by step. Urbanic stated B provides very general statistical data – the number of people going up for promotion and the number denied. Urbanic does not believe the number going for distinguished and denied is being

counted. Dunlap at SD thought they might be able to get this data. Urbanic at B doubted they could obtain it without actually going through folders. Broidy stated that UCLA does report every single action so UCLA should be able to tease out this data.

ACTION: Kennedy asked that each campus obtain figures for how many distinguished librarians are on each campus by August 15th. (These figures will also be affected by retirements but this will be considered later.) Kennedy will then provide a table of this data for the transition meeting.

**3. Campus polling on whether names of LAUC members should be made available with rank and step.**

At the May 14 meeting, the following motion was passed: **“that each chair take the question of whether the full membership of LAUC – name, rank and step – should be compiled and publicly available statewide with general access.”** Some campuses have already discussed this.

Urbanic at Berkeley polled his members and received 38 responses out of 116 LAUC members. The majority did not want the information posted anywhere.

Dunlap at SD stated this was discussed at their local membership meeting and the conclusion was that while this information is available locally, the names would be stripped from rank and step when the results were submitted statewide. So the numbers would be available to work with but not the names.

Broidy, LA, explained that this issue was discussed in LAUC-LA Executive Board meeting and there was very little enthusiasm for this.

D and SF also discussed and both campuses were not in favor of attaching names. M – Emily & Jim discussed and decided not beneficial to attach names.

ACTION: Kennedy requested that I, R, SC, SB discuss with their executive boards; it does not appear at this point, however, that there is interest in pursuing the posting of names with rank and step

ACTION: The data Myron sent can be acquired annually; Kennedy will request this. She will distribute the current data to the membership.

**c. Election results**

**1. Statewide**

Jennifer Reiswig (SD) was elected Vice-President and Donald Barclay was elected Secretary.

Grassian stated that it was wonderful to see how many LAUC members voted. It was a close election with strong candidates. Kennedy also mentioned that having multiple candidates for each office also was an incentive for the membership to vote.

Grassian also expressed thanks to Cathy Palmer and Cathy Chiu as members of the Nominating Committee.

**2. Newly elected divisional vice-chairs were announced:**

B	Lillian Castillo-Speed, Head, Ethnic Studies Library
D	Karleen Darr
I	Judy Ruttenberg
LA	Debra Costa, College Library
M	LAUC-M does not elect a vice-chair
R	Ken Furuta
SB	Gerardo (Gary) Colmenar
SC	Lucia Orlando
SD	Peter Brueggeman, Head, Scripps Library
SF	Anneliese Taylor, Collections Librarian

**d. LAUC Representatives: procedures for selecting and appointing; discussion.**

Bylaws require that LAUC Executive Board send 3 names to the ULs for each open position.

There was a question and discussion of whether to rank the candidates for the ULs or not. Kennedy will consider this further and perhaps discuss this with John Tanno and also see what the faculty does when submitting their nominations.

HOPS – only 2 nominations. Landis suggested that if we have 2 names of people interested and willing, that should be sufficient. There was agreement with this view.

Landis also suggested that we add bullet points of strengths for each candidate. There was also agreement with this.

In the past, a variety of approaches have been used for the poling. It was agreed that the statements and resumes would be distributed, and that we would leave it to local option whether the chair would consult with the local executive board. . These terms start October 1<sup>st</sup>. Huwe also felt it would be useful to make a decision sooner rather than later.

There was interest in having an electronic vote. Each campus would vote for 3 individuals out of the number of individuals running for each of the representative positions. Kennedy will have a response by tomorrow

regarding the ranking issue so that campuses know whether or not they also need to rank the candidates.

Urbanic suggested that there was no need to have a full discussion on individual candidates on this at this time and there was agreement by Executive Board members.

**ACTION:** Kennedy will compile the documentation for the representatives into one document for distribution. The ballot will be a separate document.

#### **e. LAUC Web Manager Recruitment status report**

No candidate at this time although some individuals are considering and Kennedy urged local campuses to encourage individuals.

Bergstrom stated she had one individual who was deterred by the open-ended statement of redesigning the site. Kennedy mentioned that she is exploring using the same format and structure being used on the University of California Library web pages. She feels this would make the project a great deal easier. Grassian thought that Beth had already done work on the restructure but had just not implemented this. So we should check with Beth to see where she is and her suggestions. Huwe also said that he has a programmer analyst on his staff who is also a graphic designer and who could help the volunteer web master. Huwe also indicated that we would want to keep our website simple. He felt this should not be regarded as a great deal of work and that it could be broken into manageable pieces.

#### **f. LAUC Fall Assembly (T. Huwe)**

Date: November 4, 2004 Location: UC Berkeley

#### **g. LAUC Fall Assembly invitation to Provost M.R.C. Greenwood**

Kennedy is still waiting for a response from Provost Greenwood. Huwe discussed with Dearie involving SOPAG in the Fall Assembly and Dearie agreed this was a good idea; Huwe will discuss this with John Tanno. Huwe is contemplating putting together a small program planning committee for Fall Assembly but feels it is too soon to do this.

Kennedy mentioned that MRC Greenwood has not responded yet as her calendar is not yet set. Her secretary did mention that if she could not participate in Fall Assembly, she did still want to meet with the LAUC chair.

### **5. New Business**

#### **a. LAUC Transition Meeting: Review of Procedures for making travel reservations and obtaining reimbursement**

Date: 20 Aug 2004, 10-3

Location: 1111 Franklin Building, Room 5320, Oakland.

Attendance: 2003/04 division chairs and the incoming divisional chairs, plus LAUC current officers and newly elected Secretary and Vice-President/President-Elect

Kennedy will resend the information on making LAUC travel arrangements.

Old and new boards attend the morning session; the new board meets in the afternoon, although the outgoing board members are welcome to remain for the full meeting. Lunch will be provided, so please plan to stay until at least 1:30.

**b. LAUC Committee vacancies for 2004 see**

<http://www.ucop.edu/lauc/cmtepositions2004.html>

There are committee vacancies so please look at this information on the web at the above website.

**c. Resolution of commendation for Myron Okada**

Kennedy asked Huwe and Grassian to draft this and have it available for August transition meeting.

**d. If time permits: Campus Updates: (particularly on Budget and staffing developments)**

LAUC-B (Urbanic) Special separation incentive

Technically this cannot be considered a retirement incentive but a separation incentive. There is a great deal of interest and so hopefully there will be no layoffs. This was the last week for individuals to apply for this program, there are no final numbers yet. It appears that there will be a number of librarians and staff who will be leaving.

There was a question regarding how this works and Urbanic responded that there was a complicated formula but essentially an individual receives a certain % of one's salary up to \$50K as a one-time payout. It does not affect any retirement benefits. Individuals must leave the university by September 1<sup>st</sup>.

There were no other campus updates. Kennedy suggested a written campus update for the transition meeting and she will remind everyone regarding a round robin also for the transition meeting.

**6. Wrap-up and adjournment**

**Transition Meeting issues:**

- 1) There will be a review of the conference calls and how well everyone thinks these have worked this past year.

The meeting was adjourned at 11:35.