

LAUC Executive Board Transition Meeting
20 Aug 2004, 10am - noon
1111 Franklin Building, Oakland
Room 5320

Draft Minutes

PRESENT: Linda Kennedy, Outgoing President (D), Terry Huwe, Incoming President (B), Barbara Schader, Outgoing Secretary (LA) and Recorder, first half of meeting) Donald Barclay, Incoming Secretary (M) and Recorder, second half of meeting, Jim Dooley (Outgoing & Incoming Chair, M), Kuei Chiu (Outgoing Chair R) Eric Forte (Incoming Chair, SB), Lisa Mix (Incoming Chair, SF), Keir Reavie (Outgoing Chair, SF), Michael Yonesawa (Incoming Chair R), Elizabeth Cowell (Past Chair, SD), Janet Carter (Incoming Chair, LA), Esther Grassian, Outgoing Past President (LA), Terri Malmgren (Outgoing Chair, D), Kenneth Lyons (Incoming Chair, SC), Greg Careaga (Outgoing Chair, SC), Jennifer Reiswig, Incoming President-Elect, (SD), Christina Tarr (Incoming Chair, B), Paul J. Weiss, LAUC Parliamentarian (SD), Ellen Broidy (Outgoing Chair, LA), Joan Ariel (Outgoing Chair, I), Bill Landis (Incoming Chair, I), Bob Heyer-Gray (Incoming Chair, D), Ann Jensen, SLASIAC Representative (B).

ABSENT: Mary Linn Bergstrom, Incoming Chair (SD), Sam Dunlap, Outgoing Chair (SD), Cathy Chiu, Outgoing Chair (SB), Allan Urbanic, Outgoing Chair (B). Tammie Dearie, Outgoing SOPAG Representative (SD)

1. Call to order, welcome, introductions, announcements

Outgoing President Kennedy called the meeting to order at 10am by congratulating attendees for being on time and welcoming them to the transition meeting. Attendees introduced themselves.

Tammie Dearie, Outgoing SOPAG Representative could not attend today so Kennedy will send a special letter thanking her for the tremendous effort being SOPAG representative represents.

2. Agenda Review

No changes to the agenda. Kennedy put together a packet of all the information needed for the meeting.

3. Secretary's report - Barbara Schader

- a) *Approve minutes: LAUC Conference Call on July 13, 2004:* Minutes were approved as presented, with 2 minor corrections emailed previously.
- b) *Roster: Review & make corrections and additions:* The draft 2004/05 roster was sent around for corrections.
- c) *Spring Assembly minutes 13 May 2004 have been distributed in draft (7/6) and will be posted to the LAUC website. Final approval at the Fall Assembly.*
- d) The latest draft of the Spring Assembly minutes are on the website.
- e) Grassian brought up the point of the bylaws change which would allow the Assembly minutes to be approved by the attendees. Kennedy thanked Schader for taking all of the extra minutes this year in a timely manner. Kennedy also mentioned that the Executive Board decided only Action Minutes were necessary.

4. Old Business - L. Kennedy

a) Outgoing President's Report Highlights (Complete report posted to web).

Executive Board met more frequently in 2003/04 via conference call with the goal of conducting more work between assemblies in order to make LAUC a more nimble organization. If LAUC continues to operate with more meetings to carry out LAUC business, there may need to be changes to the bylaws as LAUC was set up to work through the Assemblies. There will be changes in how reports are handled; it is more logical to have reports given at Spring Assembly when the committee members actually doing the work are still present.

All ad hoc committees but one have completed their work:

- Awards Committee - thanked and discharged.
- Information Literacy - webpages transferred to Information Literacy Common Interest Group that reports to HOPS; also first LAUC representative to a Common Interest Group, who is Sarah McDaniels. Challenge will be organizing a workshop
- Position Paper Review Task Force - Heidi Hutchinson is new chair and she has been charged to look at position papers #2-#5 by October 1st.
- Nominations Committee provided an excellent slate.
- Scholarly Information Committee - has been in limbo and now we are working elements of this committee's webpages into the LAUC webpages.

Standing Committees:

- Library Plans & Policies will be preparing a white paper
- Professional Governance had an informational report and no additional charge.
- Research & Professional Development revised some guidelines and are ready for the next year.

b. 2003/2004 budget report.

c. Budget is projected to have a balance of \$895.00, probably due to the fact that some committees did not meet this year. Total Budget is \$66,000 with \$30,000 going to research grants.

d. LAUC Committee Vacancies Reminder:

e. ACTION ITEM: Appointments are due September 1st or as soon thereafter as possible to both Donald Barclay and Terry Huwe (include full contact information).

f. d. LAUC Representative Appointments Update. There was an excellent response and after the candidates were voted upon by the Executive Board, the top 3 candidates for each vacancy (2 for HOPS) were forwarded to Karen Butter with their statements of interest and resumes. Ariel brought up the point of mentioning to the UIs the need for diversity among the representatives appointed so that they are not all from the same campus.

g. LAUC Web Manager: as announced via email 8/4 Ilan Eyman (B) has been selected as the new Web Services Manager and the Executive Board welcomed him. Outgoing Web Manager Beth Dupuis (not present) was thanked for the high degree of efficiency and responsiveness she brought to the web work.

h. Revised web policies document (distributed 8/4): no questions

i. Revised RPD documents (distributed 8/4): no questions.

j. Huwe commented on the long term working relationship LAUC has had

with Myron Okada and how Okada spoke on the record how impressed he was with LAUC work on these grants and that this participation in research grants could be a political tool for LAUC.

- k. SLASIAC Report (Jensen): no activity to report. The next scheduled meeting for SLASIAC is in November. The major documents from SLASIAC this year was the Strategic Plan.
- l. LAUC Committee Activity since Spring Assembly (see above notes)
- m. Distinguished Step - review of statistics from divisions, briefly
 - Only 1% so far of the individuals are under the old scale.
 - Landis pointed out a discrepancy in the UCI figures and this was corrected.
 - It was pointed out that these numbers have already changed with the latest peer review results and so the 2003/04 data should be included.
 - There is also the issue of retirements and how to handle the effect of those figures. Kennedy would like a volunteer to graph this information.
- n. Posting LAUC members rank and step - final summary. There was virtually no interest in having this data available publicly.
- o. Retention Statement (in packet)
 - Kennedy commented that she was struck by the data that the total number of Academic employees had increased by 36% since 1990 while the total number of Librarians decreased 16%. This means we are 50% behind other academic employees
 - Ariel pointed out that only Information Literacy was pulled out and why wasn't digital services, digital collections, public services also included. The increased complexity of all of these services should be noted.
- p. No SOPAG report
- q. President & President-elect met with University Committee on Libraries in the Spring and they were meeting with the ULs at the same time. LAUC President is a consultant to that group. This is an important group to cultivate. Grassian's year as President marked the first year of interactions with the University Committee on Libraries.
- r. Kennedy announced that 2 LAUC Executive Board members, Keir Reavie and Lisa Mix, were getting married on September 30th. They met at a LAUC-SF meeting.

5. Tips from outgoing Executive Board members

- Think locally and globally
- LAUC has great leverage potential if we use it.
- Importance of divisional sharing
- Need to strengthen academic librarianship
- UCR requested better data for campuses hosting the assemblies. A web page of procedures and data would be great.
- Communication is very important and staying on top of everything. Have your VP take over when you are out of town. Having emails labeled "confidential" or "for distribution" helps tremendously.
- Bring both newer librarians into LAUC and also long term librarian who have not been as active.
- LAUC has a much bigger impact that we realize. So LAUC Executive Board should not only be reactive but also definitely **proactive** and solicit ideas

- from the membership.
- Take advantage of the knowledge of colleagues who have done this in previous years.
- Kudos to Paul for his parliamentary knowledge.
- UCI funded “new to UC” librarians to attend Spring Assembly at UCR.
- Acknowledge LAUC’s history and unique status.
- Pay attention to the broad scope of professional issues.

6. TRANSITION

L. Kennedy thanked the old board and welcomed new Board, turning the gavel over to Terry Huwe who thanked Kennedy for her insight and good work this past year. Kennedy also stated that she was looking forward to Terry’s Presidency and his innovative ideas. Huwe then also thanked outgoing secretary Barbara Schader and outgoing past president Esther Grassian. Weiss commented that Terry was the first non affiliated librarian to be president of LAUC. Huwe does not report directly to a UL.

Action Minutes (Second Half of Meeting), Friday, August 20, 2004, 1:00PM to 3:00PM (prepared by Donald Barclay, 2004/2005 Secretary)

Present: Linda Kennedy, Terence Huwe, Jennifer Reiswig, Donald Barclay, Bob Heyer-Gray, Bill Landis, Michael M. Yonezawa, Jim Dooley, Ann Jensen, Paul Weiss, Elizabeth Cowell, Janet D. Carter, Lisa Mix, Eric Forte, Ken Lyons, Ilan Eyman

7. Incoming President: Introduction of Goals and Issues for 2003/2004—T. Huwe

- The status of system-wide advisory “culture:” LAUC’s role.
ACTION: Advance and enhance our advisory role to assist the University Librarians increase their awareness of user needs.
RESPONSIBILITY: Exec. Board, TKH
- Interacting with the U.L.s and SOPAG, exploring joint ventures.
 - Discussion of role of CDL staff in LAUC.
ACTION: Continue exploring opportunities for joint ventures with SOPAG and the U.L.s.
RESPONSIBILITY: TKH
- An organized focus for LAUC system-wide representatives.
ACTION: Organize LAUC reps on systemwide committees into an *ad hoc* or standing committee that reports to LAUC with LAUC officers on committee.
RESPONSIBILITY: TKH
- Implementation of an Assembly Delegates listserv (for pre-Assembly preparation and interaction).
ACTION: Establish listserv for Fall 2004 to communicate with delegates, and among delegates, prior to Assembly. Solicit, by email, a list of Assembly delegates.
RESPONSIBILITY: TKH

- e. Position Papers and/or policy papers: Privacy Issues, Copyright and Fair Use.
ACTION: Charge LAUC committees and subcommittees to produce substantive scholarship (whitepapers).
RESPONSIBILITY: TKH
- f. 2004-05 strategies for state-wide assemblies.
ACTION: Review what we do at assemblies. SOPAG will be on program of Fall Assembly. Panel of UCOL and Division Faculty Library Committee members on program. Fall Assembly in Berkeley; Spring, Santa Barbara.
RESPONSIBILITY: TKH
- g. New Web site.
ACTION: New Web site rollout is targeted for October 1, 2004.
RESPONSIBILITY: IE will develop site. Exec. Board will comment.
- h. Faculty as *ex officio* members of LAUC divisional executive committees.
ACTION: Explore the advisability of inviting faculty to be *ex-officio* members of divisional LAUC boards.
RESPONSIBILITY: TKH will discuss with Division Chairs.

8. New Division Chairs Orientation – T. Huwe

- a. Welcome & review of LAUC mission.
ACTION: Membership of Exec. Board should read LAUC bylaws if they haven't.
RESPONSIBILITY: Exec. Board
- b. LAUC Executive Board Procedures
 - i. Sturgis as parliamentary authority.
 - ii. Implementation of "consent agendas" and "action minutes."
Approved by unanimous consent.
 - iii. Election Calendar (D. Barclay)
 - iv. LAUC documentation & communication (labeling emails, web site submissions, etc.)**ACTION:** Send draft of election calendar to executive board.
RESPONSIBILITY: DAB
ACTION: Read guidelines distributed at meeting.
RESPONSIBILITY: Exec. Board
- c. Schedule 2004/05 Executive Board meetings.
ACTION: Find time for conference call (if necessary). Check calendar to see if Tuesday, October 19 works.
RESPONSIBILITY: Exec. Board
- d. Spring Assembly in Santa Barbara. Executive board will meet the day after Assembly. May 19 & 20 first choice; May 12 & 13 fall-back date.

9. LAUC Budget Issues for 2003/2004—T. Huwe

- a. Travel procedures & policies, alternatives.
ACTION: Conference call with UCOP administrator on September 2.

RESPONSIBILITY: TKH, JR, LMK

10. New business – T. Huwe

b. Statewide Committee charges—discussion of major issues, role of ad hoc committees versus standing committees, short-turnaround charges. Some groups may need to meet in person—requiring travel support. Local divisions should support the cost of conference calls.

b. Statewide Committee Chair appointments (CLOSED DISCUSSION: Executive Session). Discussion:

- i. Desirable to get comparative info on assistant-librarian level hiring—how to bring assistant librarians in at the appropriate level while giving them enough time to prepare for promotion/career status review.
- ii. Rob Melton volunteered to chair CPG.
- iii. Elizabeth Edinger (B) or Ken Furuta (R) might volunteer to chair Library Plans and Policies.
- iv. Diversity has co-chair—they will suggest a chair candidate.
- v. Paul Weiss volunteered to chair COCRJ

ACTION: Charge CPG to look into assistant-librarian level hiring.

RESPONSIBILITY: TKH

ACTION: Send drafts of charges to Exec. Board for review.

RESPONSIBILITY: TKH

c. Bylaws review and discussion. TKH proposed charging COCRJ to overhaul of the bylaws to streamline LAUC processes. Executive board gave consent.

ACTION: Send charge to COCRJ.

RESPONSIBILITY: TKH

d. Responses to Strategic Plan and RLF Task Force Report.

ACTION: Solicit input from Exec. Board via draft to be emailed. Respond to RLF issue (and any new ones) in context of SLASIAC report.

RESPONSIBILITY: TKH

e. Fall & Spring Assembly Planning: Fall Assembly will be held at UC Berkeley, on November 4, at the International House. The Executive Board will meet on Friday morning, November 5.

f. University Librarians, communications, issues to bring to UL meetings.

ACTION: Contact ULs to arrange for annual visit the Council of University Librarians.

RESPONSIBILITY: TKH

g. LAUC Representative for Shared Library Facilities Board. (Watch for forthcoming LK email)

ACTION: Solicit candidates to serve as LAUC rep on the new shared facilities board.

RESPONSIBILITY: TKH