

LAUC Transition Meeting Agenda
August 17, 2009
UC Berkeley
303 Doe Library
10:00 a.m. – Noon

Attended: Sam Dunlap (President), Lucia Diamond (Vice President/President-Elect), Michael Yonezawa (Vice President-Elect), Gayatri Singh (Secretary-Elect), Bob Heyer-Gray (Past President), Dean Rowan (Parliamentarian), Corliss Lee (UCB*), Margaret Phillips (UCB**), Lisa Spagnolo (UCD*), Adam Siegel (UCD**), Mitchell Brown (UCI*), Dana Peterman (UCI**), Keri Botello (*UCLA), Diane Mizrahi (UCLA**), Jim Dooley (UCM*), Susan Mikkelsen (UCM**), Gwido Zlatkes (UCR**), Jeff Williams (UCSD*), Josephine Tan (UCSF*), Marcus Banks (UCSF**), Eunice Schroeder (UCSB**), Frank Gravier (UCSC*), Sarah Troy (UCSC**), Mary Linn Bergstrom (SOPAG)

*2008/09 Division Chairs

**2009/10 Division Chairs

1. President's Report

Accomplishments:

After considerable prompting at the UCOP level, we eventually succeeded in securing April 2009 Barbara Schader's (R) appointment by the Provost as the LAUC Representative to the System-wide Library and Scholarly Information Advisory Committee (SLASIAC). This appointment had been carried forward from Bob Heyer-Gray's 2007/2008 year, and at one point it was rumored that SLASIAC had been placed in hiatus. In December 2008, Catherine Candee (Executive Director, Strategic Publishing and Broadcast Initiatives at UCOP) confirmed that SLASIAC had been revived. I then contacted the original five LAUC applicants to confirm that they were still interested in having their names considered for the position, and four were interested.

Worked with University of California Office of the President (UCOP) legal to resolve typographical errors and interpretation concerns that resulted in final approval of the LAUC Bylaws and Standing Rules, which had been in the works since 2002, the year the revisions began. In particular, Leslie Van Houten (Senior Counsel, Office of General Counsel at UCOP) wanted to clarify the potential MOU conflict in the revised description of the Committee on Diversity that included the words "recruitment and retention" in the group's charge. We drafted and submitted the "Statement of interpretation for the LAUC Bylaws, Article VIII, Section 1.e.3. regarding the duties of the Committee on Diversity (January 12, 2009)."

Worked with Dan Greenstein's office to institute new pre-approval authorization for events costing more than \$500 and secured funding approval for two Assemblies in San Francisco and Riverside-Palm Desert and the Transition Meeting in Berkeley. Funded travel for 13 newer LAUC members to attend the Assemblies.

Worked with Lucia and Dan Greenstein's office to submit the required annual documentation for LAUC's compliance under the "Administrative Guidelines for the Establishment and Operation of University of California System-wide Organizations."

Upon the recommendation of the University Librarians (ULs) Group, the Executive Board developed the LAUC Information Clearinghouse section on our website. The four sections contain information about LAUC and the LAUC Divisions, Mentoring programs at the UC Libraries, the UC and the UC Libraries as Destination Place, and links to UC and UC Libraries policies on telecommuting and alternative work schedules.

On July 22 submitted applications to the ULs Group for them to appoint a LAUC Representative to Library Technology Advisory Group (LTAG) and System-wide Operations and Planning Advisory Group (SOPAG).

On May 22, sent President Yudof a letter outlining LAUC's concerns about the revision of Standing Order 100.4 granting him emergency authorization to declare furloughs and salary reductions and urged him to remember LAUC's role in the consultation process. He replied on June 17 that he does "not believe it will be required to formally add the LAUC division chair [sic] to the official review process."

Challenges (To be continued):

Work with Incoming President Lucia Diamond on the first-ever zero-based budget for LAUC. We won't automatically receive our previous budget. We need to project our expenditures and justify the cost. We need to Work with the Nominating Committee to identify a slate for the 2010 election.

Lucia submitted a motion, seconded by Bob Heyer-Gray, to change the language for appointing the Nominating Committee to "By October 1" instead of "By the Fall Assembly." The motion passed unanimously.

Outstanding item to refer to the incoming Executive Board: A member of the UCLA Division was not aware of the LAUC Position Papers. Position Paper #5 in particular is of interest to everyone: "The Academic Librarian in the University of California." The incoming Executive Board should remind Divisions of these Position Papers, currently linked in the "About LAUC" section of our website-- <http://www.ucop.edu/lauc/about/paper05.html>

2. Round Robin:

UCI had a high 85% response rate with e-balloting, with caveats: making sure eligible members can vote (submit their ballot) once. An earlier version of the ballot was posted, but the write-in option worked well. They are using UC eScholarship for librarians to submit presentations, professional publishing etc.

UCM reminded us that Reports from the All Campus Groups should be received and made available by the Assemblies. We provide annual instructions to the Committee representatives and reports are essential to further communication between the LAUC Executive Board and the groups. The LAUC representatives to CDC and HOPS have been very involved with these groups during an especially busy year.

UCLA reported their experience with e-balloting for the State-wide election. Because of last-minute changes to the roster, a paper ballot was distributed for the local election.

UCD conducted e-balloting for a second year and there was a high turnout. They concluded an ad hoc committee who reviewed local peer review documentation for changes pursuant to revisions in the MOU. One outstanding issue is the distinguished step, and the process by which the various campuses review the action from Step V to Step VI. Another was the definition of "peer" with respect to librarian's various duties. These may be worthy of further discussion both locally and system-wide in 09-10.

UCLA is now conducting peer review with a Committee on Advancement and Promotion (CAPA) system. A representative of LHR, the incoming CAPA Chair and the LAUC Chair are reviewing and revising the documentation. The language posed some difficulties this year in that some definitions were proscriptive and restrictive.

UCB libraries are closed on Saturdays, with only few exceptions for the Law School, Ethnic Studies, Main Stacks and Moffitt Libraries.

3. Tips and advice for the incoming Board:

Sam: Be flexible, have a clock or watch available to keep things moving, avoid procrastination, be careful not to let one Division's "problems" dominate, get to know the LAUC website including the Position Papers, and start UCOP funding requests in advance.

Bob: Focus on System-wide issues and don't shut anybody down

Corliss: Look at State-wide alternatives to travel. UCI and UCSD have some of this information on their websites. UCB will have an "Alternatives to Travel" page on our site soon. UCB also has a how-to wiki for Executive Committee members and committee chairs.

Josephine: Separate Executive Board and local LAUC email. Tools such as BlogPress and Wiki are good for organizing the Assembly site and Skype worked well. It would be good to have Research and Professional Development (R&PD) research and mini-grant updates.

Lisa: It is good to balance informal communication with the formal as needed (as embodied by Sturgis).

Keri: It is good to have the LAUC Parliamentarian, Dean Rowan, present on the conference calls and at in-person meetings. Good rapport with the Vice Chairs is especially important.

Jeff: Keep current with calendaring and pay close attention to dates and deadlines.

4. Discussion:

UCOP budget process timeline and the LAUC year

Sam and Lucia will work on our first-ever zero-based budget to submit to Dan's office by November. This budget will be a part of the overall budget package that Academic Planning, Programs and Coordination will present to the UC Regents in March for their approval in May. In addition, we will need to submit an "annual report" that includes figures on our budget request (or allocation for 2008/2009) and actual monies expended.

LAUC travel authorization

The LAUC Secretary and President need to maintain lists of members eligible for travel reimbursement and send these to both UCOP and the UCLA Travel Office. For Assembly travel, the Delegates need to be included. If last-minute substitutes plan to attend, we should let the President and Secretary know. If traveler's official payroll/reimbursement names differ from their work names, this information needs to be included. Everyone should be reminded to refer to the "LAUC Travel and Reimbursement Policies and Procedures document on the website" (at http://www.ucop.edu/lauc/LAUC_travel_06-09_rev.doc).

Online dossiers

UCR reported their campus developed a online academic review system, "eFile" <http://efileinfo.ucr.edu/>. Librarians have not started using this system for their review files. However the campus plans on adding all academic personnel to this system in the next few years. The librarian's review process and printed forms are not ready to transition to the online system yet. Possibly, this system might be adopted by other campuses.

UCB has a dedicated system that can't be accessed by other systems. Campus is discussing extending it to librarians, but they need to pilot it with faculty first, and it's not happening very soon.

UCSD has a new online academic biography form. Librarians reviewed this past year started using the form. No problems were reported.

UCI has a fully electronic system for new hires. The plan is to include librarian reviews using this system. They're using commercial software called My Data. One feature is that portions of the biography materials can link out to the public.

Career Compass

This project started in 2000 at UCB. The goal was to standardize staff job classifications across campus to create job card templates. LAUC-B and the union were concerned because the description for Library Professional 4 (Library Assistant 5) really overlapped with librarian work. They revised the description. The program may expand to other campuses; at least two campuses have already shown interest.

The issue is a delicate one because we cannot run our libraries without our staff colleagues. We want to acknowledge their contributions and the dedication they bring to their work but also to

make a statement about the value of the librarian profession and the role of the librarian at the UCs.

5. **Adjourned for lunch (12:00)**