

**LAUC Executive Board Transition Meeting
Thursday September 2nd, 2021**

Attendees (2020-2021 members): Attendees: Marty Brennan, UCLA (President); Rachel Green, UCLA (President Elect); Kristen LaBonte, UCSB (Secretary); Heather Smedberg, UCSD (Past President); Dean Rowan, UCB (Parliamentarian); Ramona Collins, UCB (Chair); David Michalski, UCD (Chair); Madelynn Dickerson, UCI (Chair); Peter Fletcher, UCLA (Chair); Sara Davidson Squibb, UCM (Chair); Carla Arbagey, UCR (Co-Chair); Laurel McPhee, UCSD (Chair); Kristen LaBonte, UCSB (on behalf of Catherine Busselen, Chair); Jess Waggoner, UCSC (Chair); Allegra Swift (SLASIAC); Marlayna Christensen (Web Manager)

Absent (2020-2021 members): Ariel Deardorff, UCSF (Acting Chair); Catherine Busselen, UCSB (Chair); Cynthia Johnson (DOC); Cherry Williams, UCR (CPG); Su Chen (DEI Chair); Hilary Schiraldi, UCB (SLFB); Brian Quigley, UCB (SCLG)

Attendees (2021-2022 members): Rachel Green, UCLA (President); Mary-Michelle Moore, UCSB (President Elect & R&PG); Martin Brennan, UCLA (Past President); Jennifer Nelson, UCB (Secretary); Susan McElrath, UCB (Chair); Melinda Livas, UCD (Chair); Shu Liu, UCI (Chair); Dalena Hunter, UCLA (Chair); Olivia Olivares, UCM (Chair); Janet Reyes, UCR (Chair); Laura Schwartz, UCSD (Chair); Ariel Deardorff, UCSF (Chair); Kristen LaBonte, UCSB (on behalf of Martha McTear, Chair); Daniel Story, UCSC (Chair); I-Wei Wang, UCB (CPG); Jenny Reiswig, UCSD (DEI); Allegra Swift, UCSD (SLSIAC); Marlayna Christensen, UCSD (Webmaster).

Absent (2021-2022 members): Dean Rowan, UCB (Parliamentarian); Martha McTear, UCSB (Chair); Cynthia Johnson, UCI (DOC); Brian Quigley, UCB (SCLG); Catherine Busselen, UCSB (SLFB).

Minutes

2020-2021 Business & Wrap-Up

1. Meeting called to order at 1 PM
2. Welcome, introductions, announcements (M. Brennan)
 - a. SLFB LAUC representative confirmed: Catherine Busselen
 - b. CPG report amendment
3. Roll Call (K. LaBonte)
4. Secretary's report (K. LaBonte)
 - a. Approval of July 1, 2021 minutes: Minutes are approved
 - b. Rosters
 - i. 2021 - 2022 Executive Board Roster
 - ii. Online Roster updates: The website is updated
5. Committee Reports
 - a. Written reports are due by the end of the month.
 - i. Committee on Research & Professional Development – (R. Green)

1. All funds were distributed this year and supplemented by presidential funds from M. Brennan.
 2. Three subcommittees were assigned at the start of the year.
 - a. Updates to the R&PD Web Pages
 - b. Planned R&PD events
 - c. Survey to gauge whether people's professional development funds were sufficient.
 - ii. Committee on Professional Governance (C. Williams):
No report.
 - iii. Committee on Diversity, Equity, and Inclusion (J. Reiswig):
Highlights include the event during the assembly that included lightning talks from people from many campuses in incorporating DEI into work. Also, a presentation about the previous diversity surveys that were done, and helping to inform future surveys moving forward
 - iv. Communications Group (M. Christensen)
 1. Working to establish a formal committee, which is an ongoing process.
 - a. News and Social Media Coordinators
 - b. Web Masters
 2. Looking for two new people this next year as two people rotate off the committee.
Please contact M. Christensen if you are interested
 3. Work next year will include having an archive on the website as a record for the different committees.

ACTION: Incoming EB members, please send [M. Christensen](#) a photo of yourself if there is not one on the website.

ACTION: Outgoing EB members, please send [M. Christensen](#) your reports in pdf format.
 - v. Academic Freedom Education Initiative (M. Brennan)
 1. Three sessions were held this year. An introduction to APM11, as well as two sessions held during the assembly.
 2. R. Green is open to continuing this work next year.
6. Reports from committee representatives
 - a. SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (A. Swift):

No report.

- b. UCOLASC - University Committee on Library and Scholarly Communication (M. Brennan):

No report.

- c. SCLG – Shared Content Leadership Group (B. Quigley):

No report.

- d. SLFB – Shared Library Facilities Board (H. Schiraldi):

No report.

- e. DOC – Direction and Oversight Committee (C. Johnson)

- i. August 3, 2021 meeting

1. DOC representation on SCLG was discussed. The current DOC representative is also a member of SCLG. The discussion revolved around the question of (1) is this too much for one person and (2) is there a need for the DOC representative on a group to be an “expert” with regards to the group’s subject matter/charge. Are there positives to being a DOC liaison to a group, but not having much expertise in the area.
2. DOC also discussed the upcoming priorities for DOC based on the joint CoUL and DOC meeting.

- ii. August 17, 2021 meeting:

C. Johnson was unable to attend this meeting.

7. [President’s Report](#) (M. Brennan)

8. Final remarks from 2020-2021 Division Chairs

- a. UCB (R. Collins)

- i. Major accomplishment this past year was the racial justice task force that was convened and created a report. There will be monthly meetings to review the recommendations and keep track of where the library is at.
- ii. There were two assemblies.

- b. UCD (D. Mihalski)

- i. UC Davis Library has opened a recruitment for a Food and Wine Archivist position in Archives and Special Collections. This position is in the Librarian Series. Full information is here: <https://recruit.ucdavis.edu/JPF04417>
- ii. The UC Davis Library is offering librarians Flexible Work Arrangements when applicable. The standard is to have 60% of the work take place on campus, and have librarians on campus Tuesdays and Wednesdays. All FWA are approved by Library Administration.
- iii. The UC Davis Library Strategic Plan process is continuing. Public comment sessions on forthcoming draft are planned for the Fall (October).

- iv. The UC Davis Library has proposed a committee to review and revise Librarian Review procedures to streamline and make more efficient the process. LAUC-D is planning for its participation in this process.
- c. UCI (M. Dickerson)
 - i. LAUC-I had a supplemental charge for the research and professional development committee which focused on methods to promote librarian achievement. Recommendations will be put into place next year. They include soliciting successes to share internally and on the website, along with brown bag lunches.
 - ii. At the winter 2021 general membership meeting, a portion of the meeting was dedicated to allow members to share what has been sustaining them during this time. It was different than a normal agenda item, but provided mutual support and encouragement.
 - iii. LAUC-I also provided \$1,000 in funding to support a library-wide two-part workshop on racism, which was a collaborative workshop with Orange County Human Relations Organization.
 - iv. The membership provided feedback to library administration on a roadmap for diversity, equity, inclusion, and accessibility work within the libraries, as well as a proposed new librarian position.
 - v. The general membership was solicited to provide feedback on reengagement and hybrid work etiquette as part of a return to campus plan.
- d. UCLA (P. Fletcher):

Currently updating rosters.
- e. UCM (S. Davidson Squibb)
 - i. LAUC-M crafted a unified letter to the EVC/Provost in response to the campus' 2030 Strategic Plan.
 - ii. The board invited campus guests to selected LAUC-M meetings to share their initiatives and look for points of collaboration.
 - iii. The board revisited LAUC-M member involvement on Academic Senate committees. As a result, a LAUC-M affiliate will attend Committee on Research (CoR) meetings once a semester.
 - iv. LAUC-M made minor changes to its bylaws which were approved by CPG.
 - v. Conversations about advocacy for the library in LAUC-M meetings have resulted in establishing a sub-committee to continue this work.
- f. UCR (C. Arbagey):

LAUC-R switched to quarterly meetings.
- g. UCSD (L. McPhee)

- i. Sarah [Buck Kachaluba](#) will be UCSD's new CPG rep.
 - ii. UC San Diego Library will fully reopen the Biomedical Library Building on September 7, 2021 and Geisel Library on September 13, 2021. For the first time since March 2020, UC San Diego students, faculty, staff and the general public may access in-person resources, services and spaces.
 - iii. SD will begin recruiting for a Content Acquisition and Resource Sharing (CARS) Program Director (Librarian, Manager) once our two other open recruitments close.
 - iv. Launching strategic planning process this fall.
- h. UCSF (A. Deardorff):
No report.
- i. UCSB (C. Busselen)
- i. LAUC-SB Executive Board transition meeting will be held September 16.
 - ii. LAUC-SB is continuing to review and determine how to incorporate better DEI efforts as recommended by the Special Task Force; a report on what the current executive board has completed and what needs further review or action will be passed on to the incoming board to provide some continuity.
 - iii. UCSB Library staff returned to onsite work September 1, the library will reopen fully September 13 in preparation for the fall quarter which begins September 27.
- j. UCSC (J. Waggoner)
- i. There was an ad-hoc committee to study and improve the buddy program which is now called the Peer Mentor Program.
 - ii. LAUC-SC worked with the membership and their academic senate committee to the library to address LAUC representation on that committee
 - iii. Hosted two brown bags to share librarians' work, two general membership meetings, and the annual CAPA workshop.
9. Transfer of LAUC Presidency from Martin Brennan to Rachel Green.

2021 - 2022 Business

1. Meeting called to order at 2:00 PM
2. New Division Chairs Orientation and procedures (R. Green)
 - a. Welcome from R. Green (President). R. Green thanked M. Brennan (Past President), Mary-Michelle Moore, UCSB (President Elect), and Jennifer Nelson (Secretary).
 - b. Executive Board (EB) meets once a month. Division chairs usually report on activity on their campuses (job openings, initiatives, administrative issues, whatever they would like to share);

likewise for statewide committee representatives. Sometimes President would like feedback on certain issues, in which case R. Green will request that an issue be brought to campuses for discussion.

- c. EB Roster: EB members should send contact info (email address, campus, phone number, and physical address) to [J. Nelson](#).

ACTION: Incoming EB members, please submit your preferred contact details to [J. Nelson](#).

3. Basics: Parliamentary Procedure, Travel Procedures, Zoom
 - a. Dean Rowan continues as Parliamentarian; meetings are not overly-formal but Parliamentary procedure is used e.g., for matters of quorum, motions, voting, adjournment.
 - b. Currently no traveling is involved but the Spring will hopefully see more travel, or at least ability to plan for a hybrid in-person/Zoom Assembly. This year's in-person Spring Assembly location is Santa Barbara.
4. Communication
 - a. BOX for working documents
 - i. Everyone should have access to the LAUC 2021-22 Box Folder. If you can't access the LAUC 2021-22 Box folder, let [J. Nelson](#) or [R. Green](#) know.
 - ii. Sign in through your campus Box to access documents (if you click on a link generated by someone from a campus you are not affiliated with it will prompt you to sign into that campus's Box).
 - b. Executive Board email list: Anyone who has not yet been added to the Executive Board email list, let [J. Nelson](#) know.
 - c. Executive Board meetings via Zoom
 - i. Meetings are monthly for an hour and a half.
 - ii. No meeting day or time was established; R. Green to survey EB members via when2meet to establish monthly day/time.
5. The Year to Come (R. Green)
 - a. September CoUL (Council of University Librarians) Meeting (date TBD)
 - i. PI Status: Campuses differ greatly regarding whether PI status is granted to Librarians. Goal to gain clarity around this issue statewide. Possible avenues to move the PI discussion forward are through CPG or the Academic Freedom Education Initiative.
 - ii. Communications Team: Approved as an ad hoc committee in 2020-21. Question remains regarding formalization of committee. Requirement to send a representative

might make formalization burdensome for smaller campuses, though having a local webmaster for each campus would be useful. Formalization may require revision to bylaws (which require approval from UCOP).

- iii. DEI survey: Idea of a statewide survey discussed (last one was in 2018).
 - iv. CPG bylaws cleanup: Bring all campuses into compliance with bylaws.
 - v. Other priorities? Statewide survey regarding positions/job descriptions related to DEI. A separate but related issue is whether positions are listed outside of the Librarian series.
- b. Census of LAUC membership:
- i. Division Chairs to send census info (number of LAUC members on your campus as of 9/1) to [J. Nelson](#).
 - ii. **ACTION:** Incoming EB members, please submit your census info to [J. Nelson](#).
- c. Election calendar, consult on annual election date: List of election dates compiled by Secretary; voted on by EB. Election must take place in June.
- d. Spring Assembly Planning
- i. Plan on hybrid model; will move 100% online if necessary.
 - ii. Cost of travel covered for EB members and any additional delegates. Funds are usually available for other Librarians to attend (encouraged for newer Librarians), though LAUC budget was cut by a few thousand dollars this year.
- e. Statewide committee charges
- i. R&PD (M. Moore): Continue with subcommittee work (e.g., events, survey/website). Will work on other goals in the next couple of weeks.
 - ii. DEI (J. Reiswig): Finalize appointment of representatives and complete roster. Review what job descriptions look like across the campuses for DEI positions; perform general research as well.
 - iii. CPG (I. Wang): A few campuses are looking at their local peer review processes with a view to simplifying and streamlining. CPG to reach out to campuses to have an overview of how that develops.
- f. Issues / Ongoing Work / New Work
- i. Communications (M. Christensen): Working on implementing a LAUC-all listserv to distribute statewide emails, instead of sending emails to division chairs for distribution (not everyone will be able to post to it, just statewide elected officials and Communications team). Proposed redesign/refresh of statewide website, including

hosting option for division websites. Work on LAUC Archives presence on LAUC website.

ACTION Division chairs, please bring the question to your local Exec as to whether hosting by Statewide LAUC for divisional LAUC website is desired.

- ii. Academic Freedom (AF) (M. Brennan): Explore whether standing committee for AF should be established. Approve AF as an ad hoc again this year. Develop pathfinder for each campus if the need arises to pursue an AF case. Explore development role of AF Ambassador to advise members as to how best to resolve a local situation.
 - iii. Other ideas and initiatives? General discussion of LAUC statewide funds. Suggestion for R&PD to look into budget levels for research.
- g. Division Chairs Round Robin:
- i. UCB (S. McElrath): Discuss initiatives in response to a membership survey conducted earlier this year, such as: concerns about onboarding and training; evaluating peer review process to identify efficiencies; explore creation of standing committee for racial justice. Planning for Fall and Spring Assemblies. Special assembly on diversity planned for Spring to mark anniversary of LAUC-B's Diversity Committee.
 - ii. UCD (M. Livas): Recruiting for DEI representative from LAUC-D to DEI committee. Convene task force with local Exec Committee to work on revising local peer review procedures and making changes to dossier platform. Library is undergoing strategic plan for DEI; UL wants to involve LAUC-D in that process. Continue previous Chair's work in revising local website.
 - iii. UCI (S. Liu): Proposed position for Diversity, Equity, Inclusion, and Action (DEIA). Local R&PD committee has ongoing charge to highlight and celebrate Librarian accomplishments; will ask members for input and ideas. AUL for Administrative Services has asked local Exec Committee to participate in Library strategic planning process. Due to incumbent departures, announcement for replacement candidate for local Vice Chair will be forthcoming; replacement candidate for Secretary currently being sought.
 - iv. UCLA (D. Hunter): Looking forward to working with LAUC-LA's diverse Exec Committee this year. Librarians are returning to campus. Some carry-over issues are peer review documentation and PI status. New issues for this year are morale and ways to increase participation in LAUC.
 - v. UCM (O. Olivares): UCI's 2003 strategic plan was created without input from Librarians, which would have made significant cuts in Library budget. General feeling that Library is

not prioritized. Subcommittee formed to market and advocate the library with mixed success: some positions remain cut and budget cuts have impacted collections, but small gains were made in budget claw-backs and obtaining space for GIS lab and Library administration office.

- vi. UCR (J. Reyes): Campus was in the process of updating strategic plan, but arrival of new Provost resulted in it being put on hold with desire to start over. Priority this year will be on documentation: create and/or update local documentation to increase efficiencies and lessen confusion. Hiring is gearing up again; having clear documentation and guidance will be helpful for newer Librarians becoming involved in LAUC. Hopefully this year will see more participation. Will explore opportunities for joint programming with other campuses.
- vii. UCSD (L. Schwartz): UL has engaged LAUC-SD in both strategic planning and library DEI taskforce. CAPA recommended a working group to review criteria for awarding extra points, to be discussed with UL. Rethinking service award events for honoring Librarian colleagues in light of the pandemic and lack of in-person events.
- viii. UCSF (A. Deardorff): 4 new librarians hired (bringing total from 11 to 15). Explore possibility of tweaking some bylaws to move from 2- to 1-year service terms (CPG will be involved in discussion).
- ix. UCSB (K. LaBonte on behalf of M. McTear): Library recruiting for Scholarly Communications Coordinator. Library opening to the public on September 13th.
- x. UCSC (D. Story): Membership surveyed 1 ½ years ago (“coffee and listening tour”). Initiatives to come out of that were focused on community building and resource and knowledge sharing; planning to continue similar this year. Library looking to be nimble and responsive to circumstances. Number of Librarian retirements last year with active searches this year. Planned focus on documentation so newer Librarians understand what to do when cycling into leadership roles. UCSC Library tasked an Equity, Diversity, Inclusion, and Justice (EDIJ) working group; not under LAUC, but LAUC will be represented on it and will actively participate.

3:42 – Adjourned